

BOARD OF TRUSTEES
MONTGOMERY COLLEGE



PUBLIC BOARD MEETING AGENDA

REVISED

Zoom Webinar ▪ Or by phone: 301-715-8592 ▪ Webinar ID: 957-5367-1388

BOARD OF TRUSTEES

**Monday, December 14, 2020
6:30 p.m.**

Michael J. Knapp
Chair
TERM ENDS JUNE 30, 2024

Michael A. Brintnall, PhD
First Vice Chair
TERM ENDS JUNE 30, 2023

Frieda K. Lacey, EdD
Second Vice Chair
TERM ENDS JUNE 30, 2024

Richelle E. Adu
Student Trustee
TERM ENDS JUNE 30, 2021

Gloria Aparicio Blackwell
TERM ENDS JUNE 30, 2026

Kenneth J. Hoffman, MD
TERM ENDS JUNE 30, 2023

Robert F. Levey
TERM ENDS JUNE 30, 2025

Leslie S. Levine, PhD
TERM ENDS JUNE 30, 2021

Maricé Morales
TERM ENDS JUNE 30, 2025

Marsha Suggs Smith
TERM ENDS JUNE 30, 2022

**PRESIDENT AND
SECRETARY-TREASURER**

DeRionne P. Pollard, PhD

1. Call to Order Procedural
2. Roll Call Procedural
3. Approval of Agenda Procedural
4. Approval of Minutes Action
 - A. November 16, 2020 Closed Session
 - B. November 16, 2020 Public Meeting
5. Reports Information
 - A. President’s Report (Dr. DeRionne P. Pollard)
 - B. Chair’s Report (Mr. Michael J. Knapp)
 - C. Committee Reports
 - i. **Policy and Governance Committee Report**
 - ii. Audit Review Subcommittee
 - iii. Budget and Financial Sustainability Committee
6. Budget Matter Information and Discussion
Presentation of the Proposed FY22 Current, Enterprise, and Other Funds Budgets
7. Regulatory Matter Action
The Montgomery College Audited Financial Statements for Year Ended June 30, 2020 and 2019
8. Consent Agenda Action
 - A. Personnel Actions Confirmation Report
 - B. Corporate Authorization Resolution Required by Banks for Certificate of Deposit Accounts

-
- 9. Awards of Contract (Competitive)..... Action
 - A. Award of Contract, Custodial Supplies, Bid e421-001
 - B. Award of Contract, Email Protection Software Renewal, Bid e521-014
 - C. Award of Contract, Data Analytics Software Renewal, Bid e521-016
 - D. Award of Contract, Construction Materials, Testing and Special Inspection Services, Catherine and Isiah Leggett Math and Science Building, Takoma Park/Silver Spring Campus, Bid e621-002
 - 10. Policy Matter Information
 - New Policy 32100– Allocation, Recruitment, and Appointment of Regular Employees and Temporary with Benefits Employees
 - 11. New Business Procedural
 - 12. Public Comments Procedural
 - 13. Trustee Comments..... Procedural
 - 14. Adjournment..... Procedural

NOTICES

BOARD OF TRUSTEES INFORMATION. The board’s meeting schedule, agendas, meeting minutes, and records of resolutions are available at www.montgomerycollege.edu/bot.

PUBLIC COMMENTS. The board welcomes public comments, which can be sent to trustees@montgomerycollege.edu or to Board of Trustees, 9221 Corporate Blvd, Rockville, Maryland 20850, ATTN: Public Comments.

PUBLIC TESTIMONY. Persons wishing to speak before the board during a public meeting must sign up no less than seven (7) days before the scheduled meeting by calling 240-567-5272 or emailing trustees@montgomerycollege.edu. An electronic file or a hard copy of the testimony must be provided to the Board of Trustees by 5:00 p.m. on the day of the public meeting. Persons speaking before the board are provided four minutes for comments. The board allots 16 minutes for comments during each public meeting, though this time may be extended for an additional specified period by motion of the board chair and agreement by two-thirds of board members present. Additional comment time may be scheduled at the end of the agenda prior to adjournment.

ALTERNATIVE AGENDA FORMAT. This agenda is available in an alternative format upon request, in accordance with the Americans with Disabilities Act, by contacting 240-567-5272 or trustees@montgomerycollege.edu at least two weeks prior to the scheduled board meeting.

COMMUNICATIONS ACCOMMODATIONS. For special accommodations in communicating with the board, contact 240-567-5272 or trustees@montgomerycollege.edu.

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

Agenda Item Number: 7
December 14, 2020

**THE MONTGOMERY COLLEGE AUDITED FINANCIAL
STATEMENTS FOR JUNE 30, 2020 AND 2019**

BACKGROUND

Montgomery College is required to conduct an annual audit of the College's financial statements.

The audit of financial statements for June 30, 2020 and 2019, was conducted by CliftonLarsonAllen LLP, certified public accountants and consultants, and certified by the senior vice president for administrative and fiscal services and by the president.

The annual audit report was presented to the Board's Audit Review Subcommittee and to the Board's Audit Committee for review and comment.

RECOMMENDATION

It is recommended that the Board of Trustees accept the audited financial statements for June 30, 2020 and 2019.

BACKUP INFORMATION

Board Resolution
Audited Financial Statements for June 30, 2020 and 2019 (Board Members only)
Audited MHEC from Montgomery College CC-4 Report for June 30, 2020 and 2019 (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Greaney

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

Resolution Number:
Adopted on:

Agenda Item Number: 7
December 14, 2020

Subject: The Montgomery College Audited Financial Statements for June 30, 2020 and 2019

WHEREAS, Montgomery College is required to conduct an annual audit of the College's financial statements; and

WHEREAS, The audit of financial statements for June 30, 2020 and 2019, was conducted by CliftonLarsonAllen LLP, certified public accountants and consultants, and certified by the senior vice president for administrative and fiscal services and by the president; and

WHEREAS, The audit report was conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards, issued by the comptroller general of the United States; and

WHEREAS, The annual audit report was presented to the Board's Audit Review Subcommittee and to the Board's Audit Committee for review and comment; and

WHEREAS, The Board of Trustees was informed that the College's financial statements present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of Montgomery College as of June 30, 2020 and 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the years ended in accordance with accounting principles generally accepted in the United States of America.

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

Resolved, That the Board of Trustees accepts the audited financial statements for June 30, 2020 and 2019.

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

Agenda Item Number: 8A
December 14, 2020

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

Ms. Leitch Walker

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

Resolution Number:
Adopted on:

Agenda Item Number: 8A
December 14, 2020

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 October 1, 2020, through October 31, 2020; 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 October 1, 2020, through October 31, 2020

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
10/05/2020	Huaman, Martha	Enrollment Svcs VA Specialist	23	Records and Registration
10/05/2020	Sesay, Alusine	Instructional Lab Coordinator	27	Engineering/Computer Science Dean
10/05/2020	Whaley, Allison M	Ombuds Mgr/Ombuds for Employees	33	President

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Department
10/05/2020	Branco, Goncagul	Simulated Learning Exper Dir	33	1	Business/Computer Applications Dean
10/02/2020	Ogunyemi, Lapo	Systems Engineer	33	6	OIT Engineering Services
10/31/2020	Portillo, Maria I	Building Services Worker	11	19	Facilities – Central Admin
10/16/2020	Reid-Nelson, Gillian A	Student Services Specialist	25	15	CW Dean Stu Access-GT Stu Affairs
10/29/2020	Rinaldi, Mildred ¹	Administrative Aide I	15	16	Biology and Chemistry Dean
10/31/2020	Sainz, Andrew R ¹	Locksmith	23	17	Facilities Operations – TP/SS
10/23/2020	Stores, Tuwana	Academic Coach	27	1	ACES-Achiev. College Excell & Success
7/31/2020	Bailey, David B ¹	Building Services Worker	11	17	Facilities-Central Administration

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	2	2	1	0	0	0	5
Male	1	1	0	0	0	0	2
TOTAL	3	3	1	0	0	0	7

¹ Retirement

**MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From October 1, 2020, through October 31, 2020**

FACULTY

FACULTY EMPLOYMENTS: NONE

Effective Date	Name	Position Title	YOS	Department
10/02/2020	Aboagye, George G	Professor	12	Health Sciences Dean

FACULTY SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	0	0	0	0	0	0	0
Male	0	1	0	0	0	0	1
TOTAL	0	1	0	0	0	0	1

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

Agenda Item Number: 8B
December 14, 2020

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

BACKGROUND

Pursuant to Board of Trustees Policy 61004, "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."

Pursuant to Procedure 61004CP, "Certificates of Deposit or Time Deposits of financial institutions chartered in the State of Maryland" are authorized investment security.

It is common for a commercial bank to require a signature card for each certificate of deposit, as it requires the opening of a separate bank account. 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 resolves the financial institution is designated as a depository for the College's funds. 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 have been designed to be certified by the Secretary of the Corporation. As the Secretary of the Board of Trustees, the president's signature is required to affect the transaction.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the president to sign the attached Sandy Spring Bank Corporate Authorization Resolution.

It is further recommended that the Board of Trustees authorize the president to sign similar such resolutions requested from time to time by commercial banks for certificate of deposit investments made pursuant to Policy 61004.

BACKUP INFORMATION

Resolution
Policy 61004–College Investment Program
Bank Corporate Authorization Resolution (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCES PERSON

Ms. Greaney

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number:

Adopted on:

Agenda Item Number: 8B

December 14, 2020

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

WHEREAS, Montgomery College, in order to utilize funds not required to meet daily cash flow, may invest those funds in accordance with Policy 61004; and

WHEREAS, Certificates of Deposit are an authorized investment pursuant to such policy; and

WHEREAS, A corporate resolution required by commercial banks is a standard form requested as a routine of opening a deposit account; now therefore be it

Resolved, That the Board of Trustees authorizes the president to sign the attached Sandy Spring Bank Corporate Authorization Resolution; and therefore be it further

Resolved, That the Board of Trustees authorizes the president to sign similar such resolutions requested from time to time by commercial banks for certificate of deposit investments made pursuant to Policy 61004.

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

Agenda Item Number: 9A
December 14, 2020

**AWARD OF CONTRACT,
CUSTODIAL SUPPLIES, BID e421-001**

BACKGROUND

Request:	Purchase of custodial supplies collegewide
Office/SVP Originating Request:	The senior vice president for administrative and fiscal services and the vice president of facilities
Award Type:	Competitive
Bid Number:	e421-001
Explanation of Request:	The College has purchased custodial supplies for many years on a per-campus basis to address daily to monthly building service needs. To streamline this process and save the College money, all campus custodial supplies have been consolidated into a single purchase vehicle. This contract will allow for bulk purchases on a collegewide basis resulting in (a) product standardization across campuses, (b) volume pricing, and (c) a custodial supply inventory system that will monitor the inventory level and replenish supplies as needed. Although this type of contract has never been in place at the College, given the associated benefits, it will be the standard going forward.
Reason Being Brought to Board:	Board approval is required for awards valued at \$250,000 and above.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are planned for and available in the FY21 operating budget, subject to County Council and Board of Trustees funding approval.
Annul Dollar Amount:	\$300,000
Vendor Name:	Rudolph's Office & Computer Supply, Inc.
Vendor Address:	6610 Amberton Drive Elkridge, Maryland 21075
Minority Status:	Yes
Term of Contract:	One-year, with four one-year renewal options.

RECOMMENDATION

It is recommended that an award of contract for the purchase of custodial supplies be awarded to Rudolph's Office & Computer Supply, Inc. of Elkridge, Maryland, for a one-year term beginning January 2021, for a not-to-exceed annual amount of \$300,000.

It is further recommended that this contract be renewed for four additional one-year periods under the same terms and conditions, provided service is satisfactory, funding is available, and renewals are in the best interest of the College. The total five-year, not-to-exceed contract amount is \$1,500,000.

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:
Adopted on:

Agenda Item Number: 9A
December 14, 2020

Subject: Award of Contract, Custodial Supplies, Bid e421-001

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting a contract for the purchase of custodial supplies on a collegewide basis; and

WHEREAS, To streamline this process and save the College money, all campus custodial supply needs have been consolidated into a single purchase vehicle; and

WHEREAS, This contract will allow for bulk purchases on a collegewide basis resulting in (a) product standardization across campuses, (b) volume pricing, and (c) a custodial supply inventory system that will monitor the inventory level and replenish supplies as needed; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff and the chief business/financial strategy officer certifies that expenditures are planned for in the FY21 operating budget, subject to County Council and Board of Trustees funding approval; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised on September 14, 2020, on the Montgomery College Procurement and the state of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 107 firms downloaded the request for bid, and seven responses, including five that were declared non-responsive, were received, read aloud, and recorded, beginning at 3:00 p.m. on October 15, 2020; and

WHEREAS, Upon review of all vendor pricing by the procurement staff, Rudolph's Office & Computer Supply, Inc. of Elkridge, Maryland, has been declared the lowest-priced responsive-responsible bidder, meeting all College solicitation requirements; and

WHEREAS, Awards resulting from competitive sealed bids valued above \$250,000 require Board of Trustees approval; and

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

Resolved, That the Board of Trustees approves an award of contract for the purchase of custodial supplies on a collegewide basis for one year to Rudolph's Office & Computer Supply, Inc. of Elkridge, Maryland, for a total not-to-exceed amount of \$300,000; and be it further

Resolved, That the contract be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory,

funding is available, and renewals are in the best interest of the College, where the total five-year contract not-to-exceed amount is \$1,500,000; 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: 9B
December 14, 2020

**AWARD OF CONTRACT,
EMAIL PROTECTION SOFTWARE RENEWAL, BID e521-014**

BACKGROUND

Request:	Renewal of email protection software license
Office/SVP Originating Request:	The senior vice president for administrative and fiscal services and interim chief information officer
Award Type:	Competitive
Bid Number:	e521-014
Explanation of Request:	<p>Proofpoint is the College's longstanding email gateway, which provides filtering to limit spam, and detect and prevent malware. This software was previously purchased through the Procurement through Other Agency (PTOA) procurement method, under the same terms and conditions of the Maryland state commercial off-the-shelf contract number, 060B2490021, and PTOA 20-012.</p> <p>Without Proofpoint email protection software, the College would be overwhelmed by millions of potentially harmful, and unnecessary emails.</p> <p>The current license for Proofpoint expires on December 31, 2020.</p>
Reason Being Brought to Board:	Board approval is required for awards valued at \$250,000 and above.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are planned for and available in the FY21 operating budget, subject to County Council and Board of Trustees funding approval.
Annual Dollar Amount:	\$86,043
Vendor Name:	CDW Government LLC
Vendor Address:	2 Corporate Drive Shelton, Connecticut 06484
Minority Status:	No
Term of Contract:	One year with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the renewal of the Proofpoint software license, for one year, to CDW Government LLC, of Shelton, Connecticut, for a total not-to-exceed amount of \$86,043.

It is further recommended that the contract be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College. The total five-year contract not-to-exceed amount is \$430,215.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Ms. Miller
Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number:
Adopted on:

Agenda Item Number: 9B
December 14, 2020

Subject: Award of Contract, Email Protection Software Renewal, Bid e521-014

WHEREAS, The senior vice president for administrative and fiscal services and the interim chief information officer are requesting an award of contract for the renewal of the existing Proofpoint email protection software license; and

WHEREAS, This software was previously purchased through the Procurement through Other Agency (PTOA) procurement method, under the same terms and conditions of the Maryland state commercial off-the-shelf contract number, 060B2490021, and PTOA 20-012; and

WHEREAS, The current Proofpoint software license will expire on December 31, 2020; and

WHEREAS, Proofpoint is the College's longstanding email gateway, which provides filtering to limit spam, and detect and prevent malware; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that expenditures are planned for and available in the FY21 operating budget, subject to County Council and Board of Trustees funding approval; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for bid was publicly advertised on October 14, 2020, on the Montgomery College Procurement and the state of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 38 firms downloaded the request for bid, and two responses were received, read aloud, and recorded, beginning 3:00 p.m. on October 29, 2020; and

WHEREAS, Upon review of all vendor pricing by the procurement staff, CDW Government LLC, of Shelton, Connecticut, has been declared the lowest priced, responsive-responsible bidder, meeting all College solicitation requirements; and

WHEREAS, Awards resulting from competitive sealed bids valued above \$250,000 require Board of Trustees approval; and

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

Resolved, That the Board of Trustees approves an award of contract for the renewal of the Proofpoint email protection software license, for one year, to CDW Government LLC, of Shelton, Connecticut, for a total not-to-exceed amount of \$86,043; and be it further

Resolved, That the contract be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College, where the total five-year contract not-to-exceed amount is \$430,215; 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: 9C
December 14, 2020

**AWARD OF CONTRACT,
DATA ANALYTICS SOFTWARE RENEWAL, BID e521-016**

BACKGROUND

Request:	Renewal of the data analytics software license
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and Interim Chief Information Officer
Award Type:	Competitive
Bid Number:	e521-016
Explanation of Request:	<p>Qlikview, which has been in place since 2012, is a self-service reporting tool used by departments including but not limited to Finance, Faculty, Advancement, Course Scheduling, SIS, Facilities, HRSTM, ACEs, Procurement, OIRA, and WDCE, to generate reports that meet both internal and external reporting requirements.</p> <p>This software was previously purchased, through College bid 519-014, and through the Procurement through Other Agency (PTOA) procurement method, under the same terms and conditions of the Maryland state commercial off-the-shelf contract number, 060B2490021, and PTOA 17-024.</p> <p>Without the Qlikview reporting software renewal, the College would not be eligible for software updates, which will directly impact software performance. The current Qlikview software license will expire in December 31, 2020.</p>
Reason Being Brought to Board:	Board approval is required for awards valued at \$250,000 and above.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are planned for and available in the FY21 operating budget, subject to County Council and Board of Trustees funding approval.
Dollar Amount:	\$104,024 (annual)
Vendor Name:	Computer Intelligence Associates, Inc.
Vendor Address:	10015 Old Columbia Road, Suite B-215

	Columbia, Maryland 21046
Minority Status:	No
Term of Contract:	One year, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the renewal of the Qlikview software license, for one year, to Computer Intelligence Associates, Inc., of Columbia, Maryland, for a total not-to-exceed amount of \$104,024.

It is further recommended that the contract be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College. The total five-year contract not-to-exceed amount is \$520,120.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Ms. Miller
Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number:
Adopted on:

Agenda Item Number: 9C
December 14, 2020

Subject: Award of Contract, Data Analytics Software Renewal, Bid e521-016

WHEREAS, The senior vice president for administrative and fiscal services and the interim chief information officer are requesting an award of contract for the renewal of the existing Qlikview data analytics software license; and

WHEREAS, This software was previously purchased through College bid 519-014, and through the Procurement through Other Agency (PTOA) procurement method, under the same terms and conditions of the Maryland state commercial off-the-shelf contract number, 060B2490021, and PTOA 17-024; and

WHEREAS, The current Qlikview software license will expire on December 31, 2020; and

WHEREAS, Qlikview, which has been in place since 2012, is a self-service reporting tool used by departments including but not limited to Finance, Faculty, Advancement, Course Scheduling, SIS, Facilities, HRSTM, ACEs, Procurement, OIRA, and WDCE, to generate reports that meet both internal and external reporting requirements; and

WHEREAS, Without the Qlikview reporting software renewal, the College would not be eligible for software updates, which directly impact software performance; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that expenditures are planned for and available in the FY21 operating budget, subject to County Council and Board of Trustees funding approval; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for bid was publicly advertised on October 14, 2020, on the Montgomery College Procurement and the state of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 62 firms downloaded the request for bid, and one response was received, read aloud, and recorded, beginning 3:00 p.m. on October 29, 2020; and

WHEREAS, Upon review of all vendor pricing by the procurement staff, Computer Intelligence Associates, Inc., of Columbia, Maryland, has been declared the lowest priced responsive-responsible bidder, meeting all College solicitation requirements; and

WHEREAS, Awards resulting from competitive sealed bids valued above \$250,000 require Board of Trustees approval; and

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

Resolved, That the Board of Trustees approves an award of contract for the renewal of the Qlikview software license, to Computer Intelligence Associates, Inc., of Columbia, Maryland, for a total not-to-exceed amount of \$104,024; and be it further

Resolved, That the contract be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College, where the total five-year contract not-to-exceed amount is \$520,120; 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: 9D
December 14, 2020

**AWARD OF CONTRACT,
CONSTRUCTION MATERIALS TESTING AND SPECIAL INSPECTION SERVICES,
CATHERINE AND ISIAH LEGGETT MATH AND SCIENCE BUILDING
TAKOMA PARK/SILVER SPRING CAMPUS, BID e621-002**

BACKGROUND

Request:	Contract to provide testing of construction materials and special inspection services related to construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus.
Office/SVP Originating Request:	The senior vice president for administrative and fiscal services and the vice president of facilities.
Award Type:	Competitive
Bid Number:	E621-002
Explanation of Request:	<p>The College must undertake independent testing of construction materials and special inspection services related to the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus, to comply with the International Building Code. This code requires building owners to engage independent testing and inspection services for construction of buildings.</p> <p>This contract provides for services that include geotechnical inspections and testing, foundation inspections, waterproofing testing and inspections, superstructure testing and inspections, and inspections of specialized building components. Barton Malow, the construction manager at risk, will coordinate all inspection and testing activities. It is anticipated that construction and occupancy of the new building will be completed in the spring of 2023.</p> <p>The award amount is within the allotted budget for this work.</p>
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, consulting architects and engineers, and the chief business/financial strategy officer certifies that funds are

	available in the FY21 capital budget, subject to County Council and Board of Trustees funding approval.
Total Dollar Amount:	\$299,999
Vendor Name:	Specialized Engineering (DIW Group, Inc. t/a Specialized Engineering)
Vendor Address:	4845 International Boulevard, Suite 104 Frederick, Maryland 21703
Minority Status:	No
Contract Term:	One-time purchase

RECOMMENDATION

It is recommended the Board of Trustees approve an award of contract for construction materials testing and special inspection services related to the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus, to Specialized Engineering of Frederick, Maryland, for a one-time purchase in the amount of \$299,999.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Johnson
Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 9D
December 14, 2020

Subject: Award of Contract, Construction Materials Testing and Special Inspection Services, Catherine and Isiah Leggett Math and Science Building, Takoma Park/Silver Spring Campus, Bid e621-002

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for testing of construction materials and special inspection services for the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus; and

WHEREAS, The College must undertake independent testing of construction materials and special inspection services related to the construction of the Catherine and Isiah Leggett Math and Science Building to comply with the International Building Code, which requires building owners to engage independent testing and inspection services for construction of buildings; and

WHEREAS, This contract provides for services that include geotechnical inspections and testing, foundation inspections, waterproofing testing and inspections, superstructure testing and inspections, and inspections of specialized building components; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, consulting architects and engineers, and the chief business/financial strategy officer certifies that funds are available in the FY21 capital budget, subject to County Council and Board of Trustees funding approval; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a Request for Proposal, Part A–Contractor Qualifications and Part B–Price Proposals, were publicly advertised on September 28, 2020, on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 42 companies downloaded the solicitation from the Procurement website and 11 responses, including one deemed not qualified; one deemed qualified, but non-responsive; and four deemed non-responsive; were received, read aloud, and recorded, beginning 2:00 p.m. local time on October 19, 2020; and

WHEREAS, An evaluation committee comprised of Office of Facilities staff completed the review and evaluation of all technical proposal submissions, and seven companies submitting proposals were deemed qualified in Part A–Contractor Qualification process, and had their Part B–Price Proposals opened; and

WHEREAS, Four companies were deemed not qualified and did not have their price proposals opened; and

WHEREAS, Following the evaluation of Part B–Price Proposals, it was determined that Specialized Engineering of Frederick, Maryland, submitted the lowest base-bid price of \$299,999, and met all College specifications; and

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

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

Resolved, That the Board of Trustees approve an award of contract to Specialized Engineering of Frederick, Maryland, including all necessary materials, labor, equipment, supervision, and insurance, to provide construction materials testing and special inspection services for the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus, for a one-time purchase in the amount of \$299,999; 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: 10
December 14, 2020

**NEW POLICY 32100–ALLOCATION, RECRUITMENT, AND APPOINTMENT OF
REGULAR EMPLOYEES AND TEMPORARY WITH BENEFITS EMPLOYEES**

General Information

Policy Number:	32100
Contained in Chapter:	Chapter Three
Policy Title:	Allocation, Recruitment, and Appointment of Regular Employees and Temporary with Benefits Employees

Reason for Policy

This proposed new policy combines into a universal hiring policy one separate hiring policy 32102–Allocation, Recruitment, and Appointment of Full-Time Faculty and two stand-alone procedures (without an accompanying policy) 32104–Recruitment and Appointment Procedures for Administrative Staff and 32101–Recruitment and Appointment Procedures for Support and Associate Staff.

This new policy language articulates and grounds the College’s hiring philosophy in the mission, vision, and values. The new language clarifies and aligns compliance with all applicable nondiscrimination laws in the hiring and recruitment process. This policy will ensure consistency in the recruitment and hiring process for all regular employees.

Purpose of Each Policy Element

Section	Purpose
I.	College’s commitment to recruiting and hiring a diverse and inclusive workforce that is representative of the community that we serve and will further the College’s mission, vision, and values.
II.	Statement of legal authority of the Board of Trustees to establish new positions and expectation that the needs and requirements for each position is aligned with the College’s strategic and operational needs.
III.	Statement that the College will comply with all applicable nondiscrimination laws and the College’s commitment to access, equity, and diversity while prohibiting retaliation against individuals who bring forth complaints related to discrimination.
IV.	Policy statement that articulates the expectation that all applicants will be evaluated equitably, confidentially, and in accordance with established criteria related to the position.
V.	Grants the president, or designee, the responsibility for the recruitment, appointment, and allocation of all employees, subject to

Section	Purpose
	funding and confirmation by the Board of Trustees and the College's commitment to equal employment opportunity and nondiscrimination in all aspects of the employment relationship.
VI.	Authorizes that a position may be filled without a recruitment to account for interim appointments, promotions, and reassignments.
VII.	Standard boilerplate language that authorizes the president to establish and implement procedures necessary to implement the policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 32100–Allocation, Recruitment, and Appointment of Regular Employees and Temporary with Benefits Employees.

BACKUP INFORMATION

Resolution
 Policy 32100–Allocation, Recruitment, and Appointment of Regular Employees and Temporary with Benefits Employees

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Walker

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

Resolution Number:
Adopted on:

Agenda Item Number: 10
December 14, 2020

Subject: New Policy 32100–Allocation, Recruitment, and Appointment of Regular Employees and Temporary with Benefits Employees

WHEREAS, The Board of Trustees and the president have identified the need for a policy to articulate and establish clear and consistent guidelines on the recruitment, hiring, and appointment of full-time faculty, staff, and administrators, and temporary with benefits employees; and

WHEREAS, The issues related to recruitment, hiring, and appointing regular and temporary with benefits employees have been researched under the direction of the president; and

WHEREAS, A draft policy statement was reviewed by the appropriate College community stakeholders for their feedback; and

WHEREAS, The president recommends that the Board adopt the policy; now therefore be it

Resolved, That Policy 32100–Allocation, Recruitment, and Appointment of Regular Employees and Temporary with Benefits Employees be adopted as indicated in the attachment; and be it further

Resolved, That the president is authorized to implement this policy.