



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

Central Services Building • Board Room • 9221 Corporate Boulevard, Rockville, Maryland 20850

This meeting was held in-person and via Zoom webinar
Call-in: 1-301-715-8592 • Webinar ID: 952 9797 6589

Wednesday, January 22, 2025, 7:00 p.m.

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25-01-031	Award of Contract, Ice Storage Modules Replacement, Takoma Park/Silver Spring Campus, Bid 625-005	6-9
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**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 6A
January 22, 2025

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**

Resolution Number:
Adopted on:

Agenda Item Number: 6A
January 22, 2025

Subject: Personnel Actions Confirmation

WHEREAS, By state law the Board of Trustees has the authority and responsibility for appointments to the College; and

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period November 1, 2024, through November 30, 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 November 1, 2024, through November 30, 2024

STAFF

STAFF EMPLOYMENTS

Effective				
Date	Name	Position Title	Grade	Department
11/09/2024	Imran, Noor	Administrative Aide I	15	English and Reading Dean
11/11/2024	Ballo, Kadidiatou	ACES Student Success Coordinator	27	ACES-Achiev College Excell & Success
11/11/2024	Chamberlain, Peter	Administrative Aide III	23	CW Dean Stu Success-RV Stu Svcs
11/11/2024	Kalia, Priyanka	Administrative Aide II	19	ASVP-Oper Effect & Strateg Initiatives
11/11/2024	Mahmud, Omar	Enrollment and Student Access Specialist	23	Raptor Central
11/11/2024	Ravert, Steven	Grounds Maintenance Worker Lead	17	Facilities Operations-TP/SS
11/11/2024	Rosen, Roger	Student Engagement Program Coordinator	27	CW Dean Stu Engag-TP/SS Stu Svcs
11/11/2024	Saavedra, Katherine	Transfer Credit Evaluator	21	Records and Registration
11/11/2024	Srinivasan, Samhitha	Analyst-Programmer	33	OIT Application Services
11/25/2024	Gregory, Bobby	Grounds Maintenance Worker	15	Facilities Operations-RV
11/25/2024	Montoya Marroquin, Cindy	Student Services Coordinator II	19	WDCE Central Administration
11/25/2024	Ramos, Daniel	Grounds Maintenance Worker	15	Facilities Operations-RV
11/25/2024	Somarriba Josue	Building Maintenance Mechanic	23	Facilities Operation-RV

STAFF SEPARATIONS

Effective					
Date	Name	Position Title	Grade	YOS	Department
11/1/2024	Hicks, Justin	Financial Aid Counselor	27	9	Financial Aid
11/1/2024	Zelt, Jessica	IT Enterprise Portfolio Manager	35	7	OIT Application Services
11/14/2024	Kedron, Amy	Real Estate Management Director	39	0*	Sr VP of Admin & Fiscal Serv
11/14/2024	Zaffar, Bushra	Building Services Worker	11	7	Facilities Operations-GT
11/15/2024	Ballo, Kadidiatou	ACES Student Success Coordinator	27	0*	ACES-Achiev College Excell & Success
11/22/2024	Marin, Raul	Community Engagement Specialist II	25	2	Community Engagement
11/29/2024	Umelo, Elaine	Financial Aid Specialist	25	23 ¹	Financial Aid
11/30/2024	Kemp, Carmen	Campus Cashier	17	33 ¹	Business Services

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	0	1	2	3	0	0	6
Male	4	0	2	1	0	0	7
TOTAL	4	1	4	4	0	0	13

STAFF SEPARATIONS: Ethnicity and Gender

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

* Less than one year

¹ Retirement

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From November 1, 2024, through November 30, 2024

FACULTY

FACULTY EMPLOYMENTS

Effective Date	Name	Position Title	Department
None			

FACULTY SEPARATIONS

Effective Date	Name	Position Title	YOS	Department
None				

FACULTY EMPLOYMENTS: Ethnicity and Gender

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

FACULTY SEPARATIONS: Ethnicity and Gender

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

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 7A
January 22, 2025

**AWARD OF CONTRACT,
ICE STORAGE MODULES REPLACEMENT, TAKOMA PARK/SILVER SPRING CAMPUS
BID 625-005**

BACKGROUND

Request:	Ice storage module replacements located on the Takoma Park/Silver Spring Campus
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services, and Vice President for Facilities, Management, Capital Planning and Sustainability
Award Type:	Competitive
Bid Number:	625-005
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and vice president for facilities, management, capital planning and sustainability are requesting an award of contract for the replacement of ice storage modules located on the Takoma Park/Silver Spring Campus.</p> <p>Six ice thermal storage modules were installed on the Takoma Park/Silver Spring Campus in 2008, that included a twenty-year life expectancy. These modules provide approximately half of the plant's cooling capacity and are a proven cost-effective, smart electrical grid and demand reduction strategy. This technology and capability are more critical now, given the increased demand on the region's electrical grid.</p> <p>In 2022, two of the six ice modules' coils began to leak, the result of corrosion of the galvanized coating and underlying carbon steel coil material, while the other four ice modules showed signs of early corrosion, an indication of eventual failure.</p> <p>This project will remove and replace the six original ice thermal storage modules and return the plant to its original cooling capacity. Testing and monitoring as recommended by the investigation will be in place to ensure equipment performance and longevity.</p>
Reason Being Brought to Board:	Board approval is required for all contract awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications

	and contract documents were developed by appropriate College staff and the chief business/financial strategy officer certifies that funds are available in the FY25 capital budget.
Total Dollar Amount:	\$2,360,648
Vendor Name:	Gaghan Mechanical Inc.
Vendor Address:	Alexandria, Virginia
Term of Contract:	One-time purchase
Minority Status	Minority
Minority Classification	Woman-owned

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the replacement of ice storage modules located on the Takoma Park/Silver Spring Campus to Gaghan Mechanical Incorporated of Alexandria, Virginia, for a one-time purchase in the amount of \$2,360,648.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Johnson
 Ms. Pullen

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

Resolution Number:
Adopted on:

Agenda Item Number: 7A
January 22, 2025

Subject: Award of Contract, Ice Storage Modules Replacement, Takoma Park/Silver Spring Campus, Bid 625-005

WHEREAS, The senior vice president for administrative and fiscal services and vice president of facilities, management, capital planning and sustainability are requesting an award of contract for the replacement of ice storage modules located on the Takoma Park/Silver Spring Campus; and

WHEREAS, Six ice thermal storage modules were installed on the Takoma Park/Silver Spring Campus in 2008, and

WHEREAS, These units provide approximately half of the plant's cooling capacity and are a proven cost-effective, smart electrical grid and demand reduction strategy; and

WHEREAS, In 2022, two of the six ice modules' coils began to leak, the result of corrosion of the galvanized coating and underlying carbon steel coil material, while the other four ice modules showed signs of early corrosion, an indication of eventual failure; and

WHEREAS, This project will remove and replace all six original ice thermal storage modules and return the plant to its original cooling capacity; 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 FY25 capital budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a request for proposal was issued on November 7, 2024, and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 26 firms downloaded the request for proposal, of which, 15 were identified as minority business enterprises, and

WHEREAS, Three responses were received, read aloud, and recorded, beginning at 3:00 pm on December 6, 2024; and

WHEREAS, Upon evaluation of all submitted proposals by College staff, it was determined that the proposal submitted by Gaghan Mechanical Incorporated of Alexandria, Virginia, was the highest evaluated bidder, 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 the Board of Trustees approves an award of contract for the replacement of ice storage modules located on the Takoma Park/Silver Spring Campus to Gaghan Mechanical Incorporated of Alexandria, Virginia, for a one-time purchase in the amount of \$2,360,648; 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**

Agenda Item Number: 7B
January 22, 2025

**MULTIPLE AWARDS OF CONTRACT,
ON-CALL GENERAL CONTRACTOR SERVICES
BID E925-003**

BACKGROUND

Request:	On-call General Contractor Services
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and Vice President for Facilities, Management, Capital Planning and Sustainability
Award Type:	Competitive
Bid Number:	E925-003
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and vice president for facilities, management, capital planning and sustainability are requesting an award of contract for on-call general contractor services.</p> <p>The use of an on-call general contractor services contract will significantly reduce the amount of time it takes the College to complete needed small- and medium-size construction and renovation projects.</p> <p>The on-call general contractor services contract will include carpentry, framing, drywall, finish trades (flooring, ceiling, painting, etc.), masonry, structural steel, concrete, millwork, roof repair, paving repair, mechanical, electrical, fire suppression, and low voltage (telecommunications and security).</p>
Reason Being Brought to Board:	Board approval is required for all contract awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications and contract documents were developed by appropriate College staff and the chief business/financial strategy officer certifies that funds are available in the FY25 capital budget.
Estimated Annual Dollar Amount:	\$4,000,000
Vendor Name:	See Attached List
Vendor Address:	See Attached List
Term of Contract:	One year, with four one-year renewal options
Minority Status	See Attached List
Minority Classification	See Attached List

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract for on-call general contractor services to James G. Davis Construction Corporation of Rockville, Maryland; Brawner Builders of Hunt Valley, Maryland; Centennial Contractors Enterprises Inc. of Lanham, Maryland; Henley Construction of Gaithersburg, Maryland; and Building Concepts LLC of Finksburg, Maryland; for an estimated not-to-exceed amount of \$4,000,000.

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.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Johnson
Ms. Pullen

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number:
Adopted on:

Agenda Item Number: 7B
January 22, 2025

**Subject: Multiple Awards of Contract, On-call General Contractor Services,
Bid e925-003**

WHEREAS, The senior vice president for administrative and fiscal services and vice president for facilities, management, capital planning and sustainability are requesting an award of contract for on-call general contractor services; and

WHEREAS, The use of an on-call general contractor services contract will significantly reduce the amount of time it takes the College to complete needed small- and medium-size construction and renovation projects; and

WHEREAS, The on-call general contractor services contract will include carpentry, framing, drywall, finish trades (flooring, ceiling, painting, etc.), masonry, structural steel, concrete, millwork, roof repair, paving repair, mechanical, electrical, fire suppression, and low voltage (telecommunications and security); 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 FY25 capital budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a request for proposal was issued on November 11, 2024, and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 90 firms downloaded the request for proposal, of which, 56 were identified as minority business enterprises, and

WHEREAS, 28 responses, including one that was deemed disqualified, were received, read aloud, and recorded, beginning at 3:00 pm on December 13, 2024; and

WHEREAS, Upon evaluation of all submitted proposals by College staff, it was determined that the proposals submitted by James G. Davis Construction Corporation of Rockville, Maryland; Brawner Builders of Hunt Valley, Maryland; Centennial Contractors Enterprises Inc. of Lanham, Maryland; Henley Construction of Gaithersburg, Maryland; and Building Concepts LLC of Finksburg, Maryland were the five 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 the Board of Trustees approves a one-year award of contract for on-call general contractor services to James G. Davis Construction Corporation of Rockville, Maryland; Brawner Builders of Hunt Valley, Maryland; Centennial Contractors Enterprises Inc. of Lanham, Maryland; Henley Construction of Gaithersburg, Maryland; and Building Concepts LLC of Finksburg, Maryland for an annual, estimated not-to-exceed amount of \$4,000,000; 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 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**

Agenda Item Number: 8
January 22, 2025

RETIREMENT OF POLICY 32202: TEMPORARY ADJUNCT FACULTY POSITIONS

General Information

Policy Number:	32202
Contained in Chapter:	Chapter Three
Policy Title:	Temporary Adjunct Faculty Positions
Policy Creation Date:	September 21, 1987
Most Recent Modification Date:	September 21, 1987

Reason for Policy Retirement

The College regularly employs adjunct faculty and these are all by nature temporary positions. The HRIS system allows for part-time faculty positions to be funded by the operating budget or by grants or other alternate funding, depending on the program but does not distinguish an employee category of "Temporary Adjunct Faculty Positions" and so the policy is no longer necessary.

RECOMMENDATION

It is recommended that the Board of Trustees retire Policy 32202: Temporary Adjunct Faculty Positions.

BACKUP INFORMATION

Resolution
Policy 32202: Temporary Adjunct Faculty Positions

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Mr. Dietz
Ms. Leitch Walker
Dr. Van Camp

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number:
Adopted on:

Agenda Item Number: 8
January 22, 2025

Subject: Retirement of Policy 32202: Temporary Adjunct Faculty Positions

WHEREAS, The Board of Trustees created Policy 32202: Temporary Adjunct Faculty Positions in 1987; and

WHEREAS, The policy has served an important purpose in providing for the instructional services required by grants, contracts, and special programs; and

WHEREAS, The use of a category of positions for part-time faculty that are funded by grants, programs, or special programs, while necessary in 1987, no longer aligns with current processes; 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 32202: Temporary Adjunct Faculty Positions be retired as indicated in the attached draft; and be it further

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

Chapter: Personnel

Modification No. 001

Subject: **Temporary Adjunct Faculty Positions**

- I. The President is authorized to establish within the personnel system of the College a category of positions to be known as temporary adjunct faculty positions.
- II. Temporary Adjunct Faculty positions shall be faculty positions that are funded from grants, contracts, or special programs which carry their own funding and are not a part of the College Operating Budget.
- III. Such positions may be established by the President to provide for the instructional services required by such grants, contracts, or special programs, and the appointment to such temporary positions shall be subject to the usual personnel confirmation by the Board of Trustees.
- IV. Such positions established by the President shall remain in existence only during the length of the grant, contract, or special program, or to the limits of the funds specified in the grant, contract, or special program for the employment of faculty, whichever is the shorter time period.
- V. New faculty employed to fill a temporary adjunct faculty position shall be employed on a short-term faculty appointment which is consistent with the conditions of the grant, contract, or special program and the conditions set forth in Board policy.
- VI. Personnel employed to fill such temporary adjunct faculty positions shall receive those benefits permitted and funded by the grant, contract, or special program.

Board Approval: September 21, 1987.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 9
January 22, 2025

THE FY26 CURRENT, ENTERPRISE, AND OTHER FUND BUDGETS

BACKGROUND

On December 9, 2024, during the public meeting of the Board of Trustees, the president presented the proposed FY26 Current, Enterprise, and Other Fund budgets. The Board expressed its recognition and the need for the College to meet its mission by (a) protecting and enhancing student access; (b) providing quality education through programs and services; (c) maintaining reasonable tuition and fee rates; and, (d) increase the economic impact for our students and county. The proposed budget expresses the Board and the president’s desire and commitment to student access, learning, completion and post completion success, and support of employees.

The Current Fund budget, the largest of the operating fund budgets, is \$293,582,393 which represents an increase of approximately 3.7 percent compared to the FY25 approved Current Fund budget. This budget assumes \$204,524,275 in support from the county and state.

The table below summarizes the proposed FY26 budget by fund:

Current Fund	\$ 293,582,393
Workforce Development & Continuing Education	\$ 22,748,598
Auxiliary Enterprises Fund	\$ 2,459,598
Cable Television	\$ 1,790,103
Emergency Plant Maintenance and Repair	\$ 350,000
Transportation Fund	\$ 4,200,000
Major Facilities Reserve Fund	\$ 2,000,000
Federal, State, County and Private Grants	\$ 18,606,500

RECOMMENDATION

It is recommended that the Board of Trustees adopt the proposed FY26 Current, Enterprise, and Other Fund budgets.

BACKUP INFORMATION

Board Resolutions

Part A: The FY26 Current and Enterprise Budgets

Part B: The FY26 Other Fund Budgets

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Greaney

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number:
Adopted on:

Agenda Item Number: 9
January 22, 2025

Subject: The FY26 Current and Enterprise Budgets

WHEREAS, During the December 9, 2024, meeting of the Board of Trustees, the president presented the proposed FY26 Current, Enterprise, and Other Fund budgets; and

WHEREAS, The Board recognizes the College's need to meet its mission by (a) protecting and enhancing student access; (b) providing quality education through programs and services; (c) maintaining reasonable tuition and fee rates; and, (d) increase the economic impact for our students and county; and

WHEREAS, These budgets express the Board and president's desire and commitment to student learning, access, completion and post completion success, and their support of employees; and

WHEREAS, The Current Fund budget assumes \$204,524,275 in support from the county and state; and

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

Resolved, That the Board of Trustees adopts the FY26 operating budget in the amount of \$293,582,393, for the Current Fund, \$22,748,598 for the Workforce Development & Continuing Education Fund, and \$2,459,598 for the Auxiliary Enterprises Fund; and be it further

Resolved, That the budgeted amounts are subject to funding and appropriate action by the Montgomery County Government, and the amounts are subject to further technical refinement before the budget is submitted for recommendation to the county executive and the county council.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number:
Adopted on:

Agenda Item Number: 9
January 22, 2025

Subject: The FY26 Other Funds Budgets

WHEREAS, The College endeavors to obtain funding from external sources for specific purposes in keeping with its mission and goals; and

WHEREAS, The exact funding of special College projects and/or proposals is not certain at this time; and

WHEREAS, Amounts shown in the budget document for cable television, emergency plant maintenance and repair fund, major facilities reserve fund, transportation fund, and federal, state, county, and private grants and contracts are the best estimates at this time and actual amounts may be more or less than the budgeted amounts; and

WHEREAS, It is essential to the success of these special programs for the president to have flexibility to deal with the changing external circumstances associated with these programs; now therefore be it

Resolved, That the Board of Trustees hereby approves the aforementioned sections of the budget as presented with the understanding that these amounts are estimates; and be it further

Resolved, That the president is hereby authorized to negotiate for, accept, and expend such "other funds" as indicated in the budget and as may become available during FY26, provided expenditures do not exceed revenues.