

# MONTGOMERY COLLEGE BOARD OF TRUSTEES

## RECORD OF RESOLUTIONS February 20, 2006 Board Meeting

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

Resolution Number: **06-02-013**  
Adopted on: 02/20/06

Agenda Item Number: \_\_\_\_\_  
February 20, 2006

**Subject: Retirement Recognition and Award of Silver Medallion and Emeritus Status to Professor Robert T. Laycock**

WHEREAS, Professor Robert T. Laycock served Montgomery College, Rockville Campus as a distinguished faculty member for over thirty-eight years and retired as of February 1, 2006; and

WHEREAS, he exemplarily taught accounting and business courses with unparalleled dedication and passion, inspiring and motivating students who loved and respected him, with many of them eventually licensed as Certified Public Accountants (CPAs) and assuming other important professional positions in society; and

WHEREAS, Professor Laycock served as the esteemed faculty advisor for the bright students of Phi Theta Kappa, the international honor society of the two-year college, for fifteen years; and

WHEREAS, he served as the distinguished chair of the Department of Business and Economics for six years; and

WHEREAS, he served in another leadership capacity for the Department as the coordinator of the accounting discipline for twelve years; and

WHEREAS, Professor Laycock established the accounting associate in arts degree program, with many learned and successful graduates over the years; and

WHEREAS, he was an important and influential member of the Rockville Campus Senate and Rockville Faculty Council for four years; and

WHEREAS, Professor Laycock contributed his leadership to campus governance by serving as the Rockville Faculty Council president for two years; and

WHEREAS, as a practicing CPA with a successful tax practice, Professor Laycock has been a member of the Maryland Society of Accountants for fifteen years and a member of the Maryland Association of Certified Public Accountants for twenty years, serving on the executive board of the Montgomery-Prince George's County Chapter; and

WHEREAS, Professor Laycock has provided dedicated service to the department, Campus, College and community, has been a respected mentor, leader, and friend to his grateful and honored colleagues, and who will be remembered for his wisdom and fellowship; and

WHEREAS, the Board of Trustees' policy provides that "All faculty members and administrators holding faculty rank who retire with a minimum of ten years service with Montgomery College shall be designated faculty emeritus/emerita with appropriate rank or title, subject to approval of the Board of Trustees"; and

WHEREAS, College policy provides for the awarding of a Silver Medallion to recognize distinguished service to the College; and

WHEREAS, the Instructional Dean, the Rockville Campus Vice President and Provost, the Executive Vice President for Academic and Student Services, and the President of the College recommend this public recognition of Professor Laycock on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Robert T. Laycock for his many contributions to the College, and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Professor Robert T. Laycock be awarded the Silver Medallion in recognition of his service to the College and community, and as an expression of gratitude of the College for his dedication and professional commitment to the College; and be it further

Resolved, That Professor Robert T. Laycock is granted the status of Professor Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution becomes a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Professor Robert T. Laycock.

CRN:abg

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

Resolution Number: **06-02-014**  
Adopted on: 02/20/06

Agenda Item Number: \_\_\_\_\_  
February 20, 2006

**Subject: Resolution of Recognition for County Executive Douglas M. Duncan**

WHEREAS, Douglas M. Duncan has served Montgomery County with great distinction as its County Executive, since 1994; and

WHEREAS, throughout this time, Mr. Duncan has been a staunch supporter of public education, including both K-12 and higher education, including Montgomery College; and

WHEREAS, Mr. Duncan has consistently provided outstanding operating budget support for the College, helping to ensure the institution's continued academic and student services excellence through a decade of consistently growing enrollment and demographic change; and

WHEREAS, one of Mr. Duncan's greatest legacies as County Executive will undoubtedly be the revitalization of downtown Silver Spring and as part of that overall vision, he has also bolstered both south Silver Spring's resurgence and, in turn, the prospects for the much-needed expansion of Montgomery College's Takoma Park Campus; and

WHEREAS, Mr. Duncan has supported that expansion effort by providing the necessary funding and the land-use and other policy initiatives required to allow for the campus expansion, thus paving the way for the state's largest community college capital expansion at what is now called the Takoma Park-Silver Spring Campus of Montgomery College; and

WHEREAS, Mr. Duncan has provided similar support for growth and expansion at each of the College's other campuses at Rockville and Germantown, with his backing of plans to build a new science education center at Rockville and a new bioscience education center and science and technology park at Germantown; and

WHEREAS, Mr. Duncan has repeatedly shown his commitment to providing – *as we, at Montgomery College, like to say* – “endless possibilities” for our students, through such initiatives as the creation of a program that allows students to take Ride On Bus transportation anywhere in Montgomery County seven days a week while registered for courses, and a “Campus Connector” express service that transports students between campuses; and

WHEREAS, most recently, Mr. Duncan demonstrated the ultimate support for the students of Montgomery College by announcing his intention to earmark funding in his fiscal year 2007 operating budget so that the College will be able to freeze tuition costs for the first time in decades; and

WHEREAS, having stated his intention not to seek reelection as County Executive, this would be the last opportunity for the Board of Trustees to express its appreciation to Mr. Duncan for his support over the past twelve years; and

WHEREAS, the following action is being recommended; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. Douglas M. Duncan, County Executive of Montgomery County, for his steadfast support of Montgomery College and the hundreds of thousands of students it has served, throughout his years in office; and be it further

Resolved, That this resolution becomes a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to County Executive Douglas M. Duncan.

CRN:abg

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

Agenda Item Number: \_\_\_\_\_  
February 20, 2006

**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 on new hires and employees who have separated from the College.

**RECOMMENDATION**

It is recommended that the Board adopt the attached report.

**BACK-UP INFORMATION**

Board Resolution  
Personnel Actions Confirmation Report

**RESOURCE PERSON(S)**

Ms. Lawyer  
Ms. Bokor

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

Resolution Number: **06-02-015**  
Adopted on: 02/20/06

Agenda Item Number: \_\_\_\_\_  
February 20, 2006

**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 from and including January 1, 2006, to and including January 31, 2006; 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 report and confirms the action of the President.

CRN:abg

Attachments

MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From and Including January 1, 2006, to and Including January 31, 2006

**STAFF**

**STAFF EMPLOYMENTS**

Effective Date	Name	Position Title	Grade	Location
1/23/06	Crothers, Burcu	Admin Aide	F	Business/Science/Math/Tech GT
1/09/06	Hajjar, Philippe N	Analyst/Programmer	K	Office of Info Tech
1/09/06	Kargbo, Osman A	Instructional Asst/PT	G	Nat/Appl Sci,Bus/Mgt,Info Sci
1/23/06	Myren, Eric T	Student Employment Svcs Dir	L	Student Development GT
1/09/06	Schiefer, Joshua	IT Security Analyst	L	Office of Info Tech
1/23/06	Soleimani, Fariba	Buying Assistant	F	Aux Services Bookstore - RV
1/23/06	Vasquez, Maria E	Blg Service Worker	A	Facilities Operations - TP

**STAFF SEPARATIONS**

1/27/06	Becker, Joseph E	Bookstore Operations Assistant	E	Aux Services Bookstore - RV
1/20/06	Jenkins, Paul K	Safety & Security Officer	E	Facilities Security - RV
1/06/06	Rozo, Luis E	Blg Service Worker	A	Facilities Maintenance GT
1/21/06	Shaffer, Suzanne C	Instructional Designer	K	Center for Teaching & Learn RV
1/15/06	Smith, Joseph L	Safety & Security Supr	K	Facilities Security - TP

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	0	1	1	0	3
Male	3	1	0	0	0	4
<b>TOTAL</b>	4	1	1	1	0	7

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	0	0	0	0	1
Male	3	0	1	0	0	4
<b>TOTAL</b>	4	0	1	0	0	5

## FACULTY

### FACULTY EMPLOYMENTS

Effective Date	Name	Position Title	Location
1/23/06	Althouse, Kevin T	Associate Professor	English/Lit/Prof Writing RV
1/12/20	Benavidez, Zachary	Assistant Professor	English/Lit/Prof Writing RV
1/12/06	Benton, Elizabeth M	Assistant Professor	English/Lit/Prof Writing RV
1/12/06	Downey, Dawn C	Professor	English/Lit/Prof Writing RV
1/12/06	Galbavy, Renee J	Assistant Professor	Psychology RV
1/12/06	Kavalec, Linda M	Professor	Health Sciences TP
1/18/06	McClean, Philip M	Associate Professor	Business/Science/Math/Tech GT
1/12/06	McLeod, Glen R	Instructor	Chemistry RV
1/12/06	McNally, Peter W	Assistant Professor	GITE RV
1/12/06	Meyer, Gaye S	Assistant Professor	Speech/Dance/Theatre RV
1/12/06	Mudd, Lincoln S	Assistant Professor	Arts/Humanities/SocialSciences TP
1/12/06	Nelson, James L	Associate Professor	Business & Econ RV
1/12/06	Stern, Andrea E	Professor	Health Sciences TP
1/12/06	White, Laurie A	Assistant Professor	Student Development RV

## FACULTY

### FACULTY SEPARATIONS

Effective Date	Name	Position Title	Location
1/03/06	Butler, Barbara M	Associate Professor	Nat/App'l Sci,Bus/Mgt,Info Sci TP
1/13/06	Cepeda, Joan H <sup>1</sup>	Professor	Health Sciences TP
1/03/06	Clark, Leonard B	Associate Professor	Arts/Humanities/SocialSciences TP
1/03/06	Corley, Daniel M <sup>1</sup>	Professor	Physics/Eng/Geoscience RV
1/03/06	Cutter, Paul S	Assistant Professor	Chemistry RV
1/03/06	Dawkins, A'rlester N	Assistant Professor	Arts/Humanities/SocialSciences TP
1/03/06	Galbavy, Renee J	Assistant Professor	Psychology RV
1/03/06	Joyce, Anita J <sup>2</sup>	Professor	Business/Science/Math/Tech GT
1/03/06	Katzin, Eugene S <sup>1</sup>	Professor	Computer Science RV
1/03/06	Laycock, Robert T <sup>1</sup>	Professor	Business & Econ RV
1/03/06	Leger, James M	Professor - N/T	Student Development TP
1/03/06	Mahaney, Ralph E	Professor	Nat/App'l Sci,Bus/Mgt,Info Sci TP
1/03/06	Mudd, Lincoln S	Instructor	Arts/Humanities/SocialSciences TP
1/03/06	Patterson, William S <sup>1</sup>	Professor - N/T	Student Development RV
1/03/06	Sewell, Deborah M	Professor	Arts/Humanities/SocialSciences TP
1/23/06	Silva, Miguel A	Associate Professor	Read/ESL/Foreign Lang/Phil RV
1/03/26	Tcherkassky, Pamela R	Assistant Professor	English/Lit/Prof Writing RV
1/03/06	Zhang, Xue Z <sup>1</sup>	Professor	Math RV

### FACULTY EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	7	0	0	0	0	7
Male	6	0	0	0	1	7
<b>TOTAL</b>	13	0	0	0	1	14

FACULTY SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	<b>TOTAL</b>
Female	3	4	0	1	0	<b>8</b>
Male	9	1	0	0	0	<b>10</b>
<b>TOTAL</b>	12	5	0	1	0	<b>18</b>

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<sup>1</sup> Retirement

<sup>2</sup> Deceased

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

Agenda Item Number: \_\_\_\_\_  
February 20, 2006

**AWARD OF CONTRACT  
ARCHITECTURAL AND ENGINEERING SERVICES (BID NO. 606-003)  
RENOVATION OF COMMONS BUILDING AND PAVILION OF FINE ARTS  
TAKOMA PARK / SILVER SPRING CAMPUS**

**BACKGROUND**

This contract award provides for architectural and engineering services for the renovation of the Commons Building and the Pavilion of Fine Arts at the Takoma Park/Silver Spring Campus. The Commons renovation project received design funding in FY2006. Construction funding, including construction administration services, is anticipated in FY2007, while the Pavilion of Fine Arts is anticipated to receive design funding in FY2009. Campus plans for the renovation of these two buildings anticipate construction of classrooms in the Commons Building and faculty offices in Fine Arts to support the humanities curriculum.

A request for proposal for architectural and engineering services was advertised on September 22, 2005. On October 12, 2005, the College received 13 responses from interested architectural and engineering firms. In accordance with the College's qualification-based selection process for consultant services, a selection committee comprised of Takoma Park /Silver Spring Campus administration and faculty representatives, and Facilities and Procurement staff completed a thorough review and evaluation of all submissions and short-listed four highly qualified firms for interviews. One firm that was selected to be interviewed withdrew their proposal. Based on the interviews and final evaluation of each short-listed firm's qualifications, the selection committee recommended that Gaudreau, Inc. (Baltimore, Maryland) be appointed project architect for the renovation of the two buildings. Based upon this recommendation, Facilities requested the architect to submit a fee proposal for professional services for the renovation of the Commons, the first building to receive renovation funding from the State and County. The initial proposal from Gaudreau, Inc. (\$778,359) was subject to extensive scope of work discussions with College staff. A final proposal of \$711,317 was submitted and is recommended for approval.

Funding for design services for the Commons Building renovation is split between FY2006 (design services \$510,890) and FY2007 (construction administration services \$200,427). Sufficient funds are available in the FY2006 Capital Budget for the design award with the construction administration services award contingent upon approval of the FY2007 Capital Budget. Following Board action, the design contract will be submitted to the State Board of Public Works for approval with the same contingency reference for the construction administration services.

Gaudreau, Inc. has extensive experience in the design of higher education classroom facilities. Facilities staff checked the firm's references and received favorable responses.

**RECOMMENDATION**

It is recommended that, contingent upon Maryland State Board of Public Works approval, Gaudreau, Inc., of Baltimore, Maryland, be appointed project architect to provide design and construction administration services for the Commons Building renovation project and the Pavilion of Fine Arts renovation project and that a contract for architectural and engineering design services for the Commons Building renovation be awarded to Gaudreau, Inc., at a fee of \$711,317, the construction administration

portion of which (\$200,427) is contingent upon approval of the FY2007 Capital Budget request for the Commons Building Renovation project.

BACK-UP INFORMATION

Board Resolution  
RFP Architectural/Engineering Services List

RESOURCE PERSON(S)

Mr. Capp  
Mr. Moore  
Ms. Wormack

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

Resolution Number: **06-02-016**  
Adopted on: 02/20/06

Agenda Item Number: \_\_\_\_\_  
February 20, 2006

**Subject: Award of Contract, Architectural and Engineering Services, Renovation of the Commons Building and Pavilion of Fine Arts, Takoma park/Silver Spring Campus**

WHEREAS, in accordance with the amended and approved Facilities Master Plan for the Takoma Park Campus, the Chief Facilities Officer requests the appointment of an architectural and engineering services consultant for the Commons Building and the Pavilion of Fine Arts renovation projects on the Takoma Park/Silver Spring Campus and the approval of the first of two architectural and engineering services contracts being for the renovation of the Commons Building on the Takoma Park/Silver Spring Campus; and

WHEREAS, the Director of Procurement certifies that project specifications were developed by appropriate College staff; and

WHEREAS, a Request for Proposal for Architectural and Engineering Services was publicly advertised on September 22, 2005, in the Washington Post, Baltimore Sun; and the area Journal Newspapers and published by McGraw Hill Construction/Dodge Reports and Reed Construction Data and posted on the Montgomery College Procurement Web site, two State of Maryland Web sites, and the Montgomery County Web site; and

WHEREAS, 120 firms received the Request for Proposal, and 13 proposals for this project were submitted in the Office of Procurement at 3:00 p.m. local time on October 12, 2005; and

WHEREAS, in conformance with the College's consultant selection process, a selection committee composed of representatives of the Facilities and Procurement Offices, and the Takoma Park/Silver Spring Campus reviewed and evaluated all of the project submissions; and

WHEREAS, all proposals were rated and ranked as outlined by the Request for Proposal's method of award, four highly qualified firms were selected for interviews, one firm withdrew their proposal and following the interviews and a final evaluation of the remaining three firms, the committee recommended that the firm of the Gaudreau, Inc., from Baltimore, Maryland, be named project architect for the Commons Building and Pavilion of Fine Arts renovation projects at the Takoma Park/Silver Spring Campus; and

WHEREAS, based upon this recommendation, the Facilities Office requested a fee proposal from Gaudreau, Inc., and negotiated a final fee for architectural and engineering professional design and construction administration services for the renovation of the Commons Building as the first contract with a subsequent design services contract to be negotiated in the future for the Pavilion of Fine Arts renovation project contingent upon satisfactory completion of design services for the Commons Building; and

WHEREAS, the Chief Business Officer certifies that, contingent upon Maryland State Board of Public Works approval, funds are available in the FY2006 Capital Budget to enable the College to award the design services portion of the Commons Building contract (\$510,890) as recommended and that contingent upon approval of the FY2007 Capital Budget sufficient funds will be available for the construction administration services portion of the Commons contract (\$200,427); and

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

Resolved, That, contingent upon Maryland State Board of Public Works approval, Gaudreau, Inc., of Baltimore, Maryland, is appointed project architect to provide architectural and engineering design services and construction administration services for the renovations of the Commons Building and the Pavilion of Fine Arts on the Takoma Park/Silver Spring Campus; and be it further

Resolved, That, contingent upon Maryland State Board of Public Works approval, a contract for architectural and engineering professional design services for the Commons Building renovation on the Takoma Park/Silver Spring Campus is awarded to Gaudreau, Inc., of Baltimore, Maryland at a fee of \$711,317 which includes \$510,890 of FY 2006 funds for design services and \$200,427 for construction administration services which are contingent upon the approval of the FY2007 Capital Budget; and be it further

Resolved, That the Board of Trustees respectfully requests of the State of Maryland Board of Public Works the full State-eligible share of funding for this contract; and be it further

Resolved, That, upon receipt of the necessary approvals, the President is authorized to execute a contract with Gaudreau, Inc., of Baltimore, Maryland, subject to the aforementioned FY2007 funding approval contingency, on behalf of the College, for architectural and engineering professional design services for renovation of the Commons Building on the Takoma Park/Silver Spring Campus.

CRN:abg

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

Agenda Item Number: \_\_\_\_\_  
February 20, 2006

**AWARD OF CONTRACT, INTERAGENCY PROCUREMENT, HIGH-SPEED INTERNET  
CONNECTIVITY SERVICES**

**BACKGROUND**

In December 2003, the College executed an agreement with the University of Maryland, College Park for participation in and access to the Mid-Atlantic Crossroads (MAX) network as part of an interagency procurement agreement. MAX is an advanced regional internetworking project founded by a consortium of universities including Georgetown University, George Washington University, and the University of Maryland. The purpose of the MAX program is to facilitate access to high performance networking for the research and education community, including high bandwidth connectivity among participants. This is basically a subscription agreement to access data and information through the Universities Consortium. The participation fee is \$15,000 per year and the contract authorizes renewal on an annual basis. The subscription fee supports the operational costs and other expenses of MAX and membership on the MAX Technical Advisory Committee.

Subsequently, the Board of Trustees approved a contract award to Comcast, Rockville, Maryland, for the purchase of upgrading services for high-speed Internet access bandwidth at its September 2005 meeting. Comcast is an existing communications provider to Montgomery College and has served the College with connectivity services for two locations: the Rockville Campus and the Gaithersburg Business Training Center. The purchase of the upgrade provides the College with access to a high-capacity fiber network for eight locations plus links to both the Internet and Internet2. Internet2 is a part of the MAX consortium allowing connectivity to over 200 universities working with industry and government to promote network and research applications and technologies. Consistent with the contract between the College and Comcast, the College agreed to purchase the following additional services:

- 40 Mbps of high-speed Internet access
- An eight-location intercampus WAN with 400 Mbps Ethernet service
- Connectivity to MAX/Internet2 via the University of Maryland host relationship

The College is now ready to purchase the connectivity services from MAX. The connectivity fee supports the bandwidth connection to other national research and educational networks, other participants in the MAX, and additional activities as they become available. The agreement anticipated and provided for additional pricing for future connectivity fees. The annual connectivity fee is \$150,000.

Board policy authorizes the Director of Procurement to contract, through an interagency agreement, for goods and services with a Maryland State or local agency, political subdivision of the state or school in the state where the best interest of the College would be served.

**RECOMMENDATIONS**

It is recommended that the Board of Trustees approve a contract with the University of Maryland, Mid-Atlantic Crossroads, College Park, Maryland, as an interagency agreement, for the purchase of connectivity services to MAX, beginning February 2006, for a total annual amount of \$150,000. It is further recommended that the contract be renewed on a year-to-year basis, at the sole option of the College, provided funds are available, service is satisfactory, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Leurig

Mr. Moore

Mr. Sorrell

Ms. Wormack

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

Resolution Number: **06-02-017**  
Adopted on: 02/20/06

Agenda Item Number: \_\_\_\_\_  
February 20, 2006

**Subject: Award of Contract, Interagency Procurement, High-Speed Internet Connectivity Services**

WHEREAS, the Board of Trustees approved a contract award for the purchase of high-speed Internet bandwidth services to Comcast, Inc., Rockville, Maryland, at its September 2005 meeting, which required the College to purchase connectivity services for Mid-Atlantic Crossroads (MAX) Internet2; and

WHEREAS, the College established a contract with the University of Maryland, Mid-Atlantic Crossroads for subscription services only in 2003 and now desires to purchase connectivity services as offered by the agreement; and

WHEREAS, the University of Maryland, Mid-Atlantic Crossroads is a consortium of over 200 colleges and universities and provides connectivity services for high-speed Internet access to other national research and educational networks, other participants in the MAX, and additional activities; and

WHEREAS, the Chief Information Officer has requested a contract award for the purchase of high-speed Internet connectivity services in support of and consistent with the purchase of the additional high-speed Internet bandwidth services received through the contract with Comcast, Inc., as an interagency procurement; and

WHEREAS, the Director of Procurement affirms that the interagency procurement contract meets College policy and is in the best interest of the College; and the Chief Business Officer certifies that funds are available in the FY2006 Capital Budget; and

WHEREAS, procurement contracts valued above \$100,000 require Board approval; and

WHEREAS, Board policy states that the formal bidding process may be dispensed with in the event of an interagency procurement; and

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

Resolved, That a contract be awarded for the purchase of high-speed connectivity services to the University of Maryland, Mid-Atlantic Crossroads, College Park, Maryland, as an interagency procurement, for an annual fee of \$150,000; and be it further

Resolved, That the contract be renewed on a year-to-year basis as long as the service is needed, under the same terms and conditions, provided funding is available, service is satisfactory, and it is in the best interest of the College.

CRN:abg

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

Agenda Item Number: \_\_\_\_\_  
February 20, 2006

**SOLE SOURCE AWARD OF CONTRACT, LANGUAGE LEARNING SYSTEM IN SUPPORT OF  
FOREIGN AND SIGN LANGUAGE COURSES**

**BACKGROUND**

The Instructional Dean, Humanities, Rockville Campus, has requested a contract for a language learning system for foreign and sign language courses that supports student-centered learning, on a sole source basis. The current system for foreign language courses is antiquated and difficult to use from both student and instructor perspectives. Given the rapidly increasing demand for foreign language courses and the resulting expansion of College offerings to meet that demand, the purchase of a digital computer system focusing on language training and learning will support and enhance academic goals.

Staff researched several products for pedagogic and technical requirements that would best serve students and faculty. Staff determined that only one product, ReLANPro, which is manufactured by Renet Oy Remote Network, Ltd. Inc. of Finland and sold through an exclusive license by ASC Direct, Inc., dba New Wave Computer Classrooms, Inc., of Marshfield, Missouri, meets College requirements. ReLANPro is a digital computer system that will enhance computer-assisted learning for students in foreign language courses as well as sign language courses beginning in Fall 2006. The ReLANPro system will be installed in the Macklin Tower (MT) Computer Lab on the Rockville Campus, one of the College's largest academic support centers: it currently houses 115 computers, along with a variety of assistive software programs related to curricula in English as a Second Language, Reading, Speech, Developmental English, and Foreign Languages. Specifically, ReLANPro will be installed in a newly-created room within the larger MT Computer Lab. The new room, where 28 existing computers have been placed, will serve as a Foreign Language (or "World" Language) Acquisition Lab -- that is, as a lab in which students of foreign languages can more effectively study and practice in a classroom setting. The ReLANPro digital system will provide state-of-the-art classroom and lab support for students of foreign languages. The total price for purchase, delivery, installation, and license is \$43,320. Annual maintenance/update costs are estimated not to exceed \$2,000.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve a contract for the purchase, delivery, installation, and license of ReLANPro language learning system for the foreign and sign language courses at the Rockville Campus, to ASC Direct, Inc., dba New Wave Computer Classrooms, Inc., Marshfield, Missouri, on a sole source basis, for a total price of \$43,320. It is further recommended that a maintenance contract be renewed on an annual basis as long as the need exists, under the same terms and conditions, provided funding is available, service is satisfactory, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Ms. Terry

Mr. Moore

Mr. Sorrell

Ms. Wormack

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

Resolution Number: **06-02-018**  
Adopted on: 02/20/06

Agenda Item Number: \_\_\_\_\_  
February 20, 2006

**Subject: Sole Source Award of Contract, Language Learning System in Support of Foreign  
and Sign Language Courses**

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WHEREAS, the Instructional Dean, Humanities, Rockville Campus, has requested the purchase, delivery, installation, license, and maintenance of a software-based media lab with a suite of features focusing on language training and learning; and

WHEREAS, appropriate College staff researched several products based upon pedagogic and technical requirements that would best serve students and faculty and determined that only the ReLANPro digital language learning system for foreign and sign language courses would meet College needs; and

WHEREAS, the Director of Procurement affirms that the sole source request is justified since the language learning system is a proprietary licensed product of a sole vendor and no other product will meet College needs; and the Chief Business Officer certifies that funds are available in the FY2006 Operating Budget; and

WHEREAS, sole source procurement contracts valued above \$25,000 require Board approval; and

WHEREAS, Board policy states that the formal bidding process may be dispensed with in the event of a sole source procurement; and

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

Resolved, That a contract be awarded for the purchase, delivery, installation, license, and maintenance of the ReLANPro language learning system for foreign and sign language courses at the Rockville Campus, to ASC Direct, Inc., dba New Wave Computer Classrooms, Inc., Marshfield, Missouri, on a sole source basis, for a total price of \$43,320; and be it further

Resolved, That a contract for maintenance be renewed on a year-to-year basis for as long as the service is necessary, under the same terms and conditions, provided service is satisfactory, funds are available, and it is in the best interest of the College.

CRN:abg

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

Agenda Item Number: \_\_\_\_\_  
February 20, 2006

**SOLE SOURCE AWARD OF CONTRACT, POINT-OF-SALE SYSTEM FOR BOOKSTORE  
OPERATIONS AT THE TAKOMA PARK/SILVER SPRING CAMPUS**

**BACKGROUND**

The Bookstore Services Director, Auxiliary Services, has requested a contract for the purchase, delivery, and installation of a bookstore Point-of-Sale (POS) system and related equipment at the Takoma Park/Silver Spring Campus, on a sole source basis. In 1993, the Board approved a contract award for the purchase of a POS textbook management and inventory control system for all of the bookstores, on a sole source basis. The new Student Services Building will house new bookstore operations at the Takoma Park/Silver Spring Campus. To accommodate this expansion, additional cash registers, peripherals, and POS controller software are required. The additional system hardware and peripherals must integrate with the current vendor POS software. The MBS Textbook Services, Inc. software system is a proprietary and licensed product that controls and accounts for the College's sales and inventory management of books. No other vendor can meet College requirements and purchasing this equipment from MBS Systems, LLC ensures continued compatibility and operational interfacing with the other campus bookstores and financial and inventory reporting. The total price for the purchase, delivery, installation, and maintenance of, and training for, the Point-of-Sale system is \$45,628.

**RECOMMENDATIONS**

It is recommended that the Board of Trustees approve a contract for the purchase, delivery, installation, and maintenance of, and training for, a Point-of-Sale system for Bookstore operations at the Takoma Park/Silver Spring Campus to MBS Systems, LLC, Columbia, Missouri, on a sole source basis, for a total price of \$45,628.

**BACK-UP INFORMATION**

Board Resolution

**RESOURCE PERSONS**

Ms. Carey-Fletcher  
Mr. Moore  
Mr. Schulz  
Mr. Sorrell  
Ms. Wormack

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

Resolution Number: **06-02-019**  
Adopted on: 02/20/06

Agenda Item Number: \_\_\_\_\_  
February 20, 2006

**Subject: Sole Source Award of Contract, Point-of-Sale System for Bookstore  
Operations at the Takoma Park/Silver Spring Campus**

WHEREAS, the Bookstore Services Director, Auxiliary Services, has requested a contract for the purchase, delivery, installation, and maintenance of, and training for, a Point-of-Sale system for Bookstore operations at the Takoma Park/Silver Spring Campus, on a sole source basis; and

WHEREAS, the Director of Procurement affirms that the sole source request is justified since this purchase is compatible with the current Point-of-Sale Bookstore operations system; no other vendor can support the Point-of-Sale system; and no other product will meet College needs; and the Chief Business Officer certifies that funds are available in the FY2006 Auxiliary Services Budget; and

WHEREAS, sole source procurement contracts valued above \$25,000 require Board approval; and

WHEREAS, Board policy states that the formal bidding process may be dispensed with in the event of a sole source procurement; and

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

Resolved, That a contract be awarded for the purchase, delivery, installation, and maintenance of, and training for, a Point-of-Sale system for Bookstore operations at the Takoma Park/Silver Spring Campus to MBS Systems, LLC, Columbia, Missouri, on a sole source basis, for a total price of \$45,628.

CRN:abg

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

Agenda Item Number: \_\_\_\_\_  
February 20, 2006

**GRADUATES RECEIVING THE ASSOCIATE DEGREE  
AND THE ONE-YEAR PROGRAM CERTIFICATE IN FALL 2005**

BACKGROUND

The attached lists of students have met all graduation requirements for their respective degree or certificate. This has been certified by the Director of Admissions, Records and Registration.

RECOMMENDATION

It is recommended that the Board of Trustees ratify these graduates as having met all requirements and recognize their receipt of their respective degree or certificate.

BACK-UP INFORMATION

Board Resolution  
List of Graduates (Trustees only)

RESOURCE PERSON

Mr. Helberg

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

Resolution Number: **06-02-020**  
Adopted on: 02/20/06

Agenda Item Number: \_\_\_\_\_  
February 20, 2006

**Subject: Graduates Receiving the Associate Degree and the One-Year Program  
Certificate in Fall 2005**

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

WHEREAS, the students of Montgomery Community College, as listed on the attachments, have been certified by the Director of Admissions, Records and Registration of the College to have completed the prescribed courses and curriculum, met all other requirements of the College, and received the degree or certificate for which he/she qualified; and

WHEREAS, the faculty has recognized the students of Montgomery Community College, as listed on the attachments, as having received their respective Associate Degree or One-Year Program Certificate; and

WHEREAS, the President recommends that the Board approve the following resolution; now therefore be it

Resolved, That the Board of Trustees recognizes the students of Montgomery Community College, as listed on the attachments, as having received their respective Associate Degree or One-Year Certificate.

Attachment (Trustees only):

1. Germantown Campus Graduates
2. Rockville Campus Graduates
3. Takoma Park/Silver Spring Campus Graduates
4. School of Art and Design

CRN:abg

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

Agenda Item Number:  
February 20, 2006

**MONTGOMERY COUNTY REFUGEE TRAINING CENTER  
TARGETED ASSISTANCE PROGRAM GRANT**

**BACKGROUND**

The Federally funded Targeted Assistance Program (TAP) provides additional support to States for services to refugees under the Refugee Resettlement Program. These grants are for service provision in localities with large refugee populations, high refugee concentrations, and where specific needs exist for supplementation of currently available resources. During the FY2005 review, Montgomery County and Prince George's County became eligible for this program for the first time.

The TAP program provides supplemental funding for additional services above the regular service levels currently being provided through the Montgomery County Refugee Training Center which is now administered through Montgomery College. The Maryland Office of New Americans which administers both programs is requesting that the College assume the administration of the local TAP program as an extension of the current programs and services.

The TAP project will serve an additional 350 refugees and asylees who are residing in Montgomery and Prince George's Counties each year. The funding for the project is approximately \$550,000 per year and is currently committed for a three year period.

The TAP project will provide employment and training services to accelerate the entry into the workforce at self-sustaining pay levels and in positions that provide health benefits. Instructional programs will be provided that are career laddering in high demand occupational clusters. The program design will engage local business and other community service providers in maximizing these career opportunities.

Beyond the instructional programs there will be a need for specialized employability services and case management which provide the continuity for the client from intake to placement follow-up. This service will be procured through a request for proposals from experienced employment service providers who are accustomed to serving refugees and asylees.

Grant staff and related personnel will be housed at the newly configured Fenton Street location and within the existing space configuration in the Health Sciences Center.

Sufficient grant expenditure authority exists within the FY06 Operating Budget and within the proposed FY2007 Operating Budget as submitted.

The College will need to enter into an annual contract to administer this grant program with Maryland's Department of Human Resources which would become effective during spring 2006.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the President to enter into the annual contractual agreement with the State of Maryland to administer this grant.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Moore  
Ms. Dimon  
Mr. Payne

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

Resolution Number: **06-02-021**  
Adopted on: 02/20/06

Agenda Item Number: \_\_\_\_\_  
February 20, 2006

**Subject: Montgomery County Refugee Training Center Targeted Assistance Program Grant**

WHEREAS, the Maryland Office of New Americans is requesting that the College assume the administration of the local Technical Assistance Program as an extension of the current programs and services of the College's Montgomery County Refugee Training Center; and

WHEREAS, the instructional programs and service capabilities exist within the College career programs as serving for initial entry into career laddering positions in high demand occupations; and

WHEREAS, the specialized employment services and case management services will be procured under contract; and

WHEREAS, this program will be housed at the newly configured Fenton Street location and within the existing WD&CE office space in the Health Science Center; and

WHEREAS, the Chief Business Officer certifies that there is sufficient grant expenditure authority for this program in the Adopted FY2006 Operating Budget and the Proposed FY2007 Operating Budget; and

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

Resolved, that the President is authorized to enter into a contract with the State of Maryland to administer this grant program.

CRN:abg

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

Agenda Item Number: \_\_\_\_\_  
February 20, 2006

**APPROVAL OF CHANGE ORDER FOR LIGHTING REPLACEMENT  
GUDELSKY INSTITUTE, ROCKVILLE CAMPUS**

**BACKGROUND**

The Board of Trustees awarded a contract for \$119,000 to Valid Electric Company, Inc., Gaithersburg, Maryland, on September 19, 2005, for the replacement of the existing emergency lighting battery inverter system in the Homer S. Gudelsky Institute for Technical Education with a new one of larger capacity. The need for this upgrade evolved from recommendations made in the Collegewide deferred maintenance study and follow up engineering reviews. Subsequently, it was determined that the current lighting levels in the 7,800 square foot Gudelsky auto shop were substantially below the Illuminating Engineering Society's recommended levels for a space with this type of instructional activity.

Engineering plans were developed to replace the lighting (122 fixtures) and Facilities staff requested a fee proposal from Valid Electric to replace the existing auto shop lighting. College staff and the engineering consultant, Greenman-Pedersen, Inc., reviewed Valid's proposal of \$84,271 for this work and found it to be acceptable for the work involved. No time extension is associated with this change order. Sufficient funds are available in the FY2006 Capital Budget Life Safety Systems Project for this change order.

**RECOMMENDATION**

It is recommended that a change order for \$84,271 to purchase order 60680338 with Valid Electrical Company, Inc., be approved for the replacement of the existing auto shop general lighting and associated appurtenances.

**BACK-UP INFORMATION**

Board Resolution

**RESOURCE PERSONS**

Mr. Capp  
Mr. Moore

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

Resolution Number: **06-02-022**  
Adopted on: 02/20/06

Agenda Item Number: \_\_\_\_\_  
February 20, 2006

**Subject: Approval of Change Order, Replacement of Lighting,  
Gudelsky Institute for Technical Education, Rockville Campus**

WHEREAS, on September 19, 2005, by Resolution # 05-86, the Board of Trustees awarded a contract to Valid Electrical Company, Inc., for replacing the existing emergency lighting battery inverter system with a new one of larger capacity to meet enhanced safety requirements at the Homer S. Gudelsky Institute for Technical Education at the Rockville Campus; and

WHEREAS, the College has identified the need for the replacement of the Gudelsky Institute's automotive shop general lighting fixtures in order to establish a safer working and teaching environment and to meet the current Illuminating Engineering Society (IES) lighting level standards for this category of activity; and

WHEREAS, Valid Electrical Company, Inc. has submitted a change order proposal as requested by the College for the replacement of the Gudelsky Institute's auto shop's lighting; and

WHEREAS, College staff and consultants have reviewed the submitted change order proposal; and

WHEREAS, the Chief Facilities Officer recommends approval of the requested change order; and

WHEREAS, the Chief Business Officer certifies that sufficient funds are available in the FY2006 Capital Budget Life Safety Systems Project for this change order; and

WHEREAS, College policy on the Capital Budget requires approval by the Board of Trustees of all change requests which will increase the cost of a construction project 15 percent or more, or \$25,000, whichever is less; and

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

Resolved, That the Board of Trustees approve a change order to the construction contract with Valid Electrical Company, Inc., purchase order 60680338, for the Gudelsky Institute, Rockville Campus, in the amount of \$84,271 for replacing the lighting in the auto shop; and be it further

Resolved, That the President is authorized to sign this change order with Valid Electrical Company, Inc., on behalf of the Board of Trustees.

CRN:abg

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

Agenda Item Number: \_\_\_\_\_  
February 20, 2006

**CONTRACT AWARD AUTHORIZATION  
AGGREGATED INTERAGENCY PROCUREMENT  
NATURAL GAS SUPPLY SERVICE**

**BACKGROUND**

The College competitively bid natural gas supplies for the first time in November 1997. The Board made an award to Conectiv Energy that covered a three-year period through December 31, 2000. In October 2000, the Board awarded a contract to Washington Gas Energy Services (WGES) for the period January 1, 2001 through June 30, 2001, based upon an existing State of Maryland, Department of General Services contract. That winter, the College took the lead in an aggregated joint procurement with other Montgomery County agencies for natural gas utility services which resulted in February 2001 and January 2002, Board authorizations for the President to award the contracts resulting from that procurement effort. Both of those contracts were with WGES and the current contract is in effect until June 30, 2006. Therefore, the County agencies are again participating in a joint procurement for the period beginning July 1, 2006, and Montgomery County Public Schools (MCPS) is taking the lead in that effort.

As in the past, a quick turnaround is required after bids are opened to lock in the price. Facilities and Procurement are working with MCPS to prepare the bidding documents and manage the bidding process which will include the natural gas requirements of the other participating County agencies and jurisdictions. The bid responses will be evaluated and a natural gas supply vendor will be recommended. The College and the other agencies will prepare individual natural gas supply contracts which will be signed by their respective administrations.

Since natural gas is a volatile commodity, market timing and flexibility are critical. Based upon historical trends and experience of the member agencies, pricing of natural gas futures tends to be most favorable at the end of January through March and pricing remains valid for less than 24 hours. The goal of this procurement will be to solicit prices when the market futures are most favorable and quickly lock-in those prices. In order to accomplish this, the Board of Trustees is requested to authorize the President to sign a contract for natural gas supply services. Current market volatility requires contract period flexibility for optimal pricing, therefore, the contract will be for single or multi-year periods with optional extensions in accordance with the MCPS contract. The College natural gas costs for FY2006 and FY2007 are estimated to be at least \$1.2 million annually.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the President to sign a contract for natural gas supply services to the responsive bidder(s) based upon an MCPS-prepared solicitation for Countywide aggregated natural gas supply services. The contract will be based upon historical natural gas consumption and vendor responses to unit costs.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSON(S)

Mr. Capp

Mr. Moore

Mr. Sorrell

Ms. Wormack

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

Resolution Number: **06-02-023**  
Adopted on: 02/20/06

Agenda Item Number: \_\_\_\_\_  
February 20, 2006

**Subject: Contract Award Authorization for Aggregated Interagency Procurement,  
Natural Gas Supply Service**

WHEREAS, the Chief Facilities Officer has requested a contract to purchase natural gas supply services, bid on a competitive aggregated basis, to meet the heating and cooling requirements throughout the year for the College; and

WHEREAS, the Director of Procurement certifies that the Montgomery County Public Schools, College staff, and Montgomery County agency members of the Interagency Committee on Energy and Utility Management (ICEUM) have developed specifications, and that the terms and conditions meet the requirements of the College; and

WHEREAS, the Chief Business Officer certifies that contingent upon approval of the annual Operating Budget, funds will be available for these contracts; and

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

Resolved, That the Board of Trustees authorize the College to participate in the cooperative procurement of natural gas supply services with other County agencies under the competitive bidding procedures established by the Montgomery County Public Schools; and be it further

Resolved, That the Board of Trustees authorize the President to sign a contract for natural gas supply services, to the most responsive bidder, under the terms and conditions of the Montgomery County Public Schools Contract, beginning July 1, 2006, for an annual not-to-exceed amount of \$2,000,000, dependent upon solicited unit costs, actual usage and market changes; and be it further

Resolved, That this contract may be renewed for periods as long as the MCPS contract exists, at the sole option of the College, if service is satisfactory, funding is available, and it is in the best interest of the College.

CRN:abg