



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

Central Services Building • Room CT S109 • 9211 Corporate Boulevard, Rockville, Maryland 20850

This meeting was held in-person and via Zoom webinar
Call-in: 1-301-715-8592 • Webinar ID: 965 8367 9781

March 20, 2024, 6:00 p.m.

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

Agenda Item Number: 5B
March 20, 2024

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

Mr. Collette

RESOURCE PERSON

Ms. Leitch Walker

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

Resolution Number: **24-03-040**
Adopted on: **3/20/2024**

Agenda Item Number: 5B
March 20, 2024

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 January 1, 2024, through January 31, 2024; 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 January 1, 2024, through January 31, 2024

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Department
01/01/2024	Price, Deidre	SVP for Academic Affairs	S1	Academic Affairs
01/02/2024	Luginbill, Thomas	Director III	39	VP/Provost STEM
01/08/2024	Alarcon, Javiera	Annual Fund Manager	29	Advancement Development
01/08/2024	Bryson, Marquita	Public Safety Dispatcher	15	Public Safety – Central
01/08/2024	Edwards Jr., Michael	Grounds Maintenance	15	Facilities Operations – RV
01/08/2024	Mokel, Melissa	Program Manager II	31	Health Sciences Institute
01/08/2024	Rampulla, Jennifer	Instructional Associate	25	ELAP, Linguistics & Comm Studies
01/08/2024	Rebhun, Fred	Library Access Serv. Spec.	17	Library Central
01/08/2024	Ross, Sandra	Public Safety Dispatcher	15	Public Safety – Central
01/08/2024	Sharma, Asha	Administrative Aide II	19	Engineering/Computer Sci. Dean
01/08/2024	Wilmanowicz, Anna	Instructional Associate	25	Humanities Dean
01/22/2024	Jayasinghe, Gauri	Administrative Aide II	19	Student Life – RV
01/22/2024	Nash, Kalen	Theater Production Tech.	25	Cultural Arts Center – TP/SS
01/22/2024	Roebuck, Tia	Distance Learning Prog. Coord.	31	BITS Dean - WDCE

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Department
01/02/2024	Prifti, Ilir	Broadcast IT Engineer	31	0*	MCTV10-Montgomery College TV
01/05/2024	Gutierrez, Irasema	Administrative Aide II	19	17	EOC Grant Support
01/05/2024	Nikita, Fnu	Recruit. & Coll. Access Spec.	23	1	Student Recruit. & Outreach
01/05/2024	Smith, Mo	Enroll. Svc. VA Spec.	23	6	Records and Registration
01/12/2024	Ferreira, Eliane	Administrative Aide II	19	8	ELAP, Linguistics & Comm. Studies
01/12/2024	Garcia, Rossana	Purchasing Agent II	27	1	Business Services
01/15/2024	Trotman, Samuel	Grounds Maint. Worker	15	0*	Facilities Operations – RV
01/19/2024	Bland, Sharon	Chief Equity & Inclusion Ofc.	39	6	President
01/19/2024	Gebreslassie, Semhal	Financial Aid Assistant	21	0*	Financial Aid
01/20/2024	Cabrera, Desarai	Administrative Aide III	23	7	ACES-Achiev Colleg Excell &
01/23/2024	Louis-Jacques, Cardel	Accountant II	27	0*	Business Services
01/26/2024	Dainkins, Eric	Campus Police Officer	19	11	Public Safety – TP/SS
01/26/2024	Woodby-Brown, Sara	Nursing Lab & Clinical Assoc.	29	0*	Health Sciences Dean
01/27/2024	Ratliff, Janaysha	Senior Instructional Assistant	25	0*	Biology and Chemistry Dean
01/31/2024	Pineda, Cristian	ACES Stud. Success Coord.	27	4	ACES – Achiev. College Exc.& Succ.

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	3	4	1	2	0	0	10
Male	3	1	0	0	0	0	4
TOTAL	6	5	1	2	0	0	14

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	1	4	3	1	0	0	9
Male	1	4	1	0	0	0	6
TOTAL	2	8	4	1	0	0	15

*Less than 1 year

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From January 1, 2024, through January 31, 2024

FACULTY

FACULTY EMPLOYEMENTS:

Effective Date	Name	Position Title	Department
01/06/2024	Breckenridge, Adriene	Professor	CW Dean -Stu. Engag. - TP/SS
01/06/2024	Corria, Jamila	Associate Professor	CW Dean -Stu. Success – RV
01/06/2024	MacKinlay, Hillary	Assistant Professor	Humanities Dean
01/06/2024	Matta, Ana	Associate Professor	CW Dean Stu. Success – RV
01/06/2024	Morris, Kevin	Associate Professor	Biology and Chemistry Dean
01/06/2024	Peterman, Emily	Associate Professor	CW Dean Stu. Success – RV
01/06/2024	Saunders, Bonnie	Associate Professor	CW Dean Stu. Success - RV

FACULTY SEPARATIONS:

Effective Date	Name	Position Title	YOS	Department
01/05/2024	Baisey, James ¹	Professor	36	Business/Computer App. Dean
01/05/2024	Mann, Mimi ¹	Professor	17	English and Reading Dean
01/05/2024	Talaat, Shorieh ¹	Professor	24	GITE-Gudelsky Inst. Tech.

FACULTY EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	3	1	1	0	0	1	6
Male	0	1	0	0	0	0	1
TOTAL	3	2	2	0	0	1	7

FACULTY SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	1	0	0	0	0	0	1
Male	2	0	0	0	0	0	2
TOTAL	3	0	0	0	0	0	3

¹ Retirement

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

Agenda Item Number: 6Ai
March 20, 2024

POLICY MODIFICATION: 11003–LABOR RELATIONS

General Information

Policy Number:	11003
Contained in Chapter:	Chapter One
Policy Title:	Labor Relations
Policy Creation Date:	December 13, 2010
Most Recent Modification Date:	December 13, 2010

Changes, Additions, Deletions

Line Number	Purpose
Lines 6-9	Modification to update the statutory citation due to a new statewide collective bargaining law that superseded the county-specific provision for MC (16-412).
Lines 21-22	Modification to implement a standardized statement.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 11003–Labor Relations.

BACKUP INFORMATION

Resolution
Policy 11003–Labor Relations (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Dietz
Ms. Leitch Walker

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

Resolution Number: **24-03-041**
Adopted on: **3/20/2024**

Agenda Item Number: 6Ai
March 20, 2024

Subject: Policy Modification: 11003–Labor Relations

WHEREAS, The Board of Trustees created Policy 11003–Labor Relations in 2010; and

WHEREAS, The policy has served an important purpose in supporting collaborative approaches to labor relations relationships at Montgomery College; and

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

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

Resolved, That Policy 11003–Labor Relations be amended as indicated in the attached draft; and be it further

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

Chapter: Board of Trustees

Modification No. 0042

Subject: **Labor Relations**

- 1 I. The Board of Trustees of Montgomery College is responsible for extending to any
2 employee organization certified as exclusive representative the right to represent the
3 public employees of the unit involved in collective bargaining and in the settlement of
4 grievances as set forth in Maryland law. It is the practice of the Board of Trustees to
5 encourage collaborative approaches to labor relations which establish and enhance
6 positive collective bargaining relationships ~~within the legal framework and requirements~~
7 ~~of Maryland law, Section 16-412, Montgomery County public employment relations. In~~
8 ~~accordance with Section 16-701, et seq. of the Education Article of the Annotated Code~~
9 ~~of Maryland (the "Act").~~ The Board of Trustees recognizes that faculty and staff,
10 including those represented by employee organizations, are essential to achieving the
11 Montgomery College's mission.
12
- 13 II. The Board of Trustees further recognizes that duly certified employee organizations and
14 Montgomery College representatives are responsible for negotiating in good faith with
15 respect to wages, hours, and other appropriate terms and conditions of employment. As
16 such, the Board of Trustees encourages the use of processes which foster an
17 atmosphere of civility, mutual respect, and trust, and ultimately result in sustainable
18 collective bargaining agreements administered in a manner which promotes positive and
19 pro-active relationships with employee organizations.
20
- 21 III. The ~~Board of Trustees authorizes the P~~president ~~is authorized~~ to establish any procedures
22 necessary to implement this policy.
23
24
25

Board Approval: December 13, 2010; DATE.

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

Agenda Item Number: 6Aii
March 20, 2024

POLICY MODIFICATION: 41003–STUDENT CUMULATIVE RECORDS

General Information

Policy Number:	41003
Contained in Chapter:	Chapter Four
Policy Title:	Student Cumulative Records
Policy Creation Date:	July 15, 1968
Most Recent Modification Date:	October 17, 2016

Changes, Additions, Deletions

Line Number	Purpose
Lines 5-7	Addition of language to strengthen the policy by referencing students' rights more broadly.
Lines 9-14	Modification of language to align more closely with federal law.
Lines 22-23	Modification to implement a standardized statement.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 41003–Student Cumulative Records.

BACKUP INFORMATION

Resolution
Policy 41003–Student Cumulative Records

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Brown

RESOURCE PERSON

Mr. Dietz
Dr. Gregory

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

Resolution Number: **24-03-042**
Adopted on: **3/20/2024**

Agenda Item Number: 6Aii
March 20, 2024

Subject: Policy Modification: 41003–Student Cumulative Records

WHEREAS, The Board of Trustees created Policy 41003–Student Cumulative Records in 1968; and

WHEREAS, The policy has served an important purpose in maintaining students’ rights to privacy; and

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

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

Resolved, That Policy 41003–Student Cumulative Records be amended as indicated in the attached draft; and be it further

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

Chapter: Student Affairs

Modification No. 0034

Subject: **Student Cumulative Records**

1 I. In the day-to-day operations of the College, employees must often utilize information of a
2 confidential nature in order to carry out their jobs. It is a major responsibility both ethically
3 and legally for all employees to safeguard and properly use confidential information.

4
5 II. Montgomery College students have a right to privacy in accordance with the provisions
6 established by the Family Educational Rights and Privacy Act of 1974 (FERPA) and its
7 amendments.

8
9 III. Students have the right to (1) inspect their education records; (2) limit disclosure of
10 personally identifiable information from their education records to others without students'
11 prior written consent, except to the extent FERPA authorizes disclosure without consent;
12 and (3) the opportunity to seek correction of their education records where appropriate;
13 file a complaint with the U.S. Department of Education concerning alleged failures by the
14 College to comply with the requirements of FERPA.

15
16 ~~III. Any past or present student's cumulative record as maintained by the College is~~
17 ~~considered a confidential college record, and access thereto is limited to that student or~~
18 ~~those persons who have legitimate requests for information contained in the record. Only~~
19 ~~duly authorized personnel of the College, as designated by the President, are permitted~~
20 ~~to extract and disseminate requested information.~~

21
22 IV. The Board of Trustees authorizes the President to establish any is authorized and
23 directed to establish procedures necessary to implement this policy.

24
25 Board Approval: July 15, 1968; September 15, 1975; October 17, 2016; DATE.

26

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

Agenda Item Number: 6Aiv
March 20, 2024

POLICY MODIFICATION: 45004–STUDENT INDEBTEDNESS

General Information

Policy Number:	45004
Contained in Chapter:	Chapter Four
Policy Title:	Student Indebtedness
Policy Creation Date:	May 21, 1984
Most Recent Modification Date:	December 12, 2016

Changes, Additions, Deletions

Line Number	Purpose
Lines 4-5	Modified language is more accurate and reflects contemporary approaches to addressing student debt.
Lines 10-11	Modification to implement a standardized statement

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 45004–Student Indebtedness.

BACKUP INFORMATION

Resolution
Policy 45004–Student Indebtedness (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Brown

RESOURCE PERSONS

Mr. Dietz
Dr. Gregory

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

Resolution Number: **24-03-043**
Adopted on: **3/20/2024**

Agenda Item Number: 6Aiv
March 20, 2024

Subject: Policy Modification: 45004–Student Indebtedness

WHEREAS, The Board of Trustees created Policy 45004–Student Indebtedness in 1984; and

WHEREAS, The policy has served an important purpose in maintaining prudent fiscal control;
and

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

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

Resolved, That Policy 45004–Student Indebtedness be amended as indicated in the attached
draft; and be it further

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

Chapter: Student Affairs

Modification No. 0023

Subject: **Student Indebtedness**

- 1 I. The Board of Trustees recognizes that prudent fiscal control includes the active collection
2 of all indebtedness, including student indebtedness.
- 3
- 4 II. ~~It is the policy of~~ Montgomery College may to initiate recovery efforts on ~~all~~ student
5 indebtedness. ~~as soon as the debt is discovered.~~
- 6
- 7 III. In all cases, students will be notified of any indebtedness and given the available options
8 for repayment and an opportunity to rebut the College's claim.
- 9
- 10 IV. The ~~Board of Trustees authorizes the P~~resident ~~is authorized~~ to establish any
11 procedures necessary to implement this policy.
- 12
- 13
- 14

15 Board Approval: May 21, 1984; December 12, 2016; DATE.

16

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

Agenda Item Number: 6Bi
March 20, 2024

RETIREMENT OF POLICY: 24101–PRESIDENT

General Information

Policy Number:	24101
Contained in Chapter:	Chapter Two
Policy Title:	President
Policy Creation Date:	May 16, 1978
Most Recent Modification Date:	April 12, 1984

Reason for Policy Retirement

Content of Policy 24101–President is subsumed by section II.B of 11001–Board of Trustees Bylaws.

RECOMMENDATION

It is recommended that the Board of Trustees retire Policy 24101–President.

BACKUP INFORMATION

Resolution
Policy 24101–President

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSONS

Mr. Dietz
Dr. Scott

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

Resolution Number: **24-03-044**
Adopted on: **3/20/2024**

Agenda Item Number: 6Bi
March 20, 2024

Subject: Retirement of Policy: 24101–President

WHEREAS, The Board of Trustees created Policy 24101–President in 1978; and

WHEREAS, The policy has served an important purpose in establishing the executive and administrative authority and duties of the president; and

WHEREAS, The language, authorities, and expectations codified in College Policy 24101–President have been included in 11001–Board of Trustees Bylaws; and

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

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

Resolved, That Policy 24101–President be retired as indicated in the attached draft; and be it further

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

Chapter: Organization

Modification No. 002

Subject: **President**

- I. The College President is the chief executive officer for the Board of Trustees and the chief administrator of the College. In addition to the authority and duties specifically imposed upon the President by law, all executive and administrative authority and duties associated with the conduct of the College will be exercised by the President or delegated as appropriate by the President to those the President may designate from time to time.
- II. The following statements specify the particular role to be assumed by the President:
 - A. To be concerned foremost with the overall functioning, development, and leadership of the College in its educational service to the community, within the role and scope of the College as defined by the Board of Trustees and the appropriate State agencies.
 - B. Provide for the ongoing evaluation of the effectiveness of the College and the institutional responsiveness of the College to the community and to the requirements of appropriate groups and agencies.
 - C. Responsible for planning and implementing administrative action supportive of and consistent with the policy determinations of the Board of Trustees and for appropriate planning and servicing for the official conduct of the responsibilities of the Board of Trustees, who serve as the legal governing board of the institution.
 - D. Provide direction and recommendations for the educational development of students and for the appropriate increased public awareness of and interest in Montgomery Community College.
 - E. Review the overall effectiveness and conformance of various College operations, programs and services, campus and community services administration, and central office functioning.
 - F. Provide for the general allocation, assignment, and reassignment of the resources of the College to attempt to achieve maximum utilization of institutional resources to serve the community, in response to changing conditions, within the fiscal limits of the Board's approved budgets.
 - G. Serve as the secretary to the Board of Trustees, as required by State law.
 - H. Serve as the treasurer to the Board of Trustees, as required by State law.
 - I. Provide administrative assistance to the Board of Trustees when the Board of Trustees, as a corporate body, initiates or responds on behalf of the College to various governmental and policy regulating groups and organizations.
 - J. Recommend to the Board of Trustees from time to time appropriate policies and modifications to policies that will provide for the effective and efficient operation of the College as a community higher educational institution.

- K. Provide for orientation of Board members relative to the nature and status of the College.
 - L. Recommend to the Board appropriate operating and capital budgets and long range plans, in conformance with the policies of the Board and the requirements of the law.
 - M. Provide for legal counsel to the Board in appropriate matters requiring Board consideration.
 - N. Provide for the coordination of the College with appropriate requirements of the local, State, and Federal governments.
 - O. Represent the College to and foster cooperation with the local, state, regional, and national communities and educational endeavors.
 - P. Provide appropriate coordination and management of the negotiations and contract administration associated with collective bargaining agreements.
 - Q. Perform such other duties as may be established or agreed upon.
- III. Selection
- The President is selected by and appointed to the position by the Board of Trustees. The President's tenure in office and salary are as determined by the Board.

Board Approval: May 16, 1978; April 12, 1984.

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

Agenda Item Number: 6Bii
March 20, 2024

RETIREMENT OF POLICY: 45002–TUITION AND FEES INSTALLMENT PROGRAM

General Information

Policy Number:	45002
Contained in Chapter:	Chapter Four
Policy Title:	Tuition and Fees Installment Program
Policy Creation Date:	May 21, 1984
Most Recent Modification Date:	March 18, 2002

Reason for Policy Retirement

The content of 45002–Tuition and Fees Installment Program is outdated and no longer necessary.

RECOMMENDATION

It is recommended that the Board of Trustees retire Policy 45002–Tuition and Fees Installment Program.

BACKUP INFORMATION

Resolution
Policy 45002–Tuition and Fees Installment Program

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Dietz
Ms. Greaney
Dr. Gregory

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

Resolution Number: **24-03-045**
Adopted on: **3/20/2024**

Agenda Item Number: 6Bii
March 20, 2024

Subject: Retirement of Policy: 45002–Tuition and Fees Installment Program

WHEREAS, The Board of Trustees created Policy 45002–Tuition and Fees Installment Program in 1984; and

WHEREAS, The policy has served an important purpose in ensuring students are able to pay tuition and fees through an installment plan; and

WHEREAS, The practice of tuition installment plans, while novel in 1984, is now a routine operational option for students; and

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

WHEREAS, The president recommends that the Board retire the Policy; now therefore be it

Resolved, That Policy 45002–Tuition and Fees Installment Program be retired as indicated in the attached draft; and be it further

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

Chapter: Student Affairs

Modification No. 003

Subject: **Tuition and Fees Installment Program**

- 1 I. The Board of Trustees has established a tuition and fees installment program to assist
2 students in the payment of tuition and fee charges. To use the program, students must
3 be enrolled in credit and/or non-credit courses and have no outstanding obligations to the
4 College.
5
6 II. The Board of Trustees authorizes the President to develop specific criteria and
7 procedures for use of a tuition and fees installment program.
8
9

10
11

Board Approval: May 21, 1984; July 20, 1992; March 18, 2002.

RETIRED

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

Agenda Item Number:
March 20, 2024

**MULTIPLE AWARDS OF CONTRACT,
INFORMATION TECHNOLOGY STAFFING AND CONSULTING SERVICES, BID E524-006**

BACKGROUND

Request:	Information technology staffing and consulting services
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	E524-006
Explanation of Request:	<p>The senior vice president for administrative and fiscal services is requesting multiple awards of contract for the continuation of information technology staffing and consulting services. In June of 2018, the Board of Trustees awarded a five-year award of contract for the purchase of information technology contracting services to 39 firms on a task order basis, under resolution 18-06-076. That contract has expired, and other existing contracts are being utilized until a new contract award is approved under the request for proposal E524-006.</p> <p>The Office of Information Technology is responsible for coordinating and maintaining over 30,000 pieces of technology equipment, 13,500 workstations and laptops, and over 100 servers in two operating system environments. Continuation of information technology staffing and consulting services is vital to meeting the College's ongoing need in the functional areas of management consulting, systems management and maintenance, information system security, web and internet systems support, and technical operations and application support.</p> <p>If applicable, the awards of contract are subject to the successful negotiation and execution of an agreement to perform the work under the request for proposal.</p>
Reason Being Brought to Board:	Board approval is required for all 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 available in the FY24 capital and operating budget.

Annual Estimated Dollar Amount:	\$3,000,000 (not-to-exceed)
Vendor Name:	Multiple (see attached contract awardee list)
Vendor Address:	Multiple (see attached contract awardee list)
Minority Status:	See attached contract awardee list
Minority Classification:	See attached contract awardee list
Term of Contract:	One year, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve multiple awards of contract for the continuation of information technology staffing and consulting services to firms listed on the attached bid summary, for a one-year term beginning April 1, 2024, for annual not-to-exceed amount of \$3,000,000.

It is further recommended that the contract be renewed for four additional one-year terms under the same terms and conditions at the sole option of the College, provided services are satisfactory, funding is available, and in the best interest of the College.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders List (Board Members Only)
Policy 63001 Procurement, Consultant Services and Contracts

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Johnson

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

Resolution Number: **24-03-046**
Adopted on: **3/20/2024**

Agenda Item Number:
March 20, 2024

Subject: Multiple Awards of Contract, Information Technology Staffing and Consulting Services, Bid e524-006

WHEREAS, The senior vice president for administrative and fiscal services is requesting multiple awards of contract for the purchase of information technology staffing and consulting services; and

WHEREAS, The Office of Information Technology is responsible for coordinating and maintaining over 30,000 pieces of technology equipment, 13,500 workstations and laptops, and over 100 servers in two operating system environments, Microsoft and Apple; 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 available in the FY24 operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was issued on October 13, 2023, and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 327 firms downloaded the request for proposal, of which, 257 were identified as minority business enterprises; and

WHEREAS, 130 responses were received including two no-bids, and 25 bidding firms that were deemed non-responsive, were read aloud, and recorded in the office of procurement, beginning at 3:00 pm on November 1, 2023; and

WHEREAS, Upon evaluation of all responsive proposals by College staff, it was determined that the proposals submitted by 12 bidders identified on the attached bid summary were the highest evaluated bidders, meeting all College requirements; and

WHEREAS, This resolution aligns with Montgomery College Strategic Plan Goal 3: Enhance educational and organizational effectiveness; 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 multiple awards of contract for information technology staffing and consulting services be awarded to 12 firms identified on the attached bid summary, for one year beginning April 1, 2024; and be it further

Resolved, That the contracts be renewed for four additional one-year terms under the same terms and conditions, at the sole option of the College, provided services are satisfactory, funding is available, and in the best interest of the College.

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

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

Agenda Item Number:
March 20, 2024

**AWARD OF CONTRACT,
STRATEGIC MARKETING AND BRAND STRATEGY DEVELOPMENT AND
IMPLEMENTATION, BID E924-006**

BACKGROUND

Request:	Strategic marketing and brand strategy development and implementation
Office/SVP Originating Request:	Senior Vice President for Advancement and Community Engagement
Award Type:	Competitive
Bid Number:	E924-006
Explanation of Request:	<p>The senior vice president for advancement and community engagement is requesting an award of contract for the purchase of strategic marketing and brand strategy development and implementation. The focus of this contract is to increase enrollment and brand recognition for Montgomery College. It will ensure that the College is effectively engaging with current and prospective students and their families. In addition, this engagement will elevate the institution within the county and beyond, by telling the story of Montgomery College through the use of a variety of marketing and communication strategies. This project will be completed in three phases.</p> <p>Without this contract, the College will miss the opportunity to develop a strategic approach to marketing and branding that supports the bold goals outlined in the enrollment management plan and new College strategic plan.</p> <p>If applicable, the award of contract is subject to the successful negotiation and execution of an agreement to perform the work under the request for proposal.</p>
Reason Being Brought to Board:	Board approval is required for all 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 \$125,000 is available in the FY24 operating budget, for phase one of this project.
Dollar Amount:	\$675,000
Vendor Name:	Interact Communications

Vendor Address:	504 Main Street, Floor 3 La Crosse, WI 54601
Minority Status:	Minority
Minority Classification:	Woman-owned
Term of Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for strategic marketing and brand strategy development and implementation services to Interact Communications of La Crosse, Wisconsin, for a one-time purchase in the amount of \$675,000.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders List (Board Members Only)
Policy 41000 – Student Success

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Campbell

RESOURCE PERSON

Mr. Johnson

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

Resolution Number: **24-03-047**
Adopted on: **3/20/2024**

Agenda Item Number:
March 20, 2024

Subject: Award of Contract, Strategic Marketing and Brand Strategy Development and Implementation, Bid e924-006

WHEREAS, The senior vice president for advancement and community engagement is requesting an award of contract for the purchase of strategic marketing and brand strategy development and implementation; and

WHEREAS, The focus of this contract is to increase student enrollment and brand recognition for Montgomery College; and

WHEREAS, It will ensure that the College is effectively engaging with current and prospective students and their families, while also elevating the institution within the county and beyond by telling the story of Montgomery College through the use of a variety of marketing and communication strategies; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that \$125,000 is available in the FY24 operating budget, for phase one of this project; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was issued on November 7, 2023, and posted on the Montgomery College procurement and eMaryland Marketplace websites; and

WHEREAS, 146 firms downloaded the request for proposal, of which 85 were identified as minority business enterprises; and

WHEREAS, 31 responses, including one “no-bid”, and 16 vendors that were deemed non-responsive, were received, read aloud, and recorded in the office of procurement, beginning at 3:00 p.m. on November 28, 2023; and

WHEREAS, Upon evaluation of all responsive proposals by Montgomery College staff, it was determined that the proposal submitted by Interact Communications of La Crosse, Wisconsin, was the highest evaluated bidder, meeting all Montgomery College requirements; and

WHEREAS, This resolution aligns with Montgomery College Strategic Plan Goal 1: Enhance connections between Montgomery College and our community, and Goal 3: Cultivate a sense of belonging for everyone at the College; 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 an award of contract for the purchase of strategic marketing and brand strategy development and implementation be awarded to Interact Communications of La Crosse, Wisconsin, for a one-time purchase in the amount of \$675,000; 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: 8
March 20, 2024

BOARD OF TRUSTEES SCHEDULE OF MEETINGS FOR FISCAL YEAR 2025

BACKGROUND

The Maryland Open Meetings Act, based on the General Assembly's determination in favor of open decision-making by public bodies in the maintenance of a democratic society, provides that, except in special and appropriate circumstances: (1) the business of public bodies be performed in an open and public manner; and (2) citizens be allowed to observe the performance of public officials and the deliberations and decisions that the making of public policy involves. In addition, Montgomery College Board of Trustees bylaws state that the Board shall give reasonable advance notice of its open meetings. The notice shall be in writing and shall include the date, time, place, and agenda of the meeting, and shall be publicized by posting to the Board's website and any other method reasonably designed to give public notice.

RECOMMENDATION

It is recommended that the Board adopt the attached schedule of meetings for Fiscal Year 2025.

BACKUP INFORMATION

Board Resolution
Montgomery College Board of Trustees Schedule of Meetings for Fiscal Year 2025 (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Scott

RESOURCE PERSONS

Ms. Cordova
Ms. Lee

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

Resolution Number: **24-03-048**
Adopted on: **3/20/2024**

Agenda Item Number: 8
March 20, 2024

Subject: Board of Trustees Schedule of Meetings for Fiscal Year 2025

WHEREAS, The Maryland Open Meetings Act, based on the General Assembly's determination in favor of open decision-making by public bodies in the maintenance of a democratic society, provides that, except in special and appropriate circumstances: (1) the business of public bodies be performed in an open and public manner; and (2) citizens be allowed to observe the performance of public officials and the deliberations and decisions that the making of public policy involves; and

WHEREAS, Montgomery College Board of Trustees bylaws state that the Board shall give reasonable advance notice of its open meetings; and

WHEREAS, The notice shall be in writing and shall include the date, time, place, and agenda of the meeting and shall be publicized by posting to the Board's website and any other method reasonably designed to give public notice; and

WHEREAS, Attached to this resolution is a schedule of meetings for Fiscal Year 2025, and while intended to be held as planned, those meetings may be changed based on circumstance according to the Board's bylaws, the Maryland Open Meetings Act, and availability; and

WHEREAS, The public will be notified of the Fiscal Year 2025 schedule as well as any change in meeting dates in accordance with the Board of Trustees bylaws and the Maryland Open Meetings Act; 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 adopts the attached Schedule of Meetings for Fiscal Year 2025.

BOARD OF TRUSTEES
Montgomery College
Fiscal Year 2025 Schedule of Meetings

	BOARD MEETINGS <i>(Mondays, unless noted, 6:00 pm closed, 6:30 pm public)</i>	CONFERENCE SESSIONS, <i>(4:45 pm)</i>	BOARD RETREATS	PERIODIC REPORTS TO THE BOARD ¹	OTHER ACTIVITIES AND EVENTS <i>(RSVP NEEDED FOR MOST)</i>	
					BOARD DEVELOPMENT AND CONFERENCES	SPECIAL EVENTS AND OTHER BOARD DATES
JUL						
AUG					3: Board Officers Kickoff Meeting 7-9: ACCT Governance Leadership Institute 12: New Trustee Orientation	
SEP	16	16	6 (Fri): Retreat	4th Q Facilities Updates 4th Q Budget Report 4th Q Construction Change Order Report Performance Accountability Report		
OCT	14	14		FY26 Capital Budget Presentation Clery Report	23-26: ACCT Leadership Congress	
NOV	11	11		1st Q Facilities Updates 1st Q Budget Report 1st Q Construction Change Order Report		
DEC	9	9		FY26 Operating Budget Presentation FY25 Audit Presentation		9: Board's Audit Committee Meeting ²
JAN	<u>Wed., 22</u>	22			TBD: MACC Conference	
FEB	17	17		2nd Q Facilities Updates 2nd Q Budget Report 2nd Q Construction Change Order Report	9-12: ACCT Legislative Summit	
MAR	17	17				
APR	21	21			TBD: AGB National Conference on Trusteeship	
MAY	19	19	2 (Fri): Retreat	3rd Q Facilities Updates 3rd Q Budget Report 3rd Q Construction Change		19: Harry Harden Awards 23: Commencement
JUN	16	16		Programs of Cultural Diversity Progress Report		

1. This section identifies the regularly scheduled reports to come before the Board.

2. Based on Bylaws section I.G.1a, the Audit Committee is a standing committee of the Board. It is a committee of the whole Board and chaired by the First Vice Chair.