

MONTGOMERY COLLEGE BOARD OF TRUSTEES

RECORD OF RESOLUTIONS April 17, 2006 Board Meeting

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

Resolution Number: 06-04-030
Adopted on: 04/17/06

Agenda Item Number: _____
April 17, 2006

Subject: Retirement Recognition for Professor D. Martin Corley

WHEREAS, Professor D. Martin Corley has served Montgomery College with dedication for thirty-five years as a faculty member in the Department of Physics, Engineering, and Geosciences at the Rockville Campus and retired as of January 3, 2006; and

WHEREAS, Professor Corley is held in high regard as a leader and successful teacher in the astronomy program, introducing videotaped lectures and exciting field trips to local observatories and for nighttime celestial viewing; and

WHEREAS, he served as a coordinator and an instructor for the Computer Science, Engineering, and Mathematics (CSEM) scholars program funded by the National Science Foundation; and

WHEREAS, he devoted his skills and abilities to the development of alternative instructional strategies in response to our diverse student population; and

WHEREAS, Professor Corley actively engaged in professional research in association with the Center for Fire Research at the National Institute for Standards and Technology (NIST); 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(a) with appropriate rank or title, subject to approval of the Board of Trustees"; and

WHEREAS, the Instructional Dean, the 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 Corley 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 D. Martin Corley for his service 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 D. Martin Corley 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 become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Professor D. Martin Corley.

CRN:abg

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

Resolution Number: 06-04-031
Adopted on: 04/17/06

Agenda Item Number: _____
April 17, 2006

Subject: Retirement Recognition and Emerita Status to Professor Joan Cepeda

WHEREAS, Professor Joan Cepeda has served Montgomery College with dedication and distinction for more than ten years and retired from the College as of January 13, 2006, having served as a faculty member of the Health Sciences Institute; and

WHEREAS, Professor Cepeda worked as the Program Coordinator for the Physical Therapist Assistant (PTA) Program to successfully have the Program accredited by the American Physical Therapist Association with quality curriculum and instructional development; and

WHEREAS, Joan served also as the Academic Coordinator of Clinical Education for the PTA Program, establishing many clinical affiliates for student practice, as well as establishing excellent relationships with site personnel who serve as the Coordinators of Clinical Education at these sites, benefiting the PTA student experience; and

WHEREAS, She contributed to county, regional, state, and national professional organizations in Physical Therapy and brought those organizations into the College for activities to set the professional tone for the PTA students, as well as the professional development of the curriculum; and

WHEREAS, Professor Cepeda participated in staffing the PTA Department and assisted hundreds of students, as well as faculty and staff over the years, graduating significant numbers of practitioners for the community; 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(a) with appropriate rank or title, subject to approval of the Board of Trustees"; and

WHEREAS, the President of the College recommends this public recognition of Professor Cepeda on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Joan Cepeda for her many contributions to the College, and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Professor Joan Cepeda is granted the status of Professor Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and a copy be presented to Professor Joan Cepeda.

CRN:abg

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

Resolution Number: 06-04-032
Adopted on: 04/17/06

Agenda Item Number: _____
April 17, 2006

Subject: Retirement Recognition of Mr. Thomas A. Carroll

WHEREAS, Mr. Thomas A. Carroll has served Montgomery College with dedication and distinction for six years and retired from the College as of April 1, 2006; and

WHEREAS, in his capacity as Building Service Worker, Office of Facilities (2000 - 2006), he provided a valuable service to faculty, staff, and students through his assistance in the daily upkeep of the facilities on the Rockville Campus; and

WHEREAS, Mr. Carroll was an asset to the Office of Facilities, and often exceeded building standards to ensure a professional appearance of the Rockville Campus; and

WHEREAS, the President of the College recommends this public recognition of Mr. Carroll on the occasion of his retirement; now therefore be it

Resolved, that the members of the Board of Trustees express their sincere appreciation to Mr. Thomas A. Carroll 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 this resolution become a part of the minutes of this Board of Trustees meeting and a copy be presented to Mr. Thomas A. Carroll.

CRN:abg

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

Agenda Item Number: _____
April 17, 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: 06-04-033
Adopted on: 04/17/06

Agenda Item Number: _____
April 17, 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 March 1, 2006, to and including March 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.

Attachments

CRN:abg

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

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location	_____
3/06/06	Airing, Steven D	Blg Equip Mechanic Supr	I	Facilities Operations RV	
3/21/06	Gebretsadik, Kidist W	Blg Service Worker	A	Facilities Operations TP	
3/06/06	Leonard, Elizabeth K	Senior Admin Aide	G	Student Development GT	
3/06/06	Shane, Barbara A	Media Technology Specialist	G	IT Learn Ctr Aud/Vis Instrc TP	

STAFF SEPARATIONS

3/27/06	Bulluck, Darryl T	Safety & Sec Officer Lead	F	Facilities Security TP
3/29/06	Carroll, Thomas A ¹	Blg Service Worker	A	Facilities Maintenance RV
3/27/06	De Alvarez, Rolando	Instructional Asst	G	Writing Center RV
3/18/06	Ducas, Thomas V	Library Tech Asst	G	IT Learning Center Library RV
3/31/06	Inthavong, Kaysanh	Office Asst	E	Office of Info Tech
3/16/06	Nguyen, Michael P	Instructional Asst/PT	G	Student Development TP
3/03/06	Schneider, Theresa A	Senior Admin Aide	G	Human Resources Office

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	2	1	0	0	0	3
Male	1	0	0	0	0	1
TOTAL	3	1	0	0	0	4

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	0	0	1	0	2
Male	2	1	1	1	0	5
TOTAL	3	1	1	2	0	7

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

¹ Retirement

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

Agenda Item Number: _____
April 17, 2006

**CONTRACT AWARD
COLLEGEWIDE ELEVATOR MODERNIZATIONS
BID NO. 606-010**

BACKGROUND

In 2002, the College completed a comprehensive facilities condition assessment to determine the condition of its buildings and sites. The County has provided increased funding to address deferred maintenance at the College. One of the newest projects to come out of this process is Elevator Modernization, funded for the first time in FY05. Since the funding of this project, the College has hired an elevator consulting firm to complete a collegewide assessment of the elevators, detailing their condition, maintenance status and need for modernization. The College, along with the consultant, has prioritized a modernization schedule for all elevators and is now ready to begin the first phase with work to be undertaken on five Rockville and two Takoma Park/Silver Spring Campus elevators. The College has selected elevators in the following buildings as the first to be modernized based on their deteriorating condition: Takoma Park/Silver Spring Campus (Science South and Parking Garage); and Rockville Campus (Humanities, Physical Education, Science East and Macklin Tower). This is a level of effort project with funding spread over seven years. Each year, as much elevator work as possible will be completed with the available funds.

Project specifications were prepared by the elevator consultants and Facilities staff and the project was advertised on March 20, 2006. Bids were opened in the Office of Procurement on April 12, 2006, and 2 bids were received. The bids ranged from \$1,316,519 to \$1,400,000. The estimated cost of this project was \$1,365,000. Sufficient funds are available in the Capital Budget Elevator Modernization Project in FY2006 (\$900,000) and FY2007 (\$416,519) for this work, contingent upon approval of the FY2007 Capital Budget. The County Council has tentatively approved the FY2007 Capital Budget in a recent straw vote. References provided by the low bidder were checked and positive responses were received.

RECOMMENDATION

It is recommended that an award of contract in FY2006 of \$900,000 and, contingent upon approval of the FY2007 Capital Budget, an award of contract of \$416,519, for a total of award of \$1,316,519 be made to Quality Elevator Company, Inc., of Bladensburg, Maryland, as the recommended low bidder for the modernization of elevators in Science South and the Parking Garage at the Takoma Park/Silver Spring Campus and in Humanities, Physical Education, Science East and Macklin Tower at the Rockville Campus.

BACK-UP INFORMATION

Board Resolution
Summary of Bids
Bidders List (Board members only)

RESOURCE PERSONS

Mr. Capp, Mr. Moore, Ms. Wormack

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Resolution Number: 06-04-034
Adopted on: 04/17/06

Agenda Item Number: _____
April 17, 2006

Subject: Contract Award for Collegewide Elevator Modernizations, Bid No. 606-010

WHEREAS, the Chief Facilities Officer requests approval of a contract for modernizing seven elevators in the following buildings: Science South (TP/SS), TP Parking Garage (TP/SS), Humanities Building (RV), Physical Education Building (RV), Science East (RV) and both tower elevators in Macklin Tower (RV); and

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

WHEREAS, the Chief Business Officer certifies that funds are available in the Elevator Modernization Project in the FY2006 Capital Budget (\$900,000) and, contingent upon approval of the FY2007 Capital Budget, that funds will be available in the FY2007 Elevator Modernization Project (\$416,519) to enable the College to award the contract as recommended; and

WHEREAS, pursuant to MD. (Educ.) Code Ann. Sec. 16-311, invitations to bid were publicly advertised in the *Washington Post*, *Baltimore Sun*; and the area *Journal Newspapers* and by McGraw Hill Construction Dodge 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, 27 contractors received bid documents and two responses were received in the Office of Procurement, and were publicly opened, read aloud, and logged in beginning at 3:00 p.m. local time on April 12, 2006; and

WHEREAS, after analysis of the bids, it was determined that the low bid of \$1,316,519 submitted by Quality Elevator Company, Inc., Bladensburg, Maryland, meets all College specifications and is therefore the low responsible bid; and

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

Resolved, That a contract for providing all necessary supplies, materials, labor, equipment, tools, performance and insurance for the modernization of elevators in the Science South Building (TP/SS), TP Parking Garage (TP/SS), Humanities Building (RV), Physical Education Building (RV), Science East (RV) and both tower elevators in Macklin Tower (RV), is awarded to Quality Elevator Company, Inc., Bladensburg, Maryland, at the low bid price of \$1,316,519, with \$416,519, of the award contingent upon approval of the FY2007 Capital Budget; and be it further

Resolved, That the President is authorized to execute a contract with Quality Elevator Company, Inc., Bladensburg, Maryland, on behalf of the College.

CRN:abg

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

Agenda Item Number: _____
April 17, 2006

**AWARD OF CONTRACT
COLLEGEWIDE STRUCTURAL ENGINEERING DESIGN
AND RELATED SERVICES
BID NO. 606-009**

BACKGROUND

This contract award provides for structural engineering design and related services to address various structural issues on all three campuses. Due to the on-going nature of the anticipated engineering design tasks, and the often iterative process required to determine the correct solution, the Facilities and Procurement Offices have determined that on-call, task order-based engineering design services are the most efficient and cost effective method for providing the necessary services over the next several years. This method of procurement is currently used by County and State agencies, as well as the University of Maryland and other public education institutions.

In accordance with the College's qualification-based selection process for consultant services, a request for proposals for collegewide Structural Design, Engineering, and Related Services was advertised on January 27, 2006. On February 17, 2006, the College received 18 responses from interested Structural Design and Engineering firms. A selection committee composed of members of the Central Facilities Office staff thoroughly reviewed all submissions. Based on the evaluation criteria listed in the Request for Proposals documents, each firm was ranked with a possible score from zero to 100. The highest evaluated total score was achieved by SNG Engineering, Inc. (Gaithersburg, Maryland), and the firm is recommended for this contract.

Based on the Board's anticipated action, SNG Engineering, Inc. will be eligible for future task order projects for an initial two-year term of FY2006 and FY2007. Thereafter, the College has the right to reappoint SNG Engineering, Inc., based upon acceptable performance, for one additional two-year term appointment in FY2008 and FY2009. During the initial two-year term, a fiscal limit of \$500,000 is established for the combined total of all anticipated multiple task order purchase orders that will be negotiated with the firm. The subsequent two-year term carries the same \$500,000 per term limit.

RECOMMENDATION

It is recommended that SNG Engineering, Inc. be appointed project structural engineer to provide structural engineering design and related services for the College on all three campuses.

BACK-UP INFORMATION

Board Resolution
Bidders' List (Board Members only)

RESOURCE PERSONS

Mr. Capp
Mr. Moore
Ms. Wormack

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

Resolution Number: 06-04-035
Adopted on: 04/17/06

Agenda Item Number: _____
April 17, 2006

**Subject: Award of Contract, Collegewide Structural Design, Engineering, and Related Services,
Bid No. 606-009**

WHEREAS, the Chief Facilities Officer requested a consultant contract for the provision of on-call, task-order based collegewide structural engineering design and related services to prepare drawings, specifications, and other associated professional services to address various structural design issues at all three campuses; and

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

WHEREAS, the Chief Business Officer certifies that funds have been requested in the FY2006 and FY2007 Capital and Operating Budgets, subject to Montgomery County Council approval, for planning, design, and supervision services; and

WHEREAS, a Request for Proposals for collegewide Structural Design, Engineering, and Related Services was publicly advertised on January 27, 2006; and

WHEREAS, 83 firms received the Request for Proposals and 18 responses were received in the Office of Procurement and were publicly opened beginning at 3:00 p.m. local time on February 17, 2006; and

WHEREAS, in accordance with the College's consultant selection process, a selection committee composed of Facilities Office professional staff reviewed and evaluated all of the project submissions; and

WHEREAS, in accordance with the Evaluation Criteria as established in the Request for Proposals document, SNG Engineering, Inc. achieved the highest evaluated total score and is recommended by the committee for appointment; and

WHEREAS, based upon the acceptance of this recommendation, the College will negotiate individual on-call, task-order based structural design and engineering services contract with the firm for an initial two-year term of FY2006 and FY2007 within a fiscal limit of \$500,000 for the combined total of all anticipated multiple task order purchase orders that will be negotiated with the firm, and that the College has the right to reappoint the firm, based upon its acceptable work effort, for up to one additional two-year term of FY2008 and FY2009 for additional landscape architectural services within the \$500,000 per term limit for the multiple task order purchase orders; and

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

Resolved, That SNG Engineering, Inc. of Gaithersburg, Maryland is appointed to the College's project Structural Design, Engineering, and Related Services task order list; and be it further

Resolved, That the College may negotiate individual on-call, task-order based contract awards with the firm for an initial two-year term of FY2006 and FY2007 within a fiscal limit of \$500,000 for the combined total of all anticipated multiple task orders, and that the College has the right to reappoint the firm, based upon its satisfactory performance, for one additional two-year term of FY2008 and FY2009 within the fiscal limit of \$500,000.