



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

PUBLIC BOARD MEETING AGENDA

Central Services Building ▪ Board Room ▪ 9221 Corporate Boulevard, Rockville, Maryland
[Link to join via Zoom](#) ▪ By phone: 301-715-8592 ▪ Webinar ID: 916 4879 3874

BOARD OF TRUSTEES

March 17, 2025

Gloria Aparicio Blackwell
Chair
TERM ENDS JUNE 30, 2026

6:30 p.m.

Annicc Cody
First Vice Chair
TERM ENDS JUNE 30, 2028

Omar A. Lazo
Second Vice Chair
TERM ENDS JUNE 30, 2027

Michael A. Brintnall, Ph.D.
TERM ENDS JUNE 30, 2029

Sheryl Brissett Chapman, Ed.D.
TERM ENDS JUNE 30, 2029

Marvin Dickerson
TERM ENDS JUNE 30, 2030

David A. Hill
TERM ENDS JUNE 30, 2030

Robert F. Levey
TERM ENDS JUNE 30, 2025

Maricé I. Morales
TERM ENDS JUNE 30, 2025

Annet Michelle Namugerwa
Student Trustee
TERM ENDS JUNE 30, 2025

PRESIDENT AND
SECRETARY-TREASURER
Dr. Jermaine F. Williams

1. Call to OrderProcedural
2. Roll Call Procedural
3. Approval of AgendaProcedural
4. ReportsInformation
 - A. President’s Report
 - B. Committee and Liaisons’ Reports
 - i. PIC MC Foundation Liaison’s Report
 - ii. Board Development and Succession Planning Committee Report
 - iii. Montgomery College Foundation Liaison’s Report
 - iv. Community Engagement and Access Committee Report
 - v. Student Success and Economic Impact Committee Report
 - C. Chair’s Report
5. Consent AgendaAction
 - A. Minutes
 - i. February 17, 2025 Conference Session Minutes
 - ii. February 17, 2025 Public Vote and Closed Session Minutes
 - iii. February 17, 2025 Public Meeting Minutes
 - B. Personnel Actions Confirmation Report
 - C. Fiscal Year 2026 Schedule of Board Meetings
6. Awards of Contract (Competitive)Action
 - A. Award of Contract, Geese Management Services, Bid e425-002
 - B. Award of Contract, Omnigo Security Dispatch and Incident Reporting Software Subscription, Bid e525-006

7. Award of Contract (Sole Source)Action
Sole Source Award of Contract, Continuation of Computerized Maintenance Management System Software License
8. Contract Change OrderAction
Contract Change Order, Award of Contract, Vocational Training and Employment Services, Bid e924-001
9. Collective Bargaining MatterAction
Memorandum of Agreement-Collective Bargaining Agreement Between Montgomery College and the Montgomery College Chapter of the American Association of University Professors
10. Policy MatterInformation and Possible Action
Modification of Policy 61003: Bank Services
11. New Business.....Procedural
12. Trustee CommentsProcedural
13. AdjournmentProcedural

NOTICES

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

WRITTEN COMMENTS. The Board of Trustees welcomes written comments, which can be sent to trustees@montgomerycollege.edu or to Montgomery College, 9221 Corporate Blvd, Rockville, Maryland 20850, ATTN: Board of Trustees.

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**

Agenda Item Number: 5B
March 17, 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: 5B
March 17, 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 January 1, 2025, through January 31, 2025; 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, 2025, through January 31, 2025

STAFF

STAFF EMPLOYMENTS

Effective				
Date	Name	Position Title	Grade	Department
1/04/2025	O'Donnell, Christine	Talent Acquisition Specialist I	27	Human Resources/Strategic Talent Mgt
1/07/2025	Birki, Bedru	Budget and Financial Analyst	31	Business Services
1/07/2025	Griffin, Staci	Operations and Tenant Engagement Manager	31	Advancement/Comm Engage
1/07/2025	Maldonado, Bernadette	VP for Development & Alumni Relations	39	Advancement-Development
1/07/2025	Nakata, Silvana	Student Services Coordinator II	19	WDCE Central Administration
1/07/2025	Shepherd, Susan	Administrative Aide II	19	Humanities Dean
1/21/2025	Cawi, Agnes	Nursing Lab and Clinical Associate	29	Health Sciences Institute WDCE
1/21/2025	Diaz, Felix	Building Equipment Mechanic II	25	Facilities Operations-RV
1/21/2025	Ficca, Dillon	Community Engagement Manager	27	Advancement/Comm Engage
1/21/2025	Herrera, Sindy	Building Services Worker	11	Facilities Operations-RV
1/21/2025	Kouassi, Brisoa	Building Equipment Mechanic II	25	Facilities Operations-RV
1/21/2025	Porter, Jamika	Public Safety Officer II	15	Public Safety-TP/SS
1/21/2025	Sin, Pannara	Campus Cashier	17	Business Services
1/21/2025	Thompson, Paul	Instructional Lab Coordinator	27	Engineering/Computer Science Dean

STAFF SEPARATIONS

Effective					
Date	Name	Position Title	Grade	YOS	Department
1/06/2025	Madden, Lindsey	DSS Student Services Specialist	27	3	CW Dean Stu Success-RV Stu Services
1/06/2025	Robbins, Kathleen	Instructional Lab Coordinator	27	11	Biology and Chemistry Dean
1/10/2025	Benjamin, Eric	Dean of Instructions	37	26 ¹	Social Science Dean
1/11/2025	Muncy, Brandon	Mental Health Services Program Manager	31	1	CW Dean Stu Success-RV Stu Services
1/17/2025	Sanders-Brown, Kim	Enrollment & Student Access Call Center Man.	29	24 ¹	Raptor Central
1/18/2025	Barber, Rolf	Student Engagement Program Coordinator	27	23 ¹	CW Student Career Services
1/20/2025	Christy, Lori	Master Tutor	27	9	Mathematics Dean
1/22/2025	Matthews, Joyce	VP for Development & Alumni Relations	39	5	Advancement-Development
1/30/2025	Miller, Sharnell	Public Safety Officer II	15	0*	Public Safety-TP/SS
1/31/2025	Brown, Lesley	Library Associate Director	33	3	Library-Central
1/31/2025	Lam, Hong	Library Technical Services Assistant	21	40 ¹	Library-Central
1/31/2025	Scott, Michelle	BOT-Special Assistant to the President	39	27 ¹	President
1/31/2025	Tsegaye, Martha	Administrative Aide I	15	24 ¹	Facilities Operations-TP/SS

*Less than 1 year

¹ Retirement

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	3	1	2	1	1	0	8
Male	2	2	1	1	0	0	6
TOTAL	5	3	3	2	1	0	14

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 5C
March 17, 2025

FISCAL YEAR 2026 SCHEDULE OF BOARD MEETINGS

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 2026.

BACKUP INFORMATION

Board Resolution
Montgomery College Board of Trustees Schedule of Meetings for Fiscal Year 2026 (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Lee

RESOURCE PERSON

Ms. Cordova

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number:
Adopted on:

Agenda Item Number: 5C
March 17, 2025

Subject: Fiscal Year 2026 Schedule of Board Meetings

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 2026, 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 2026 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 Fiscal Year 2026 Schedule of Board Meetings.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 6A
March 17, 2025

**AWARD OF CONTRACT,
GEESE MANAGEMENT SERVICES
BID E425-002**

BACKGROUND

Request:	Geese Management 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:	E425-002
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 geese management services on the Rockville and Germantown Campuses.</p> <p>Services are needed to address traffic concerns related to geese crossings; aggression towards students, faculty, staff and visitors; and feces from geese that can be hazardous to humans.</p> <p>Geese management services includes the removal of geese, egg addling, habitat modification to make less appealing to geese, repellent application, and trapping, if needed.</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 operating budget.
Annual Dollar Amount:	\$53,100
Vendor Name:	B.C. Ranneberger, Inc. Db: Geese Police of Central Maryland
Vendor Address:	Libertytown, Maryland
Term of Contract:	One year, with four one-year renewal options
Minority Status	Minority
Minority Classification	Woman-owned

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract for geese management services to B.C. Ranneberger, Inc.; Dba: Geese Police of Central Maryland, of Libertytown, Maryland, for a not-to-exceed amount of \$53,100.

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 not-to-exceed amount is \$265,500.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders List (Board Members Only)
Policy 41004 - Student Health and Safety
Policy 77001- Public Safety

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Johnson
Ms. Pullen

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number:
Adopted on:

Agenda Item Number: 6A
March 17, 2025

Subject: Award of Contract, Geese Management Services, Bid e425-002

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 geese management services; and

WHEREAS, Services are needed to address traffic concerns related to geese crossings; aggression towards students, faculty, staff and visitors; and feces from geese that can be hazardous to humans; and

WHEREAS, Geese management services includes the removal of geese, egg addling, habitat modification to make less appealing to geese, repellent application, and trapping, if needed; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff and the chief business/financial strategy officer certifies that funds are planned for and available in the FY25 operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a request for proposal was issued on October 1, 2025, and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 20 firms downloaded the request for proposal, of which, 16 were identified as minority business enterprises, and

WHEREAS, Three responses, including one that was deemed not qualified, were received, read aloud, and recorded in the office of procurement, beginning at 3:00 pm on October 29, 2024; and

WHEREAS, Upon evaluation of all submitted proposals by College staff, it was determined that the proposals submitted by B.C. Ranneberger, Inc.; Dba: Geese Police of Central Maryland, of Libertytown, Maryland, 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 a one-year award of contract for geese management services to B.C. Ranneberger, Inc.; Dba: Geese Police of Central Maryland, of Libertytown, Maryland, for an annual, not-to-exceed amount of \$53,100; 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: 6B
March 17, 2025

**AWARD OF CONTRACT,
OMNIGO SECURITY DISPATCH AND INCIDENT REPORTING
SOFTWARE SUBSCRIPTION, BID E525-006**

BACKGROUND

Request:	Omnigo security dispatch and incident reporting software subscription
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Director of Public Safety, Health, and Emergency Management
Award Type:	Competitive
Bid Number:	E525-006
Explanation of Request:	<p>The senior vice president for administrative and fiscal services and director of public safety, health and emergency management are requesting the renewal of the Omnigo security dispatch and incident reporting software subscription. In 2020, a competitive solicitation was issued for the purchase of the Omnigo software subscription, under bid 520-034.</p> <p>This software supports and maintains several aspects required for compliance under the Clery Act through reporting, classification and tracking modules, and providing crime, incident accuracy and accountability. Functionality also includes a computer-aided dispatch for logging, call recording, and uniformed activity tracking.</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 operating budget.
Annual Dollar Amount:	\$49,408 (Year one)
Vendor Name:	Omnigo Software, LLC
Vendor Address:	111 West Port Plaza, 6 th Floor St. Louis, Missouri 63146
Term of Contract:	One year, with four one-year renewal options
Minority Status	Non-minority
Minority Classification	NA

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract for the Omnigo security dispatch and incident reporting software subscription, to Omnigo Software, LLC of St. Louis, Missouri, for a not-to-exceed amount of \$49,408.

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 not-to-exceed amount is \$273,012.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders List (Board Members Only)
Policy 77001–Public Safety

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Johnson
Mr. Reid

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number:
Adopted on:

Agenda Item Number: 6B
March 17, 2025

**Subject: Award of Contract, Omnigo Security Dispatch and Incident Reporting
Software Subscription, Bid e525-006**

WHEREAS, The senior vice president for administrative and fiscal services and the director of public safety, health, and emergency management is requesting renewal of the Omnigo security dispatch and incident reporting software subscription; and

WHEREAS, In 2020, a competitive solicitation was issued for the purchase of the Omnigo software subscription, under bid 520-034; and

WHEREAS, This software supports and maintains several aspects required for compliance under the Clery Act through reporting, classification, and tracking modules, and providing crime incident accuracy and accountability; and

WHEREAS, Functionality also includes a computer-aided dispatch for logging, call recording, and uniformed activity tracking; 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 operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a request for bid was issued on January 21, 2025, and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 20 firms downloaded the request for proposal, of which, 12 were identified as minority business enterprises, and

WHEREAS, Four responses were received, read aloud, and recorded in the office of procurement, beginning at 3:00 pm on February 4, 2024; and

WHEREAS, Upon evaluation of all submitted proposals by College staff, it was determined that the proposal submitted by Omnigo Software, LLC of St. Louis, Missouri, was the lowest priced 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 a one-year award of contract for the Omnigo security dispatch and incident reporting software subscription to Omnigo Software, LLC of St. Louis, Missouri for a year one, not-to-exceed amount of \$49,408; 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 product is 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: 7
March 17, 2025

**SOLE SOURCE AWARD OF CONTRACT,
CONTINUATION OF COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM
SOFTWARE LICENSE**

BACKGROUND

Request:	Continuation of TMA Systems computerized maintenance management system software license
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and Vice President for Facilities Management, Capital Planning, and Sustainability
Award Type:	Sole Source
Bid Number:	NA
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 a continuation of the TMA Systems computerized maintenance management system software license.</p> <p>In 2014, the College awarded a five-year contract to TMA Systems of Tulsa, Oklahoma, for the purchase of a computerized maintenance management system (CMMS) software solutions, to serve as the Department of Facilities primary work management system for the unit's operating and capital work areas. In February 2020, the Board of Trustees approved the continued use of this software license for five years, under resolution 20-02-020.</p> <p>The CMMS solution is utilized by employees in the departments of Plant and Building Maintenance, Building Services, Grounds Maintenance, Fleet/Motor, Pool, Capital Projects, Public Health and Environmental Safety, as well as Public Safety, and allows them to provide mission critical maintenance, repairs and renovation services to the College community. Associated applications include online service requests, work order generation, work planning, task scheduling, materials management, labor/time tracking, asset management, project management, preventive maintenance, access control, fleet management, general inspections, and mobile/remote reporting.</p> <p>If usage of the CMMS software license is not continued, the College would incur the cost of a new software solution as well as fees associated with the set-up of new software, data mapping, data transfer, system configuration, and training of roughly 350 users. If a</p>

	different software is used, the system re-programming efforts to better tailor system features to specific College needs will be lost, which would present a possible challenge associated with transferring all accumulated data to a new software system.
Reason Being Brought to Board:	Board approval is required for all contract awards valued over \$250,000.
Certification:	The director of procurement affirms that the CMMS software can only be obtained from TMA Systems of Tulsa, Oklahoma, due to its proprietary nature, and the chief business/ financial strategy officer has certified that funds are planned for and available in the FY25 facilities operating budget.
Annual Dollar Amount:	\$85,064
Vendor Name:	TMA Systems
Vendor Address:	Tulsa, Oklahoma
Term of Contract:	One year, with four one-year renewal options
Minority Status	Non-minority
Minority Classification	NA

RECOMMENDATION

It is recommended that the Board of Trustees approve a sole source award of contract for the continuation of the current computerized maintenance management system software license to TMA Systems of Tulsa, Oklahoma, for one year, at a total not-to-exceed annual amount of \$85,064.

It is further recommended that the license may be renewed for up to 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 renewals are in the best interest of the College. The total five-year not-to-exceed amount is \$425,320.

BACKUP INFORMATION

Board Resolution
Board Resolution 20-02-020
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: 7
March 17, 2025

Subject: Sole Source Award of Contract, Continuation of the Computerized Maintenance Management System Software License

WHEREAS, The senior vice president for administrative and fiscal services and vice president for facilities management, capital planning, and sustainability are requesting the continuation of the current TMA Systems computerized maintenance management system software (CMMS) license; and

WHEREAS, In 2014, the College purchased a computerized maintenance management system software solution and in February 2020, the Board of Trustees approved the continued use of this software license for five years, under resolution 20-02-020; and

WHEREAS, The CMMS software solution is utilized by employees in the departments of Plant and Building Maintenance, Building Services, Grounds Maintenance, Fleet/Motor Pool, Capital Projects, Public Health and Environmental Safety, as well as Public Safety, and allows departments to provide mission critical maintenance, repairs, and renovation services to the College community; and

WHEREAS, If a different software is used, the system re-programming efforts to better tailor system features to specific College needs will be lost which would present a possible challenge associated with transferring all accumulated data to a new software system; and

WHEREAS, The director of procurement re-affirms that the current computerized maintenance management system software can only be obtained from TMA Systems of Tulsa, Oklahoma, due to its proprietary nature, and the chief business/financial strategy officer has certified that funds are planned for and available in the FY25 Facilities operating budget; and

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 with in the event of a warranted sole source procurement; and

WHEREAS, This resolution aligns with Montgomery College Strategic Plan Goal 3: Enhance educational and organizational effectiveness; 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 sole source award of contract to TMA Systems of Tulsa, Oklahoma, for the continuation of the current computerized maintenance management software license, for a total not-to-exceed annual amount of \$85,064; and be it further

Resolved, That the software license 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
March 17, 2025

**CONTRACT CHANGE ORDER,
AWARD OF CONTRACT, VOCATIONAL TRAINING AND EMPLOYMENT SERVICES,
BID E924-001**

BACKGROUND

Request:	Contract spend authority increase
Office/SVP Originating Request:	Senior Vice President for Academic Affairs/College Provost
Award Type:	Competitive
Bid Number:	E924-001
Explanation of Request:	<p>The senior vice president for academic affairs/college provost is requesting a contract change order for the award of contract for vocational training and employment services.</p> <p>On September 18, 2023, the Board of Trustees approved a five-year award of contract for vocational training and employment services to International Rescue Committee, Inc., under resolution 24-09-006.</p> <p>Due to an increase in referred clients and other associated costs, it is requested that the current approved spend authority be increased from \$367,672 to \$482,000 for the remainder of the contract.</p>
Reason Being Brought to Board:	Board approval is required for contract change orders that are more than 25% of the original, Board-approved contract award dollar amount.
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 WDCE grant funds are available.
Total Dollar Amount:	\$482,000
Vendor Name:	International Rescue Committee, Inc.
Vendor Address:	8719 Colesville Road, 3rd Floor Silver Spring, Maryland 20910
Term of Contract:	One year, with three renewal options
Minority Status	Minority
Minority Classification	Asian-Indian

RECOMMENDATION

It is recommended that the Board of Trustees approve an increase in the current contract award annual spend authority to \$482,000, due to an increase in referred clients and other associated costs.

BACKUP INFORMATION

Board Resolution
Resolution 24-09-006
Policy 41000: Student Success

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Price

RESOURCE PERSONS

Mr. Johnson
Mr. Greenfield

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number:
Adopted on:

Agenda Item Number: 8
March 17, 2025

**Subject: Contract Change Order, Award of Contract, Vocational Training and
Employment Services, Bid e924-001**

WHEREAS, The senior vice president for academic affairs/college provost is requesting a contract change order to increase the annual spend authority to the existing award of contract; and

WHEREAS, On September 18, 2023, the Board of Trustees approved a five-year award of contract for vocational training and employment services under resolution 24-09-006, for a total annual amount of \$367,672; and

WHEREAS, An annual spend authority increase is being requested due to an increase in referred clients and other associated costs; and

WHEREAS, Board approval is required for contract change orders that are more than 25% of the original Board-approved contract award total dollar amount; 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 planned for and available in the WDCE grant budget; and

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

Resolved, That the Board of Trustees approves an increase in the current contract award annual spend authority to \$482,000; 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**

Agenda Item Number: 10
March 17, 2025

MODIFICATION OF POLICY 61003: BANK SERVICES

General Information

Policy Number:	61003
Contained in Chapter:	Chapter Six
Policy Title:	Bank Services
Policy Creation Date:	January 21, 1985
Most Recent Modification Date:	January 21, 1985

Changes, Additions, Deletions

Line Number	Purpose
Line 1-2	This deletion removes outdated language.
Line 4-6	This addition clarifies the purpose and scope of the policy.
Line 8-12	This modified language improves clarity and meaning.
Line 14-15	This deletion removes outdated language.
Line 17-19	This addition specifies that only designated individuals at the College have the authority to select banks and open/close accounts.
Line 21-28	This addition specifies which roles at the College have the authority to sign checks drawn on College accounts.
Line 30-33	This addition further states that no one except those specified may open an account in the College's name.
Line 35-36	This modification reflects standardized language being implemented across all policies.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 61003: Bank Services.

BACKUP INFORMATION

Resolution
Policy 61003: Bank Services (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Dietz
Ms. Greaney
Dr. Van Camp

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number:
Adopted on:

Agenda Item Number: 10
March 17, 2025

Subject: Modification of Policy 61003: Bank Services

WHEREAS, The Board of Trustees created Policy 61003: Bank Services in 1985; and

WHEREAS, The policy has served an important purpose in managing the College's banking;
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 61003: Bank Services be amended as indicated in the attached draft; and
be it further

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

Chapter: Fiscal and Administrative Affairs

Modification No. 0012

Subject: **Bank Services**

~~I. At least once every five years the Board of Trustees will receive and review a report on College banking services.~~

I. The College opens bank accounts as needed to support operations. Bank accounts in this policy are limited to those of the College and not its related foundations. Merchant accounts used to accept credit/debit card payments are also included in this policy.

II. The Board of Trustees must approve the bank which provides the College with primary banking services and in which the College will deposit money received at least once every five years; ~~unless the Board grants an exception to this timeline, the bank which will provide the College with primary bank services and in which the College will deposit all money received.~~

~~III. The Board of Trustees will review and approve requests for proposals prior to the distribution to prospective financial institutions.~~

III. Only designated individuals within Administrative and Fiscal Services are authorized to select banking partners, approve, open, make changes to, and close bank accounts in the name of the College, needed to support operations of the College.

IV. Those serving in the positions identified below are authorized to sign checks drawn on College accounts. Any delegation to a College employee serving in another position of the College requires a written delegation for this authority that is time bound.

- A. College President-as Secretary-Treasurer of the Board of Trustees
- B. Senior Vice President for Administrative and Fiscal Services
- C. Chief Business Officer
- D. Director of Finance

V. Except as noted in section IV above, no individual, school, department, institute, foundation, center, subunit, group or organization associated with or affiliated with the College is authorized to open a commercial or retail bank account in or using the College's name, identification, or tax information.

VI. The Board of Trustees authorizes the president to establish any procedures necessary to implement this policy.

Board Approval: January 21, 1985; DATE.