



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

PUBLIC BOARD MEETING AGENDA

[Zoom Webinar](#) • Or by phone: 301-715-8592 • Webinar ID: 936 7397 7954

BOARD OF TRUSTEES

**April 19, 2021
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. March 22, 2021 Conference Session
 - B. March 22, 2021 Public Meeting
5. Reports..... Information
 - A. Conversation with Constituents
 - B. President’s Report
 - C. Chair’s Report
 - D. Committee and Liaison Reports
 - i. Succession Planning Committee
 - ii. Policy and Governance Committee
 - iii. Budget and Financial Sustainability Committee
 - E. Fiscal Year 2021 Third Quarter Financial Summary
 - F. East County Presence Feasibility Study
6. Consent Agenda Action
 - A. Personnel Actions Confirmation Report
 - B. Graduates Receiving Associate’s Degrees and Certificates in Spring 2021
 - C. Awards of Contract (Competitive)
 - i. Award of Contract, Athletic Supplies and Uniforms, Bid e421-002
 - ii. Award of Contract, Swipe Lock Replacement Parts, Bid e421-006
 - iii. Award of Contract, Cloud-based Library Services Platform and Discovery System, Bid e521-009

- D. Contract Change Order, Rockville Physical Education Building Pool Filtration System and Heat Exchanger Project, Rockville Campus, Bid 917-008
- 7. Award of Contract (Sole Source) Action
 - Sole Source Award of Contract, Continuation of Interim Information Technology Leadership Services
- 8. Budget Matters Action
 - A. Supplemental Appropriation Request for Fiscal Year 2021 Capital Budget-Capital Renewal
 - B. Tuition and Fees for Fiscal Year 2022
- 9. Collective Bargaining Action
 - Memorandum of Agreement–Collective Bargaining Agreement with American Federation of State, County, and Municipal Employees, Local 2380
- 10. Policy MatterInformation and Possible Action
 - Modification of Policy 66004–Electronic Information Technology Accessibility
- 11. College Matter Action
 - College Expansion to East County Region
- 12. New Business 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: 6A
April 19, 2021

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: 6A
April 19, 2021

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 February 1, 2021, through February 28, 2021; 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 February 1, 2021, through February 28, 2021

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Department
02/08/2021	Conover, Ross P	Senior Research Analyst	31	Institutional Research & Analysis
02/08/2021	Cox, Cameron J	Academic Coach	27	ACES-Achieving College Excellence

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Department
02/26/2021	Hadzima, Paula A ¹	Finance, Compliance & Benefits Dir	35	13	Human Resources/Strategic Talent Mgt

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

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

Agenda Item Number: 6B
April 19, 2021

**GRADUATES RECEIVING ASSOCIATE'S DEGREES AND
PROGRAM CERTIFICATES IN SPRING 2021**

BACKGROUND

The Board of Trustees is required to ratify the conferral of degrees and certificates by the faculty, as certified by the college registrar, 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 college registrar.

BACKUP INFORMATION

Board Resolution
List of Graduates (Board members only)

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Brown
Dr. Rai

RESOURCE PERSONS

Mr. Cartledge
Mr. Dietz

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

Agenda Item Number: 6B
April 19, 2021

**Subject: Graduates Receiving Associate's Degrees and Program Certificates in
Spring 2021**

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

WHEREAS, The College registrar ("the registrar") has certified that the students of Montgomery College, as listed on the attachment, are expected to complete successfully in the spring 2021 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 registrar 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: 6Ci
April 19, 2021

**AWARD OF CONTRACT,
ATHLETIC SUPPLIES AND UNIFORMS, BID e421-002**

BACKGROUND

Request:	Purchase of athletic supplies and uniforms
Office/SVP Originating Request:	Senior Vice President for Student Affairs and Director of Athletics
Award Type:	Competitive
Bid Number:	e421-002
Explanation of Request:	<p>The senior vice president for student affairs and the director for athletics are requesting the purchase of athletic supplies and uniforms through a centralized Montgomery College contract. This purchase will guarantee reliable accessibility to quality athletic uniforms, equipment, and supplies, which can be purchased at a discounted rate.</p> <p>In addition, the purchase and wearing of athletic uniforms allows athletes to participate in athletic practices and competition and maintain compliance with College specifications and NJCAA uniform requirements.</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 and the chief business/financial strategy officer certifies that funds are planned for and available in the FY22 operating budget subject to Board of Trustees approval.
Estimated Annual Dollar Amount:	\$100,000
Vendor Names:	<ol style="list-style-type: none"> 1. All Pro Team Sports LLC 2. Bolt Athletics LLC
Vendor Address:	<ol style="list-style-type: none"> 1. Middle River, Maryland 2. Baltimore, Maryland
Minority Status:	Non-minority Vendors
Term of Contract:	One year, with four additional one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract for the purchase of athletic supplies and uniforms, to All Pro Team Sports LLC of Middle River, Maryland, and to Bolt Athletics LLC of Baltimore, Maryland, for a total not-to-exceed amount of \$100,000.

It is further recommended that the contract be renewed for four additional one-year terms 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 \$500,000.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Brown

RESOURCE PERSONS

Ms. Gasque
Mr. Johnson

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

Resolution Number:
Adopted on:

Agenda Item Number: 6Ci
April 19, 2021

Subject: Award of Contract, Athletic Supplies and Uniforms, Bid e421-002

WHEREAS, The senior vice president for student affairs and director of athletics are requesting an award of contract for the purchase of athletic supplies and uniforms; and

WHEREAS, The purchase will guarantee reliable accessibility to quality athletic uniforms, equipment, and supplies, which can be purchased at a discounted rate; and

WHEREAS, The purchase and wearing of athletic uniforms enables athletes to participate in athletic practices and competition, and maintain compliance with College specifications and NJCAA uniform requirements; and

WHEREAS, The director of procurement certifies that project specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are planned for and available in the FY22 operating budget, subject to Board of Trustees approval; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for bid was publicly advertised on January 25, 2021, on the Montgomery College Procurement and the State of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 48 firms downloaded the request for bid, and four responses, including one vendor who was declared non-responsive, were received, read aloud, and recorded, beginning at 3:00pm on February 10, 2021; and

WHEREAS, Upon review of all pricing and terms submitted by responsive-responsible bidders by the procurement staff, All Pro Team Sports LLC of Middle River, Maryland, and Bolt Athletics LLC of Baltimore, Maryland, offered the highest list-price product discounts and rebates, meeting all College solicitation 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 the Board of Trustees approve a one-year award of contract for the purchase of athletic supplies and uniforms for one-year to All Pro Team Sports LLC of Middle River, Maryland, and to Bolt Athletics LLC of Baltimore, Maryland, for a total not-to-exceed amount of \$100,000, 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, 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: 6Cii
April 19, 2021

**AWARD OF CONTRACT,
SWIPE LOCK REPLACEMENT PARTS, BID e421-006**

BACKGROUND

Request:	Collegewide swipe lock replacements parts
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	e421-006
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and the vice president of facilities are requesting a one-time purchase of swipe lock replacement parts for doors on the Rockville and Germantown Campuses. The College's current access control system hardware inventory includes approximately 300 swipe locks that are over 15 years old and will reach their end-of-life usefulness in November 2021. The manufacturer has indicated that support for hardware, spare parts, and programming will no longer be available at that time.</p> <p>To maintain the integrity of the access control system and ensure the security of affected College space, all identified obsolete hardware will be replaced with state-of-the-art proximity hardware, which is compatible with the recently installed, upgraded collegewide access control software. Upgrading this group of obsolete hardware will standardize and enhance access hardware across the College, improve security and emergency management features for the access control system, and provide a much more user-friendly interface with the current software application. Failure to upgrade this obsolete access system hardware will result in the College losing the ability to support and maintain this key security system, which puts at risk the security of College facilities and property.</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 and the chief business/financial strategy officer certifies that funds are planned for and available in the FY21 operating budget.
Total Dollar Amount:	\$398,159

Vendor Name:	1. Active Security Consulting, LLC 2. Craftmaster Hardware, LLC dba: Taylor Lock and Security
Vendor Address:	1. Middleburg, Virginia 2. Northvale, New Jersey
Minority Status:	Non-minority Vendors
Term of Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the one-time purchase of swipe lock replacement parts to Active Security Consulting, LLC of Middleburg, Virginia, and Craftmaster Hardware, LLC; dba: Taylor Lock and Security of Northvale, New Jersey, for a total amount of \$399,159.

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: 6Cii
April 19, 2021

Subject: Award of Contract, Swipe Lock Replacement Parts, Bid e421-006

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting a one-time purchase of swipe lock replacement parts for doors on the Rockville and Germantown Campuses; and

WHEREAS, The College's current access control system hardware inventory include approximately 300 swipe locks that are over 15 years old and will reach their end-of-life usefulness in November 2021; and

WHEREAS, The manufacturer has indicated that support for hardware, spare parts, and programming will no longer be available in November 2021; and

WHEREAS, Failure to upgrade this obsolete access system hardware will result in the College losing the ability to support and maintain this key security system, which puts at risk the security of College facilities and property; and

WHEREAS, 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; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for bid was publicly advertised on February 19, 2021, and posted on the Montgomery College Office of Procurement and eMaryland Marketplace websites; and

WHEREAS, 35 companies downloaded the solicitation from the procurement website; and on March 5, 2021, eight responses were received, read aloud, and recorded by the Office of Procurement at 3:00 p.m. local time; and

WHEREAS, Upon review of all vendor pricing by the procurement staff, Active Security Consulting, LLC of Middleburg, Virginia, and Craftmaster Hardware, LLC; dba: Taylor Lock and Security of Northvale, New Jersey, have been declared the lowest priced responsive-responsible bidders for each group, meeting all College solicitation 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 the Board of Trustees approve an award of contract for the one-time purchase of swipe lock replacement parts to Active Security Consulting, LLC of Middleburg, Virginia, and Craftmaster Hardware, LLC; dba: Taylor Lock and Security of Northvale, New Jersey, for a total amount of \$399,159; 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: 6Ciii
April 19, 2021

**AWARD OF CONTRACT,
CLOUD-BASED LIBRARY SERVICES PLATFORM AND DISCOVERY SYSTEM,
BID e521-009**

BACKGROUND

Request:	Cloud-based library services platform and discovery system
Office/SVP Originating Request:	Senior Vice President for Academic Affairs and Director of Library Information Services
Award Type:	Competitive
Bid Number:	e521-009
Explanation of Request:	<p>The senior vice president for academic affairs and the director of library information services are requesting an award of contract for a cloud-based library services platform and discovery system. Voyager, the College's existing integrated library system, was approved by the Board of Trustees under resolution 98-110, and has been in place since 1999. Although the manufacturer still supports a system that is nearing its end-of-life cycle, there is a limit on how much functionality that remains to a legacy system. The new library management platform will allow the College to integrate most of the primary functions of the library in one browser-based system, and allow for flexibility and responsiveness in tailoring the system to the College's needs.</p> <p>Unlike the current integrated library system, the new Ex Libris Alma product provides unified workflows across all resource types (electronic, print, and digital) and uses automated processes to reduce significantly time staff spends managing collections, which will result in enhanced access for students and faculty. Alma also presents opportunities to integrate library workflows more tightly with campus enterprise systems (examples: Workday, Banner) that our current integrated library system does not. Without the new system, staff will have to continue tracking print and electronic resources in disparate systems.</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 and the chief business/financial strategy officer certifies that

	funds are planned for and available in the FY21 operating budget.
Annual Dollar Amount:	\$189,196
Vendor Name:	Ex Libris (USA) Incorporated
Vendor Address:	Des Plaines, Illinois
Minority Status:	Non-minority Vendor
Term of Contract:	One year, with four additional one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract for a cloud-based library services platform and discovery system, which includes implementation, deployment, and training, to Ex Libris (USA) Incorporated of Des Plaines, Illinois, for a not-to-exceed amount of \$189,196.

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 \$683,003.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

- Ms. Spencer
- Mr. Johnson

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

Resolution Number:
Adopted on:

Agenda Item Number: 6Ciii
April 19, 2021

Subject: Award of Contract, Cloud-based Library Services Platform and Discovery System, Bid e521-009

WHEREAS, The senior vice president for academic affairs and director of library information services are requesting the purchase of a new cloud-based library services platform and discovery system; and

WHEREAS, Voyager, the College's existing integrated library system was approved by the Board of Trustees under resolution 98-110, and has been in place since 1999; and

WHEREAS, Although this system is still supported by the manufacturer, it is nearing its end-of-life cycle, and there is a limit to how much functionality can be added to a legacy system; and

WHEREAS, The new library management platform will allow the College to integrate most of the primary functions of the library in one browser-based system and allow for flexibility and responsiveness in tailoring the system to the College's needs; and

WHEREAS, The new system also presents opportunities to integrate library workflows more tightly with campus enterprise systems such as Workday and Banner that the current integrated library system does not; and

WHEREAS, Without the new system, staff will have to continue tracking print and electronic resources in disparate systems; and

WHEREAS, The director of procurement certifies that project 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; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposal was publicly advertised on October 19, 2020, and posted on the Montgomery College Office of Procurement and eMaryland Marketplace websites; and

WHEREAS, 51 companies downloaded the solicitation from the Procurement website; and on November 13, 2020, four responses were received, read aloud, and recorded by the Office of Procurement at 3:00 p.m. local time; and

WHEREAS, An evaluation committee comprised of staff from the College library completed the review and evaluation of all technical proposal submissions; and

WHEREAS, Ex Libris (USA) Incorporated, of Des Plaines, Illinois, was declared the highest responsive and responsible contractor, and met 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 the Board of Trustees approve a one-year award of contract for the purchase of a new cloud-based library services platform and discovery system, which includes implementation, deployment, and training, to Ex Libris (USA) Incorporated of Des Plaines, Illinois, for a total not-to-exceed amount of \$189,196; 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; 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: 6D
April 19, 2021

**CONTRACT CHANGE ORDER
AWARD OF CONTRACT, ROCKVILLE PHYSICAL EDUCATION POOL FILTRATION
SYSTEM AND HEAT EXCHANGER REPLACEMENT,
ROCKVILLE CAMPUS, BID 619-012**

BACKGROUND

Request:	Contract spend authority increase for the Physical Education pool filtration and heat exchanger project.
Office/SVP Originating Request:	The Senior Vice President for Administrative and Fiscal Services, and the Vice President of Facilities.
Award Type:	Competitive
Bid Number:	619-012
Explanation of Request:	<p>On June 17, 2019, the Board of Trustees approved an award of contract for a pool filtration and heat exchanger at the Physical Education Building on the Rockville Campus, for a total amount of \$447,475, under resolution 19-06-080. This award included the replacement of obsolete and inefficient pool filtration and heat exchange equipment that was originally installed over 49 years ago.</p> <p>During the course of this work, it was discovered that additional items, such as relocation of ductwork and filter for wall repairs, water shutoff valve, new boiler tank, defective water meter replacement, and CO2 enclosure, were needed. The Board of Trustees passed resolution 20-10-083 on October 19, 2020, in the amount of \$87,698, to incorporate this work into the contract.</p> <p>It has now been determined that further work is required to fully integrate the upgraded equipment to the existing building systems. This additional work will consist of installing a check valve on a waste line, installing an eye wash station, replacing a hot water circulating control valve, insulating the hot water tank, adding a vacuum line for controls, installing a UV chemical interlock, and providing an allowance for the integration of building automation controls for the equipment.</p> <p>In order to complete the project, an increase of \$30,152 is needed and will be funded from an existing capital budget project and does not require a new county</p>

	funding request. The cumulative amount of all previous contract change orders exceed the 25 percent Board allowance.
Reason Being Brought to Board:	Board approval is required for contract change orders that are more than 25 percent of the original Board approved contract award.
Certification:	The director of procurement re-certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are available in the FY21 capital budget.
Total Dollar Amount:	\$30,152
Vendor Name:	Kins, Inc. dba: Aquatic Specialists
Vendor Address:	10114 Homar Pond Drive Fairfax Station, Virginia 22039
Minority Status:	Minority
Contract Expiration:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an increase in the current contract award spend authority for a one-time purchase of \$30,152 to install a check valve on a waste line, install an eye wash station, replace a hot water circulating control valve, insulate the hot water tank, add a vacuum line for controls, install a UV chemical interlock, and provide an allowance for integration of building automation controls for the equipment.

BACKUP INFORMATION

Board Resolutions 19-06-080 and 20-10-083

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: 6D
April 19, 2021

Subject: Contract Change Order, Award of Contract, Physical Education Pool Filtration and Heat Exchanger Replacement, Rockville Campus, Bid 619-012

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting a contract change order to increase the current award spend authority to the existing award of contract for the replacement of the Physical Education pool filtration and heat exchange units on the Rockville Campus; and

WHEREAS, The original pool filtration and heat exchange equipment was originally purchased and installed over 49 years ago, and needs to be replaced; and

WHEREAS, On June 17, 2019, the Board of Trustees approved an award of contract for the replacement of the Physical Education pool filtration and heat exchange units on the Rockville Campus, under Board resolution 19-06-080, for a total amount of \$447,475; and

WHEREAS, On October 19, 2020, the Board of Trustees approved a contract change order to the original contract in an amount of \$87,698, for the relocation of ductwork and filter for wall repair, a water shut-off valve, new boiler tank, defective water meter replacement, and CO2 enclosure under Board resolution 20-10-083, for a total amount of \$535,173; and

WHEREAS, An increase to the current contract award spend authority is needed to install a check valve, to install an eye wash station, to replace a hot water circulating control valve, insulate the hot water tank, add a vacuum line for controls, install a UV chemical interlock, and provide an allowance for integration and programming of building automation controls for the equipment, and

WHEREAS, The cumulative amount of all previous contract change orders exceed the 25 percent Board allowance; and

WHEREAS, Board approval is required for contract change orders that are more than 25 percent of the original Board-approved contract award; and

WHEREAS, The director of procurement re-certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are available in the FY21 capital budget, and does not require a new county funding request; and

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

Resolved, That the Board of Trustees approve an increase in the current contract award spend authority for a one-time purchase of \$30,152 to install ad check valve and eye wash station, replace a hot water circulating control valve, insulate the hot water tank, add a controls vacuum line, install a UV chemical interlock, and provide an allowance for integration and programming of building automation controls for the equipment for the Physical Education pool filtration and heat exchange project at the Rockville Campus; 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: 7
April 19, 2021

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

BACKGROUND

Request:	Continuation for interim information technology leadership services
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services
Award Type:	Sole Source
Bid Number:	Not applicable
Explanation of Request:	<p>The senior vice president for administrative and fiscal services is requesting an award of contract, for the continuation of interim information technology leadership services.</p> <p>In February of 2018, the Board of Trustees approved an 18-month sole source award of contract for interim information technology leadership services to CampusWorks, Inc. of Bradenton, Florida, under resolution 18-02-016, to continue progress and completion of mission-critical projects and to address organizational issues that will enable the office to perform at its best going forward. The Board of Trustees extended this contract during the June 17, 2019 meeting under resolution 19-06-084, and again during the May 18, 2020 meeting under resolution 20-05-041.</p> <p>Due to the continuation of the Workday ERP project, ongoing initiatives, and managing numerous unforeseen challenges related to the pandemic, the continuation of these leadership services is necessary.</p> <p>In light of the unforeseen circumstances listed above, it is requested that the current contract be extended and remain in place through June 30, 2022.</p>
Reason Being Brought to Board:	Board approval is required for sole source awards valued over \$100,000.
Certification:	The director of procurement affirms continuation for information technology leadership services, from CampusWorks, Inc., and the chief business/financial strategy officer certifies that funds are available in the FY22 capital and operating budgets.

Total Dollar Amount:	\$487,560
Vendor Name:	CampusWorks, Inc. (Non-minority)
Vendor Address:	Bradenton, Florida
Term of Contract:	July 1, 2021 through June 30, 2022

RECOMMENDATION

It is recommended that the Board of Trustees approve a sole source award of contract for the continuation of interim information technology leadership services to CampusWorks, Inc., of Bradenton, Florida, through June 30, 2022, for a not-to-exceed total amount of \$487,560.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Mr. Johnson

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

Resolution Number:
Adopted on:

Agenda Item Number: 7
April 19, 2021

Subject: Sole Source Award of Contract for the Continuation of Interim Information Technology Leadership Services

WHEREAS, The senior vice president for administrative and fiscal services is requesting the continuation of interim information technology leadership services; and

WHEREAS, On February 28, 2018, the Board of Trustees approved an 18-month sole source award of contract to CampusWorks, Inc., of Bradenton, Florida, for interim information technology leadership services, under resolution 18-02-016;

WHEREAS, The Board of Trustees extended this contract during the June 17, 2019 meeting under resolution 19-06-084, and again during the May 18, 2020 meeting under resolution 20-05-041.

WHEREAS, The College has a need for continued leadership to administer the Office of Information Technology progress and completion of mission-critical projects, and address organizational issues that will enable the office to perform efficiently and effectively; and

WHEREAS, The director of procurement affirms the continuation of information technology leadership services from CampusWorks, Inc., and the chief business/financial strategy officer certifies that planned funds are available in the FY22 capital and operating budgets.

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 in the event of a warranted sole source procurement; and

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

Resolved, That the Board of Trustees approve a sole source award of contract for the continuation of interim information technology leadership services to CampusWorks, Inc., of Bradenton, Florida, through June 30, 2022, for a total not-to-exceed amount of \$487,560; 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: 8A
April 19, 2021

**REQUEST FOR SUPPLEMENTAL APPROPRIATION FOR THE
FY21 CAPITAL BUDGET– CAPITAL RENEWAL PROJECT**

BACKGROUND

On May 21, 2020, the Montgomery County Council approved the College's FY21 capital budget by appropriating \$26,674,000 to fund 18 projects. On June 22, 2020, the Board of Trustees approved the final adoption of the FY21 capital budget. This request is for an FY21 supplemental appropriation to fund the design, construction, and furniture and equipment for the Innovation Hub located in the Rockville Mannakee Building. The supplemental requests a total of \$1,000,000 in County funding.

Innovation hubs are springing up all over the country to spur local areas to advance equity in access to STEM careers and spur innovation, entrepreneurship, technology-based solutions to local problems, and to facilitate teaching, learning, and collaboration. These technology-outfitted spaces are "21st century" spaces that allow residents, small businesses, nonprofits, Montgomery College students, Montgomery County Public Schools (MCPS) students, and others to open doors to technology by advancing technology knowledge and problem-solving skills. They also provide collaboration space to learn and innovate—to solve community problems, spur entrepreneurship, spark career interests and deepen the community's tech skills.

This hub will feature collaborative spaces, including 6 semi-circular tables that seat 5 each, for a total capacity of 30 students. The hub will include two rooms at a total net square feet of 1,170. There will be access to the latest Apple technology through iPads, MacBooks, and Apple TVs; and a conference room and huddle room space for presentations and collaboration. Individuals at a hub can project their projects onto an Apple TV for collaborative consideration in person, or virtually. The innovation hub will house a "high flex" environment, which provides more capability than other online teaching connections. There will be cameras around the room that move to follow the teacher and the students when they speak. This means that even if a class is being taught in the room, the virtual students—at any place in Maryland or around the globe—will feel included in the classroom. This also adds the capability to teach all-virtual classes.

The innovation hub will be a partnership between Montgomery College, Montgomery County, and MCPS. Additionally, MCPS students, businesses, community members, and adults seeking to build applications or solve community problems will have access to the hub. The operation of the hub will be guided by an equity lens to help students, emerging entrepreneurs, and communities to thrive using technology. Located at Montgomery College, all participants will gain exposure to credit and non-credit career pathways and educational opportunities available both at MCPS and MC. Additional county funding is requested in the capital renewal project to complete this project.

RECOMMENDATION

It is recommended that the Board of Trustees approve a supplemental appropriation request to the Montgomery County Executive for review and recommendation to the Montgomery County Council in the amount of \$1,000,000, for the capital renewal project in the FY21 capital budget to fund the innovation hub located in the Mannakee Building.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Mr. Mills

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

Resolution Number:
Adopted on:

Agenda Item Number: 8A
April 19, 2021

Subject: Supplemental Appropriation for the FY21 Capital Budget—Capital Renewal

WHEREAS, On May 21, 2020, by council resolution 19-465, the Montgomery County Council approved the College's FY21–26 capital improvements program and approved the FY21 capital budget with new appropriations totaling \$26,674,000 to fund 18 projects; and

WHEREAS, On June 22, 2020, the Board of Trustees approved the final adoption of the FY21 capital budget and six-year FY21–26 capital improvement program; and

WHEREAS, The College desires to amend the FY21 capital budget (Capital Renewal project—PDF #096600) and requests a supplemental appropriation of \$1,000,000 from County funds; and

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

Resolved, That the Board of Trustees amends the FY21 capital budget (Capital Renewal—PDF #096600) and six-year FY21–26 capital improvement program to transmit a request for additional County funds of \$1,000,000 for the Innovation Hub; and be it further

Resolved, That the Board authorizes the president of the College to transmit the supplemental appropriation request to the Montgomery County Executive for review and recommendation to the Montgomery County Council for final action for appropriation.

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

Agenda Item Number: 8B
April 19, 2021

NO INCREASE IN HOURLY TUITION RATES FOR FISCAL YEAR 2022

BACKGROUND

The Board of Trustees adopted the College's FY22 operating budget during its meeting on January 27, 2021. The adopted budget prioritized fiscal restraint while maximizing existing resources to protect affordability. The president recommends no increases in the in-county, in-state, and out-of-state hourly tuition rates for FY22. Additionally, the current mandatory fees will remain at their FY21 levels. Students will pay \$132 per hour tuition rates for in-county; \$269 per hour tuition rates for in-state; and \$374 per hour tuition rates for out-of-state.

RECOMMENDATION

It is recommended that the Board of Trustees approve the current hourly tuition rates as outlined above beginning with the fall 2021 semester.

BACKUP INFORMATION

Board Resolution
Policy 45001–Tuition, Fees, and Refunds

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Greaney

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

Resolution Number:
Adopted on:

Agenda Item Number: 8B
April 19, 2021

Subject: No Increase In Hourly Tuition Rates for Fiscal Year 2022

WHEREAS, The Board of Trustees adopted the FY22 operating budget on January 27, 2021; and

WHEREAS, The adopted FY22 budget prioritized fiscal restraint while maximizing existing resources to protect affordability; and

WHEREAS, The president recommends no increases in the per hour rates for in-county, in-state and out-of-state tuition, and that fees remain at their current FY21 levels; and

WHEREAS, With no increases in tuition or fees, in-county students will pay \$132 per hour; in-state students will pay \$269 per hour; and out-of-state students will pay \$374 per hour beginning in the fall 2021 semester; and

WHEREAS, The Board of Trustees has a deep commitment to keeping Montgomery College affordable to all students; and

WHEREAS, The Board of Trustees has the authority to set tuition; now therefore be it

Resolved, That the Board of Trustees adopts the recommendation to maintain hourly tuition rates and fees at FY21 levels for in-county, in-state, and out-of-state students, effective beginning the fall 2021 semester; and be it further

Resolved, That this action reestablishes the per hour credit tuition rates at \$132, \$269, and \$374 for in-county, in-state, and out-of-state residents, respectively.

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

Agenda Item Number: 9
April 19, 2021

**MEMORANDUM OF AGREEMENT—COLLECTIVE BARGAINING AGREEMENT
BETWEEN MONTGOMERY COLLEGE AND THE AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES, LOCAL 2380**

BACKGROUND

Representatives of the Board of Trustees and the American Federation of State, County, and Municipal Employees, Local 2380 (“AFSCME”) reached an agreement on or about March 22, 2021, through reopener negotiations, resulting in no changes to the staff collective bargaining agreement (“CBA”). The memorandum of agreement explicitly states the following:

- Staff wages will not change from Fiscal Year 2021 (“FY21”) to Fiscal Year 2022 (“FY22”), pursuant to Section 7.7 of the CBA; and
- Amounts available to staff through the Educational Assistance Program will not change from FY21 to FY22, pursuant to Section 12.3 of the CBA.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution, approving the terms of the memorandum of agreement that were agreed to on March 22, 2021; authorizing the vice president and chief human resources officer to execute the memorandum of agreement, as it has been ratified by AFSCME and delegating to the president the authority and responsibility to implement and administer such agreement.

BACKUP INFORMATION

Resolution
Memorandum of Agreement (Board Members Only)
Collective Bargaining Update (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Ms. Leitch Walker
Mr. Scrimenti

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

Resolution Number:
Adopted on:

Agenda Item Number: 9
April 19, 2021

**Subject: Memorandum of Agreement—Collective Bargaining Agreement between
Montgomery College and the American Federation of State, County and
Municipal Employees, Local 2380**

WHEREAS, The Montgomery College Chapter of the American Federation of State, County and Municipal Employees, Local 2380 (“AFSCME”) is the exclusive representative authorized to negotiate on behalf of certain staff members at Montgomery College; and

WHEREAS, A memorandum of agreement with proposed terms for the collective bargaining agreement (“CBA”) with respect to the upcoming fiscal year, have been negotiated by teams representing the Board of Trustees and AFSCME; and

WHEREAS, Such memorandum contains an agreement for salary rates to remain unchanged, and for educational assistance program funds to remain unchanged; and

WHEREAS, The Board’s negotiating team recommends approval of the memorandum of agreement by the Board; and

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

Resolved, That the Board of Trustees approves the proposed agreements set forth in the attached memorandum of agreement, ratified by AFSCME; and be it further

Resolved, That the Board of Trustees authorizes the vice president and chief human resources officer to execute the memorandum of agreement between the Board of Trustees of Montgomery College and AFSCME; and be it further

Resolved, That the Board of Trustees delegates to the president the responsibility and authority to implement and administer the memorandum of agreement and associated collective bargaining agreement.

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

Agenda Item Number: 10
April 19, 2021

**MODIFICATION OF POLICY 66004–ELECTRONIC INFORMATION
TECHNOLOGY ACCESSIBILITY**

General Information

Policy Number:	66004
Contained in Chapter:	Chapter Six
Policy Title:	Electronic Information Technology Accessibility
Policy Creation Date:	May 16, 2016
Most Recent Modification Date:	May 16, 2016

Changes, Additions, Deletions

Line Number	Purpose
Policy Title	The policy title has been modified to “Information and Communication Technology Accessibility” to better reflect the scope of the policy and to expand coverage beyond electronic to all types of information and communication technology utilized by the College pursuant to the principles of universal design and current practices.
2-4	Expanded the scope of the policy beyond “use” to procures, develops, maintains, or uses in accordance with current best practices around accessibility and universal design, and to better reflect the College’s current holistic approach to information and communication technology accessibility.
7	Added “communication” to the types of technology to better reflect the intent and scope of universal design principles and current College practices.
14-15	Updated the language to the current best practice language of “accessibility guidelines.”
17-18	Added the phrase “proactively inclusive” to better reflect the intent of universal design principles.
20-21	Substituted “inclusive and bolster access” for “accommodate” to better reflect the proactive intent of universal design.
23-25	Rephrased this expectation to be broader in scope and capture not just documents and multimedia, but also communications and web content.
27-28	Added a new expectation for evaluation and monitoring implementation of this policy. An assessment of accessibility will be a part of the annual IT compliance audit report.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 66004–Electronic Information Technology Accessibility, henceforth known as Information and Communications Technology Accessibility.

BACKUP INFORMATION

Resolution
Policy 66004–Electronic Information Technology Accessibility (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Mr. Moy

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

Resolution Number:
Adopted on:

Agenda Item Number: 10
April 19, 2021

**Subject: Modification of Policy 66004–Electronic Information Technology
Accessibility**

WHEREAS, The Board of Trustees created Policy 66004–Electronic Information Technology Accessibility in 2016; and

WHEREAS, The policy has served an important purpose in ensuring equal access to College programs, services, activities, and environments through the procurement and implementation of information and communication technology as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 2009; and

WHEREAS, The College has made great strides in implementing a universal design approach as part of its commitment to radical inclusion; and

WHEREAS, The policy has been reviewed by the appropriate College community stakeholders for their feedback and has been updated; and

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

Resolved, That Policy 66004–Electronic Information Technology Accessibility, henceforth known as Information and Communications Technology Accessibility, be modified as indicated in the attached draft; and be it further

Resolved, That the president is authorized to implement these changes.

Chapter: Fiscal Affairs

Modification No. 002

Subject: ~~Electronic~~ Information and Communication Technology Accessibility

- 1 I. Montgomery College is committed to providing equal access to College programs,
2 services and activities, and environments in which ~~electronic information technology is~~
3 ~~used~~ the College procures, develops, maintains, or uses Information and
4 ~~Communication Technology (ICT)~~.
- 5
- 6 II. Implementing this policy will help ensure that all individuals have access to information
7 and communication technology associated with administration and services, courses of
8 instruction, departmental programs, and College-sponsored activities as required by
9 Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act As
10 Amended (2009).
- 11
- 12 III. It is the policy of the Board of Trustees that the College will:
13
 - 14 A. Use ~~accessibility guidelines~~ ~~web page design standards~~ that improve
15 ~~accessibility~~ for all, including those with disabilities.
 - 16
 - 17 B. Use hardware and software products that ~~are proactively inclusive~~ ~~promote~~
18 ~~universal design and access~~.
 - 19
 - 20 C. Design and implement work and learning environments that ~~are more inclusive~~
21 ~~and bolster access for~~ ~~accommodate~~ all users.
 - 22
 - 23 D. ~~Disseminate~~ ~~Develop communications, documents, web content, and other~~
24 ~~multimedia~~ ~~electronic documents and multimedia on web pages~~ that are
25 consistent with this policy.
 - 26
 - 27 **E. Annually evaluate and monitor current status and progress of Information**
28 **and Communication Technology (ICT) accessibility.**
- 29
- 30 IV. Undue burden and/or non-availability of accessible technology may qualify as an
31 exemption from this Policy.
- 32
- 33 V. The president is authorized and directed to establish procedures necessary to implement
34 this policy.
- 35

36
37 Board Approval: May 16, 2016; _____, 2021

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

Agenda Item Number: 11
April 19, 2021

COLLEGE EXPANSION TO THE EAST COUNTY REGION

BACKGROUND

Montgomery College was founded in 1946 to serve the postsecondary education and training needs of the residents of Montgomery County, Maryland. The first campus opened in Takoma Park, Maryland, in 1950, and is situated in the southern county on the border with the District of Columbia. In 1965, the second campus opened in Rockville, close to the center of the county. And in 1978, the Germantown Campus, farther north of Rockville, opened. The existing three campuses make an almost-straight line through the middle of the county and the locations are convenient for many county residents.

As the county has grown, the population of the East County region has increased. The College currently enrolls 3,000 students from East County communities, but traffic congestion and public transportation routes for access to College campuses can come at significant time and cost for these students. The College operates a Community Engagement Center in the East County and, through it, has strengthened relationships and services for residents. Providing broader postsecondary education opportunities in the East County will enhance the lives of the residents and strengthen the county's workforce through programs offered by Montgomery College.

After delivering an exploratory report on the potential of an MC presence in the East County to the county executive and county council in February 2020, the College recommended doing a complete feasibility study to determine community needs, real estate options, and budget requirements. County government leaders concurred and provided financial support for the study. After a competitive procurement process, the College contracted with Ayers Saint Gross to lead the study, which began in October 2020. Ayers Saint Gross is accompanied by Kennedy & Company and McEneaney Commercial in their efforts. The feasibility study is led internally by Chief of Staff/Chief Strategy Officer Stephen Cain, who has established a 31-member College Expansion Advisory Committee made up of College leaders, faculty, and staff.

The feasibility study is ongoing and is slated to be complete by June 2021. At that time, a recommendation is expected concerning the long-term presence in the East County. An example of a long-term presence would be a fourth Montgomery College campus. Establishing a new campus is a lengthy process that could last up to 10 years and involves site selection and approval by county and state entities, program determination and approval by state education and accreditation authorities, and budget approvals by county and state governments.

In the meantime, residents of East County could benefit significantly by the opening of a Montgomery College Educational Center focused on short-term training opportunities—especially important in the wake of the pandemic—student services, and a Community Engagement Center office. The College Expansion Advisory Committee has recommended opening such a center as soon as possible. The president has accepted this recommendation and is requesting that the Board of Trustees approve this strategic direction, which—coming at

this time—can be a force in helping to lead the economic recovery efforts in Montgomery County. Deeply rooted in Montgomery County for 75 years, the College, no matter the challenge, has always helped expand opportunity, igniting the county's economy with skilled workers, and changing the trajectory of the lives of county residents. A new educational center will work to ensure the post-pandemic economic recovery includes opportunities for more people to re-skill and up-skill so they can resume employment or find new opportunities.

Final action on opening a center will depend on site determination, a well-developed budget to include a variety of revenue sources as appropriate, and the Board's approval, at a later date, of potential matters related to leasing and/or property in accordance with College policy.

RECOMMENDATION

It is recommended that the Board of Trustees approve the College intention to establish a Montgomery College Educational Center in the East County and authorize the president or her designees to locate a site, plan programs and services, develop a budget, and seek revenue sources for sustained operations.

BACKUP INFORMATION

East County Presence Feasibility Study—Phase 1 Summary

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSONS

Dr. Brown
Dr. Rai
Ms. Schena
Mr. Sears

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

Resolution Number:
Adopted on:

Agenda Item Number: 11
April 19, 2021

Subject: College Expansion to the East County Region

WHEREAS, Montgomery College was founded in 1946 to serve the postsecondary education and training needs of the residents of Montgomery County, Maryland, and operates campuses in Germantown, Rockville, and Takoma Park/Silver Spring, which fall on an almost-straight line through the middle of the Montgomery County; and

WHEREAS, The population of the East County region has increased over time with 3,000 credit students from East County communities currently attending the College; and

WHEREAS, Traffic congestion and public transportation routes for access to College campuses can come at significant time and cost for these students; and

WHEREAS, The county executive and other elected officials asked and encouraged the College to consider a presence in the East County; and

WHEREAS, After delivering an exploratory report on the potential of an MC presence in the East County to the county executive in February 2020, the College recommended doing a complete feasibility study to determine community needs, real estate options, and budget requirements; and

WHEREAS, County government leaders concurred and provided financial support for the study; and

WHEREAS, Following a competitive procurement process, the College contracted with Ayers Saint Gross to lead the study, which began in October 2020; Ayers Saint Gross is accompanied by Kennedy & Company and McEneaney Commercial in their efforts, which are expected to be complete later in 2021; and

WHEREAS, A 31-member College Expansion Advisory Committee made up of College leaders, faculty, and staff has been formed to evaluate data and information derived from the feasibility study; and

WHEREAS, Residents of East County could benefit significantly by the opening of a Montgomery College Center focused on short-term training opportunities—especially important in the wake of the pandemic—student services, and a Community Engagement Center office; and

WHEREAS, The College Expansion Advisory Committee recommends opening a College Educational Center in the East County as soon as possible; and

WHEREAS, The president has accepted this recommendation and is requesting that the Board of Trustees approve this strategic direction; and

WHEREAS, Opening and sustained operations of an educational center will depend on a well-developed budget to include a variety of revenue sources as appropriate; and

WHEREAS, After identification of a suitable site for an educational center, the president will seek the approval of the Board of Trustees for lease and/or property commitments in accordance with College policy; therefore, let it be

Resolved, That the Board of Trustees hereby approves moving ahead with the recommendations to the opening of a Montgomery College Educational Center in the East County; and be it further

Resolved, That the Board of Trustees authorizes the president or her designees to locate a site, plan programs and services, develop a budget, and seek revenue sources as appropriate; and be it further

Resolved, That the Chair of the Board of Trustees of Montgomery College, if and when required, and/or the president, or their respective designees, are hereby authorized to execute any and all documents necessary or appropriate to accomplish the actions authorized by this resolution.