

**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS  
February 19, 2007**

**INDEX OF BOARD RESOLUTIONS**

<b><u>Board Resolution#</u></b>		<b><u>Pages</u></b>
07-02-013	Recognition of the Presidential Search Advisory Committee	2-3
07-02-014	Personnel Actions Confirmation Report	4-10
07-02-015	Graduates Receiving the Associate Degree and the One-Year Program Certificate in Fall 2006	11-12
07-02-016	Authorization of Execution of Lease Agreement for Additional Administrative Office Space, 40 West Gude Drive, Rockville Maryland	13-15
07-02-017	Approval of Change Order for Additional Labor Charges, Student Services Center, Takoma Park/Silver Spring Campus	16-17
07-02-018	Sole Source Award of Contract, 2007 Arts Study Abroad Program in Italy at the Centro Studi Il Perugino	18-20
07-02-019	Award of Contract, Purchase of Web-Based Parking Management System Software	21-23
07-02-020	Award of Contract, New York Avenue Utility Distribution Infrastructure, Takoma Park/Silver Spring Campus	24-25
07-02-021	Award of Contract, Purchase of Help Desk and Asset Management Integrated Tracking System Software	26-28
07-02-022	Amendment to Award of Contract, Architectural & Engineering Services, Germantown Campus Bioscience Education Center & Access Road	29-31

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

Resolution Number: **07-02-013**  
Adopted on: 2/19/07

Agenda Item Number: \_\_\_\_\_  
February 19, 2007

**Subject: Recognition of the Presidential Search Advisory Committee**

WHEREAS, the Board of Trustees appointed a Presidential Search Advisory Committee to serve in an advisory capacity to assist in the selection of the seventh president of Montgomery College; and

WHEREAS, the Presidential Search Advisory Committee members included Trustee Robert E. Shoenberg, chair; Mr. Lon Anderson, alumnus; Dr. Arlene Blaylock, senior research analyst; Ms. Kathleen Carey-Fletcher, director of Auxiliary Services; Professor Sonya Chiles; Trustee Gene W. Counihan; Dr. Stewart Edelstein, executive director of the Universities at Shady Grove; Mr. Douglas Firstenberg, Montgomery College Foundation board member; Dr. Charles Haughey, Montgomery County Board of Education president; Professor Gail Jenkins; Professor Margaret Latimer; Mr. Teneriffe Mapp, student; Ms. Olukemi Onigbinde, student; Ms. Lauren Payne, student; Dr. Hercules Pinkney, vice president and provost of the Germantown Campus; Ms. Claudia Salas of the College's Workforce Development and Continuing Education division; Trustee Roberta F. Shulman; Ms. Laura White of the College's Workforce Development and Continuing Education division; Ms. Teresa Wright of Montgomery County Public Schools; and Professor Harry Zarin; and

WHEREAS, the Presidential Search Advisory Committee was charged by the Board of Trustees to develop a presidential profile that guided the search and selection process, assisted in the conduct of an active national search, followed the prescribed timetable set for the search, and made periodic reports to the Board of Trustees, College constituents, and community on the progress of the search; and

WHEREAS, the Presidential Search Advisory Committee observed strict confidentiality with regard to candidates, applicants, and nominees for the position; and

WHEREAS, the Committee members committed their time of several evenings and two full days to the process of deliberations and interviewing applicants; and

WHEREAS, the Presidential Search Advisory Committee reviewed and evaluated more than 70 applications, interviewed 10 applicants, and recommended three candidates to the Board for further consideration; and

WHEREAS, the members of the Presidential Search Advisory Committee displayed collegial and positive interactions during their deliberations throughout the process and received accolades from the candidates regarding their professionalism during the interview process; and

WHEREAS, the Committee was under the outstanding leadership of Trustee Robert E. Shoenberg in his 12<sup>th</sup> year as a member of the Board of Trustees; and

WHEREAS, the Board of Trustees is grateful to the members of the Presidential Search Advisory Committee for their willingness to commit their time and talents to serving Montgomery College in this significant task; and

WHEREAS, the Board is particularly proud of the commitment to the process that the student members of the Committee displayed while continuing their studies; and

WHEREAS, the College community commends each of you for your outstanding service; and

WHEREAS, the seventh President of the College, Dr. Brian K. Johnson and the former President, Dr. Charlene R. Nunley, recommend this public recognition of the Montgomery College Presidential Search Advisory Committee for its outstanding service and commitment; now therefore be it

Resolved, That the Board of Trustees expresses its pride and sincere appreciation to the Montgomery College Presidential Search Advisory Committee for its contribution to the College, and congratulates the Committee for its success; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting and a copy of this resolution be presented to the members of the Montgomery College Presidential Search Advisory Committee.

BKJ:abg

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

Agenda Item Number: \_\_\_\_\_  
February 19, 2007

**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: **07-02-014**  
Adopted on: 02/19/07

Agenda Item Number: \_\_\_\_\_  
February 19, 2007

**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, 2007, to and including January 31, 2007; 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

BKJ:abg

MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From and Including January 1, 2007, to and Including January 31, 2007

**STAFF**

**STAFF EMPLOYMENTS**

Effective

<u>Date</u>	<u>Name</u>	<u>Position Title</u>	<u>Grade</u>	<u>Location</u>
1/22/07	Agwe, Julius F	Safety & Security Officer	E	Facilities Security - TP/SS
1/08/07	Alvares, Sonia E	Blg Service Worker	A	Facilities Maintenance RV
1/08/07	Anderson, Gillian N	Admiss & Reg Asst	F	Admissions & Records RV
1/08/07	Baeder, Jason	IT Security Analyst	L	Office of Info Tech
1/22/07	Borcherding, Kristin W	Student Life Spec	I	Student Development GT
1/22/07	Chowbay, Violet E	Legal Assistant	H	General Counsel
1/08/07	Deonauth, Roberto R	Safety & Security Officer	E	Facilities Security - TP/SS Business/Science/Math/Tech
1/08/07	Fahey, Michael B	Instructional Asst	G	GT
1/08/07	Flor, Bardi S	Blg Service Worker	A	Facilities Maintenance RV Procurement Receiving Store
1/22/07	Fowlkes, James M	Warehouse Supervisor	H	RV
1/08/07	Gesumwa, Sella C	Admin Aide	F	Humanities/Soc Sci/Educ GT
1/08/07	Gloster, Ashley N	Safety & Security Officer	E	Facilities Security - TP/SS
1/08/07	Harris, Debra B	Coord of Acad & Stu Svcs	L	VP Academic & Student Svcs
1/08/07	McGuigan, Roger L	Senior Project Mgr	K	Collegewide Cap Prjt/Oper
1/22/07	Murphy, Kevin D	Blg Service Worker	A	Facilities Maintenance TP/SS
1/08/07	Murphy, Timothy R	Dir of IT Learning Ctrs & Tech	O	Information Technology RV Procurement Receiving Store
1/08/07	Ng, Louise	Purchasing Assistant	F	RV
1/08/07	Osborne, Cheryl L	Bookstore Operations Asst.	E	Aux Services Bookstore - RV
1/22/07	Pagen, Timothy J	Blg Equip Mechanic	H	Facilities Operations - TP/SS
1/08/07	Phillips, Marlene	Senior Admin Aide	G	Student Development
1/22/07	Rocke, Michael L	Environ Safety Spec	J	Environmental Safety GT
1/08/07	Singh, Jasbir	Gen Maintenance Wkr	C	Facilities Operations - TP/SS
1/08/07	Stevens, Kathryn E	Equity & Diversity Spec	K	Equity & Diversity
1/08/07	Tuma, Titiana A	Admiss Information Desk Coord	F	Admissions & Records RV
1/08/07	Turner, Jr., John N	Blg Equip Mechanic	H	Facilities Operations - RV
1/22/07	Ufholz, Eugenia A	Admin Aide	F	Health Sciences Aux Services Bookstore -
1/08/07	Wilson, Matthew R	Receiving Clerk	D	TP/SS
1/22/07	Zou, Fang T	Blg Service Worker	A	Facilities Maintenance RV

**STAFF SEPARATIONS**

1/31/07	Edgerley, David W <sup>1</sup>	Special Asst to the President	S	Office of the President
1/02/07	Kabigting, Pancraccio M	Blg Service Worker	A	Facilities Operations – RV
1/03/07	Makris, Antoinette P Morales-Bermudez,	Safety & Security Officer	E	Facilities Security - GT
1/17/07	Sandra	MBI Café Manager	I	Business & Econ
1/18/07	Murphy, Kimberly L	Human Resources Assoc	G	Human Resources Office

1/01/07	Smotrich, Barbara <sup>1</sup>	Human Resources Mgr	M	Human Resources Office
1/19/07	Tao, Yi	Senior Admin Aide	G	Human Resources Office
1/02/07	Thompson, Derek M	Financial Aid Spec	I	Financial Aid GT
1/12/07	Zobel, Lesley A	Instructional Asst PT	G	Humanities/Soc Sci/Educ GT

*STAFF EMPLOYMENTS: Ethnicity and Gender*

	<b>White</b>	<b>Black</b>	<b>Hispanic</b>	<b>Asian</b>	<b>American Indian</b>	<b>TOTAL</b>
Female	7	4	2	2	0	<b>15</b>
Male	8	4	0	1	0	<b>13</b>
<b>TOTAL</b>	<b>15</b>	<b>8</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>28</b>

*STAFF SEPARATIONS: Ethnicity and Gender*

	<b>White</b>	<b>Black</b>	<b>Hispanic</b>	<b>Asian</b>	<b>American Indian</b>	<b>TOTAL</b>
Female	3	1	1	1	0	<b>6</b>
Male	1	1	0	1	0	<b>3</b>
<b>TOTAL</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>9</b>

<sup>1</sup>Retirement

## FACULTY

### FACULTY EMPLOYMENTS

Effective

Date	Name	Position Title	Location
1/08/07	Benton, Elizabeth M	Assistant Professor	English/Lit/Prof Writing RV
1/29/07	Ebner, Margaret M	Instructor	Student Development RV
1/22/07	Flores, Rafael A	Assistant Professor	Health Sciences TP
1/08/07	Greenawald, Nancy R	Professor	Health Sciences TP
1/08/07	Gurevitz, Michael J	Assistant Professor	Business & Econ RV
1/08/07	Holbrook, Ronald W	Professor	Applied Technologies RV
1/08/07	Johnson, Kevin F	Assistant Professor	Nat/App'l Sci,Bus/Mgt,Info Sci TP
1/08/07	Luna Escudero-Alie, Maria	Professor	Arts/Humanities/SocialSciences TP
1/11/07	Mahaney, Ralph E	Professor	Nat/App'l Sci,Bus/Mgt,Info Sci TP
1/11/07	Manns, Basil H	Associate Professor	Physics/Eng/Geoscience RV
1/08/07	Naranjo, Carla I	Assistant Professor	Humanities/Soc Sci/Educ GT
1/11/07	Neumann, David B	Professor	Chemistry RV
1/08/07	Robinson, Betsy S	Associate Professor	Health Sciences TP
1/08/07	Ryan, Gregory P	Assistant Professor	Humanities/Soc Sci/Educ GT
1/22/07	Sharpe, Julie Ann S	Associate Professor	Read/ESL/Foreign Lang/Phil RV
1/08/07	Shryock, Sara L	Instructor	Health Sciences TP
1/22/07	Thomas, Patrick M	Associate Professor	English/Lit/Prof Writing RV
1/22/07	Wallack, Hallie G	Assistant Professor	Read/ESL/Foreign Lang/Phil RV

### FACULTY SEPARATIONS

1/02/07	Bevin, Teresa	Professor	Arts/Humanities/SocialSciences TP
1/02/07	Bryant, Lorraine M	Associate Professor	Student Development RV
1/02/07	Chisholm, Sheryl L	Assistant Professor	Biology RV
1/02/07	Doerr, Curt H	Associate Professor	Biology RV
1/02/07	Early, Benjamin N	Associate Professor	Nat/App'l Sci,Bus/Mgt,Info Sci TP
1/02/07	Engel, Dorelle	Assistant Professor	Biology RV
1/02/07	Fisher, Solveig G <sup>1</sup>	Associate Professor	Humanities/Soc Sci/Educ GT
1/02/07	Frazier, Joanne M	Associate Professor	Business & Econ RV
1/02/07	Gohari, Shahrzad	Associate Professor	Business & Econ RV
1/02/07	Herman, Andrea J	Associate Professor	English/Lit/Prof Writing RV
1/02/07	Hietbrink, Bruce N	Associate Professor	Nat/App'l Sci,Bus/Mgt,Info Sci TP
1/02/07	Holbrook, Ronald W	Professor	Applied Technologies RV
1/02/07	Lee, Mary E	Professor	Read/ESL/Foreign Lang/Phil RV
1/02/07	McGraw, Dolores L	Professor	English/Lit/Prof Writing RV
1/02/07	McLeod, Glen R	Assistant Professor	Chemistry RV
1/02/07	Micich, Aleksa	Assistant Professor	Nat/App'l Sci,Bus/Mgt,Info Sci TP
1/02/07	Miller, Karen L	Assistant Professor	Read/ESL/Foreign Lang/Phil RV
1/02/07	Naranjo, Carla I	Assistant Professor	Humanities/Soc Sci/Educ GT
1/02/07	Pfanstiehl, Cynthia L	Assistant Professor	Sociol/Anthr/Crim Justice RV
1/02/07	Ricks, Beverly A	Associate Professor	English/Lit/Prof Writing RV
1/02/07	Rindler, Mercia O	Instructor	English/Lit/Prof Writing RV
1/02/07	Royce, Leah S	Associate Professor	Nat/App'l Sci,Bus/Mgt,Info Sc TP

1/02/07	Shihadi, Maurice M	Associate Professor	Business & Econ RV
1/02/07	Tacchetti, Robin L	Instructor	Health Sciences TP
1/02/07	Tangirala, Padmavathi	Assistant Professor - N/T	Business/Science/Math/Tech GT
1/02/07	Thomas, Barry W	Professor	English/Lit/Prof Writing RV
1/26/07	Wright, Shauvon	Assistant Professor	Health Sciences TP
1/02/07	Zaheer, Hananah	Instructor	English/Lit/Prof Writing RV

<sup>1</sup>Retirement

*FACULTY EMPLOYMENTS: Ethnicity and Gender*

	<b>White</b>	<b>Black</b>	<b>Hispanic</b>	<b>Asian</b>	<b>American Indian</b>	<b>TOTAL</b>
Female	7	0	2	0	0	<b>9</b>
Male	6	2	1	0	0	<b>9</b>
TOTAL	13	2	3	0	0	18

*FACULTY SEPARATIONS: Ethnicity and Gender*

	<b>White</b>	<b>Black</b>	<b>Hispanic</b>	<b>Asian</b>	<b>American Indian</b>	<b>TOTAL</b>
Female	16	1	2	1	0	<b>20</b>
Male	6	2	0	0	0	<b>8</b>
TOTAL	22	3	2	1	0	28

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

Agenda Item Number: \_\_\_\_\_  
February 19, 2007

**GRADUATES RECEIVING THE ASSOCIATE DEGREE  
AND THE ONE-YEAR PROGRAM CERTIFICATE IN FALL 2006**

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: **07-02-015**  
Adopted on: 02/19/07

Agenda Item Number: \_\_\_\_\_  
February 19, 2007

**Subject: Graduates Receiving the Associate Degree and the One-Year Program Certificate in  
Fall 2006**

---

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 and Enrollment Management 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

BKJ:abg

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

Agenda Item Number \_\_\_\_  
February 19, 2007

**AUTHORIZATION OF EXECUTION OF LEASE AGREEMENT  
FOR ADDITIONAL ADMINISTRATIVE OFFICE SPACE  
40 WEST GUDE DRIVE, ROCKVILLE, MARYLAND**

**BACKGROUND**

Additional space is needed on the Rockville Campus to allow for academic and student-related activities. With the approved design funding and anticipated construction funding of the new Science Center, a significant amount of new space is still a few years in the future. Due to the continued rise in student enrollment and the addition of new faculty and staff, additional space is needed immediately. Within the past year, portable office trailers were brought onto the Campus and installed in the parking lot adjacent to the Physical Education Center. This has enabled the Campus to gain additional office space for faculty and staff.

In November 2005, the Board approved a 10-year lease of 20,084 square feet in a commercial office building located at 40 West Gude Drive in Rockville, Maryland. The College moved Central Facilities personnel and Center for Professional Organization and Development (CPOD) staff and training rooms to the building. Recently, an additional 5,493 square feet of space has become available in the same building adjacent to the CPOD training rooms. Due to the fact that College personnel and College infrastructure are already in this building, the College administration was very interested in leasing this space and moving other central support functions off of the Rockville Campus and returning the vacated space to the Campus. It is planned to move the Auxiliary Services unit from the lower level of Campus Center (CC), the College's Response Center staff from the Gudelsky Institute for Technical Education (GU), and the Admissions, Records and Registration's Banner system support staff from the Student Services Building (SV) to 40 West Gude. Two IT support staff will also be housed in this space. These moves will allow the vacated space in GU to be used by academic programs, allow Student Activities to expand in CC and the Cashier's Office to expand in SV.

The property owner, Washington Real Estate Investment Trust (WRIT) has proposed a ten-year lease (with a 5-year buy out option) of approximately 5,493 square feet for a first year lease cost of approximately \$137,325. The College received an initial rate proposal of \$25.50 per square foot for this first floor space. After negotiation, the lease rate was reduced to \$23.50 per square foot. Generally, rates for similar space are in the \$25.00 – \$27.00 range. The lease proposal by WRIT is for a full-service lease, to include daily custodial service, refuse removal, and parking space with occupancy upon completion of the tenant improvements. The lease proposal includes an annual three percent escalation after the first year. Full turnkey build-out will be done at the Landlord's expense, per the space plans approved by both Tenant and Landlord.

The lease and one-time start-up costs which include communications and computing infrastructure and office furniture will be addressed through the current year budgets.

## RECOMMENDATION

It is recommended that the Board of Trustees authorize the President to negotiate and execute a ten-year lease agreement with Washington Real Estate Investment Trust, LLP (with a five-year buy out option) for office space at 40 West Gude Drive, Rockville Maryland, for an annual lease amount not-to-exceed \$129,085.50, plus a three percent annual escalation after the first year.

## BACK-UP INFORMATION

Board Resolution

## RESOURCE PERSON(S)

Mr. Capp

Mr. Moore

Ms. Lawyer

Ms. Wormack

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

Resolution Number: **07-02-016**  
Adopted on: 02/19/07

Agenda Item Number: \_\_\_\_\_  
February 19, 2007

**Subject: Authorization of Execution of Lease Agreement for Additional  
Administrative Office Space, 40 West Gude Drive, Rockville, Maryland**

WHEREAS, the Executive Vice President for Administrative and Fiscal Services requests a lease agreement for rental of office space at 40 West Gude Drive, Rockville Maryland for the purpose of providing some relief for the Rockville Campus space deficit by moving several central functions off of the Campus; and

WHEREAS, the Chief Business Officer certifies that funds are available in the College's FY2007 Operating Budget and Auxiliary Service Fund to enable the College to award a lease agreement as recommended; and

WHEREAS, the available space at 40 West Gude Drive, Rockville, Maryland, meets all College requirements, and the Director of Procurement certifies that there appears to be no other rental space location that can meet the College needs within the desired radius and timetable; and

WHEREAS, the Chief Facilities Officer requested and received a proposal from Washington Real Estate Investment Trust, LLP that meets the College's requirements, at a reasonable cost; and

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

Resolved, That the President is authorized to negotiate and execute a ten-year lease for 5,493 square feet of office space, with a five-year buy out option, at 40 West Gude Drive, Rockville, Maryland, to be awarded to Washington Real Estate Investment Trust at a cost not-to-exceed \$129,085.50 per year, plus a three percent annual escalation cost.

BKJ:abg

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

Agenda Item Number: \_\_\_\_\_  
February 19, 2007

**APPROVAL OF CHANGE ORDER FOR ADDITIONAL LABOR CHARGES  
STUDENT SERVICES CENTER, TAKOMA PARK/SILVER SPRING CAMPUS**

**BACKGROUND**

On May 21, 2004, by Board Resolution #04-51, the Board of Trustees awarded Valid Electric Co., Inc., Gaithersburg, Maryland, a \$1,976,200 contract for electrical work for the construction of the Student Services Center as a part of the Takoma Park/Silver Spring Campus Expansion. In January 2006, Valid Electric submitted a request for equitable adjustment for additional labor costs that they believed they incurred on the Student Services Center project in the amount of \$518,430. After a lengthy discussion of the issues, final agreement on a full and final settlement on all issues was reached with Valid Electric. The amount of the settlement is \$85,000. Outside counsel for the College is preparing the settlement agreement.

Board of Trustees approval is required for all construction change orders over \$25,000. Sufficient funds are available for this work in the FY2007 Capital Budget - Takoma Park Campus Expansion Project.

**RECOMMENDATION**

It is recommended that, contingent upon the execution of a settlement agreement by both parties, a change order be approved for Contract 433 with Valid Electric Co., Inc., in the amount of \$85,000, for additional electrical labor costs for the construction of the Student Services Center on the Takoma Park/Silver Spring Campus.

**BACK-UP INFORMATION**

Board Resolution

**RESOURCE PERSONS**

Mr. Capp  
Mr. Moore  
Mr. Sorrell

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

Resolution Number: **07-02-017**  
Adopted on: 2/19/07

Agenda Item Number: \_\_\_\_\_  
February 19, 2007

**Subject: Approval of Change Order, Additional Labor Charges, Student Services Center, Takoma Park/Silver Spring Campus**

WHEREAS, on May 21, 2004, by Board Resolution #04-51, the Board of Trustees awarded a contract for \$1,976,200 to Valid Electric Co., Inc. for electrical work for the construction of the Student Services Center (Contract 433), as a part of the Takoma Park/Silver Spring Campus Expansion; and

WHEREAS, Valid Electric Co., Inc. submitted a request for equitable adjustment for additional labor costs on the Student Services Center project; and

WHEREAS, College staff and outside counsel have undertaken discussions with Valid Electric Co., Inc. with regard to this claim for additional charges; and

WHEREAS, the Chief Facilities Officer recommends approval of a change order totaling \$85,000 for the full and final settlement of all issues; and

WHEREAS, the Chief Business Officer certifies that sufficient funds are available in the FY2007 Capital Budget for this change order; and

WHEREAS, College policy on the Capital Budget requires approval by the Board of Trustees of all change order requests that will increase the cost of a construction project by 15% 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, contingent upon the execution of a settlement agreement by both parties, the Board of Trustees approves a change order to the construction contract with Valid Electric Co., Inc. (Contract 433) for additional electrical labor charges incurred on the Student Services Center as a part of the Takoma Park Campus Expansion Project in the amount of \$85,000; and be it further

Resolved, That the President is authorized to sign the settlement agreement and the change order with Valid Electric Co., Inc., on behalf of the Board of Trustees.

BKJ:abg

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

Agenda Item Number: \_\_\_\_\_  
February 19, 2007

**SOLE SOURCE AWARD OF CONTRACT, 2007 ARTS STUDY ABROAD PROGRAM IN ITALY AT  
THE CENTRO STUDI IL PERUGINO**

**BACKGROUND**

The Director of the Arts Institute has requested a contract for the 2007 Arts Study Abroad Program in Italy for Montgomery College students, on a sole source basis. The Arts Study Abroad Program is a scholarship initiative that was developed by the Arts Institute in 2005 to provide study abroad experience and academic credit to outstanding art students. On October 10, 2005, the Board of Trustees approved an award of contract as a pilot program to the University of Malta in conjunction with Centro Studi Il Perugino (Istituto Il Perugino), Italy, on a sole source basis. One of the goals of the pilot program was to lay the foundation for a long-term relationship with an institution capable of meeting all College requirements. Centro Studi Il Perugino (Istituto Il Perugino) proved to be successful based on its similar partnerships with other colleges, universities, and foundations; extensive international education experience; course design flexibility and ability to tailor its offerings to meet College needs; and location in a historically significant, culturally rich environment. Outcomes of the pilot program support the College's learning initiative that promotes student access, achievement, and retention.

The 2007 program will take place May 15 to June 7, 2007 and will allow eight Visual Art and four Music students, and two Art and one Music faculty members to benefit from this culturally enriching experience (two students for each area will serve as alternates). While the pilot program used a faculty-nomination process to select students, the 2007 program initiated a collegewide application process which resulted in participation by 40 students and selection of candidates from all three campuses and the School of Art and Design.

College faculty reviewed and visited various programs and sites in Italy for this program and determined that the Centro Studi Il Perugino's central geographical location, size, and blend of old-world Italy and modernization; instructional facilities and technical capabilities; high-quality administrative infrastructure; logistical support; and coordination of organized cultural excursions maximize students' exposure to and immersion in the local culture, making their program uniquely qualified to serve as the site of the College's Arts Study Abroad Program. Additionally, the College Art faculty who accompany and teach the students have the necessary in-country expertise/experience, language skills, and academic credentials to conduct and implement the program while ensuring that the program meets College expectations for academic quality. Based on the above, a sole source award is justified since no other program meets College requirements. Board approval is required for sole source procurements above \$25,000.

**RECOMMENDATIONS**

It is recommended that the Board of Trustees approve an award of contract for the Arts Study Abroad Program in Italy to the Centro Studi Il Perugino (Istituto Il Perugino), Città della Pieve, Italy, on a sole source basis, for a total not to exceed amount of \$60,000. It is further recommended that the contract be

renewed annually, as long as the program services are necessary, under the same terms and conditions, provided services are satisfactory, funds are available, and it is in the best interest of the College.

#### BACK-UP INFORMATION

Board Resolution

#### RESOURCE PERSONS

Mr. Moore  
Mr. Phillips  
Dr. Preston  
Dr. Shartle-Galotto  
Mr. Sorrell  
Ms. Wormack

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

Resolution Number: **07-02-018**  
Adopted on: 2/19/07

Agenda Item Number: \_\_\_\_\_  
February 19, 2007

**Subject: Sole Source Award of Contract, Arts Study Abroad Program in Italy at the Centro Studi Il Perugino**

WHEREAS, the Board of Trustees previously approved an award of contract for the 2005 Arts Study Abroad Program to the University of Malta, in Italy, on a sole source basis; and

WHEREAS, the pilot program proved to be successful, met College outcomes, and laid the foundation for a long-term relationship with an international institution for future programs; and

WHEREAS, the Director of the Arts Institute has requested a contract award for the 2007 Arts Study Abroad Program on a sole source basis; and

WHEREAS, the Arts Study Abroad Program will contribute to the College's international education program goals by providing a study abroad opportunity to students in all art disciplines and will enhance the mission of the College and the Arts Institute by providing students a unique and culturally rich opportunity for continuous learning in the arts while supporting the Institute's collaborative projects; and

WHEREAS, the Director of Procurement affirms that a sole source procurement for this program is justified since the program provider offers a tailor-made academic program and services that meet College requirements during the required time frame; and the Chief Business Officer certifies that funds are available in the FY2007 50<sup>th</sup> Anniversary Endowment Budget for the Arts Institute; 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 Arts Study Abroad Program in Italy, to the Centro Studi Il Perugino (Istituto Il Perugino), Città della Pieve, Italy, from May 15 to June 7, 2007, for a not to exceed amount of \$60,000; and be it further

Resolved, That the contract be renewed annually, as long as the program services are necessary, under the same terms and conditions, provided services and contributions are satisfactory, funds are available, and it is in the best interest of the College.

BKJ:abg

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

Agenda Item # \_\_\_\_\_  
February 19, 2007

**AWARD OF CONTRACT, PURCHASE OF WEB-BASED PARKING MANAGEMENT SYSTEM  
SOFTWARE, BID NO. 507-015**

**BACKGROUND**

The Chief Facilities Officer has requested the purchase of a web-based parking management system to improve the parking program and services collegewide. In April 2004, the Board of Trustees approved a transportation fee for students to ease parking congestion and finance needed parking garages for future enrollment growth. Subsequently, in 2006, the College implemented a pay-for-parking system for employees. The College assessed the parking management program and found that enhancements were needed in the administrative processes. Staff reviewed other campus parking operations and systems such as the University of Maryland College Park, George Mason University, and Northern Virginia Community College and with the assistance of an outside consultant determined that purchasing a web-based parking management system would vastly improve parking management services not only for faculty and staff, but also the parking management and operations. A web-based parking management system minimizes duplication of processes, streamlines the parking tasks (e.g. accounts receivable, parking permits, and payments), is available 24 hours a day seven days a week, improves customer service, and streamlines parking operations.

On November 15, 2006, a request for proposal was issued for the purchase of a web-based parking management system. Five (5) responses were received including three (3) no-bids on December 11, 2006. An evaluation committee consisting of Information Technology and Facilities staff reviewed, evaluated, and ranked responses based on established criteria. Of the two responses evaluated, one of the responses did not meet all of the mandatory requirements and therefore, their bid was disqualified from further consideration. T2 Systems, Inc. was the highest ranked company meeting College requirements. The final negotiated fee for the implementation, installation, delivery, licensing, and maintenance support of the system is \$950,000 for a five-year term.

**RECOMMENDATIONS**

It is recommended that the Board of Trustees award a contract for the purchase, installation, training, and first-year maintenance, along with out-year maintenance and value added services, of a web-based parking management system to T2 Systems, Inc., Indianapolis, Indiana, for a five-year contract term, beginning March 1, 2007, for a total not-to-exceed fee of \$950,000.

**BACK-UP INFORMATION**

Board Resolution  
Bidders List (Board Members Only)  
Bid Summary (Board Members Only)

**RESOURCE PERSONS**

Mr. Capp  
Mr. Moore  
Mr. Sorrell  
Ms. Wormack

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

Resolution Number: **07-02-019**  
Adopted on: 2/19/07

Agenda Item Number: \_\_\_\_\_  
February 19, 2007

**Subject: Award of Contract, Hosted, Web-based Parking Management System,  
Bid No. 507-015**

---

WHEREAS, the College implemented a pay-for parking program in 2006 to ease campus congestion and limit environmental impacts; and

WHEREAS, after assessment of the processes, reviewing other college and university parking programs, and working with a parking consultant, the College determined that purchasing a web-based parking management system would improve the parking program and services to faculty and staff; and

WHEREAS, the Director of Facilities has requested a contract for the purchase of a web-based parking management system to improve the collegewide parking program; and

WHEREAS, the Director of Procurement certifies that specifications were developed by appropriate College staff and the Chief Business Officer certifies that funds are available in FY2007 Capital Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised in a County newspaper on November 15, 2006, emailed to four (4) vendors, and downloaded by ninety-four (94) vendors; five (5) responses including three (3) no bids were received, read, and recorded, beginning at 3:00 p.m. on December 18, 2006; and

WHEREAS, upon evaluation of the responses, it was determined that the proposal submitted by T2 Systems, Inc., Indianapolis, Indiana, was the highest evaluated and is therefore the lowest responsible vendor meeting specifications; and

WHEREAS, awards resulting from competitive sealed proposals valued above \$25,000 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 contract be awarded for the purchase, installation, training, and first-year maintenance, along with out-year maintenance and value added services, of a web-based parking management system, to T2 Systems, Inc., Indianapolis, Indiana, for a five-year contract term, beginning March 1, 2007, for a total not-to-exceed fee of \$950,000.

BKJ:abg

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

Agenda Item Number: \_\_\_\_\_  
February 19, 2007

**CONTRACT AWARD  
NEW YORK AVENUE UTILITY DISTRIBUTION INFRASTRUCTURE  
TAKOMA PARK/SILVER SPRING CAMPUS  
BID NO. 607-007**

**BACKGROUND**

Construction of the new Student Services Center at the Takoma Park/Silver Spring Campus included a central utility plant for the east side of the Campus. Phase II of the Central Plant is the underground utility distribution infrastructure system necessary to support the hot water heating system and the air conditioning chilled water system needs of all of the buildings on the east campus. Installation of an IT distribution network is also included. The distribution system will be primarily located within New York Avenue and will terminate in vaults readily accessible to east campus buildings. As each building is renovated or replaced, connection to the central plant will be made at these distribution vaults. The Commons Building renovation is the first east campus project that anticipates a connection to the new utility distribution infrastructure. It is necessary to start the utility distribution infrastructure at this time in order to ensure that it is readily available for the Commons renovation project.

Project specifications were prepared by consultants and Facilities staff and the project was advertised on December 19, 2006. Bids were opened in the Office of Procurement on January 23, 2007 and 2 bids were received. The bids ranged from \$1,555,000 to \$3,200,000. The estimated cost of this project was \$1,900,000. Sufficient funds are available for this work in the FY2007 Capital Budget Takoma Park Central Plant project. References provided by the low bidder were checked and positive responses were received.

**RECOMMENDATION**

It is recommended that, contingent upon Maryland State Board of Public Works approval, an award of contract for \$1,555,000 be made to Ligon & Ligon, Inc., Baltimore, Maryland, as the recommended low bidder for the New York Avenue Utility Distribution Infrastructure project for the Takoma Park/Silver Spring Campus.

**BACK-UP INFORMATION**

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

**RESOURCE PERSONS:**

Mr. Capp  
Mr. Moore  
Ms. Wormack

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

Resolution Number: **07-02-020**  
Adopted on: 2/19/07

Agenda Item Number: \_\_\_\_\_  
February 19, 2007

**Subject: Contract Award for New York Avenue Utility Distribution Infrastructure,  
Takoma Park/Silver Spring Campus, Bid No. 607-007**

WHEREAS, the Chief Facilities Officer requests approval of a contract for installation of an underground utility distribution infrastructure within New York Avenue to connect the new Central Plant in the Student Services Center to the eastern portion of the Takoma Park/Silver Spring Campus; and

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

WHEREAS, contingent upon Maryland State Board of Work approval, the Chief Business Officer certifies that funds are available in the Takoma Park Central Plant project in the FY2007 Capital Budget 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 *Washington Examiner 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, forty-one (41) contractors received bid documents and two (2) 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 January 23, 2007; and

WHEREAS, after analysis of the bids, it was determined that the low bid of \$1,555,000 submitted by Ligon & Ligon, Inc., Baltimore, 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 contingent upon Maryland State Board of Public Works approval, a contract for providing all necessary supplies, materials, labor, equipment, tools, performance and insurance for the installation of an underground utility distribution infrastructure within New York Avenue for the Takoma Park/Silver Spring Campus is awarded to Ligon & Ligon, Inc., Baltimore, Maryland, at the low bid price of \$1,555,000; 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 Ligon & Ligon Inc., Baltimore, Maryland, on behalf of the College.

BKJ:abg

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

Agenda Item # \_\_\_\_\_  
February 19, 2007

**AWARD OF CONTRACT, PURCHASE OF AN INTEGRATED SUITE OF HELP DESK AND ASSET  
MANAGEMENT TRACKING SYSTEM SOFTWARE, BID NO. 507-011**

**BACKGROUND**

The Chief Information Officer has requested the purchase of an integrated help desk support and asset management tracking system software and related services to support collegewide technology operations. Previously, the Board of Trustees approved a contract award for an integrated help desk and asset management solution in June 2002. The current contract will expire on June 30, 2007 and replacement of the software is recommended. Help desk services support faculty, staff, and students 24 hours a day, seven days a week, logging over 40,000 problem/incident calls per year since its inception. The asset management tool works in tandem with the help desk system, serving as a repository and lifecycle planning tool for over 25,000 hardware and 250,000 software items. Both the help desk and asset management tools support on-line student and faculty problem tracking and resolution, student class registration, and classroom/computer lab usage. Both tools are critical to the College's operation.

On September 29, 2006, a solicitation was issued. Seven (7) responses were received including three (3) no bid responses on October 31, 2006. An evaluation committee consisting of Information Technology staff reviewed, evaluated, and ranked all responses based on established criteria. Tech Team Government Solutions, Inc. was the highest ranked vendor meeting College requirements. The total fee of \$1,400,000 includes the implementation, delivery, installation, licensing, and maintenance support under this contract.

**RECOMMENDATIONS**

It is recommended that the Board of Trustees award a contract for the purchase of an integrated help desk support and asset management tracking system software and related services to Tech Team Government Solutions, Inc., Chantilly, Virginia for a three-year contract term, beginning July 1, 2007, for an annual not-to-exceed amount of \$1,400,000. It is further recommended that the contract be renewed for two (2) additional one-year terms under the same terms and conditions at the sole option of the College, provided that services are satisfactory, funding is available and it is in the best interest of the College.

**BACK-UP INFORMATION**

Board Resolution  
Bidders List (Board Members Only)  
Bid Summary (Board Members Only)

## RESOURCE PERSONS

Mr. Leurig

Mr. Moore

Mr. Sorrell

Ms. Wormack

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

Resolution Number: **07-02-021**  
Adopted on: 2/198/07

Agenda Item #: \_\_\_\_  
February 19, 2007

**Subject: AWARD OF CONTRACT, PURCHASE OF AN INTEGRATED HELP DESK AND ASSET MANAGEMENT TRACKING SYSTEM, BID NO. 507-011**

WHEREAS, the Chief Information Officer has requested a new contract for the purchase of an integrated help desk and asset management tracking system and related services that support collegewide technology needs since the current contract will expire in June 2007; and

WHEREAS, the Director of Procurement certifies that specifications were developed by appropriate College staff, and the Chief Business Officer certifies that funds have been requested in the FY2008 Capital Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised in a County newspaper on September 29, 2006, and posted on the College Procurement, Montgomery County, and State of Maryland websites, emailed to twenty-one (21) vendors, and downloaded by one hundred twenty-three (123) vendors; four (4) responses, including three (3) no bids were read, received and recorded, beginning at 3:00 p.m. on October 31, 2006; and

WHEREAS, upon evaluation it was determined that the proposal submitted by Tech Team Government Solutions, Inc., Chantilly, Virginia, was the highest evaluated vendor meeting college specifications and is therefore the lowest responsible bidder; and

WHEREAS, awards resulting from competitive sealed proposals valued above \$25,000 require approval of the Board of Trustees; and

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

Resolved, That a contract for the purchase of an integrated help and asset management tracking system software and related services be awarded to Tech Team Government Solutions, Inc., Chantilly, Virginia, for a three-year contract term, beginning July 1, 2007, for an annual not-to-exceed amount of \$1,400,000; and be it further

Resolved, that the contract be renewed for two (2) additional one-year terms under the same terms and conditions, provided service and contributions to the College are satisfactory, funding is available, and it is in the best interest of the College.

BKJ:abg

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

Agenda Item Number: \_\_\_\_\_  
February 19, 2007

**AMENDMENT TO AWARD OF CONTRACT  
ARCHITECTURAL & ENGINEERING SERVICES  
GERMANTOWN CAMPUS BIOSCIENCE EDUCATION CENTER & ACCESS ROAD  
(BID NO. 607-002)**

**BACKGROUND**

At its November 2006 meeting, the Board awarded a contract for \$2,199,916 to The Lukmire Partnership, Inc. for Phase One design services for construction of the new Bioscience Education Center and a new access road at the Germantown Campus. A copy of that award is attached. As indicated in the background for that award, current State policy for funding design services on major community college construction projects now calls for spreading design funding over multiple fiscal years to manage project cash flow. The funding for the Phase One contract as approved by the Board was for the first of three sequential design phases for this project. During recent discussions with the State on the College's submission for Board of Public Works approval, however, it was determined that the amount of the contract split used by the College for the first phase (35% of the Design Development phase) did not use up enough of the available State allocation even though the State had requested the split. Therefore, the State asked the College to submit a revised request for a higher amount to bring the design process farther along and thereby use more of the available State allocation. The higher amount will allow for completion of design through Construction Documents—the point just prior to advertising for bids. Sufficient funds are available in both the FY 2007 State and County budget allocations to accommodate the higher award amount.

In order to accommodate the State's request, the original contract award to The Lukmire Partnership for Phase One design services must be increased by \$954,696 for a total award of \$3,154,612. All of the provisions of the Board's award in November 2006 remain the same.

**RECOMMENDATION**

It is recommended that, contingent upon Maryland State Board of Public Works approval, that the contract award made on November 19, 2006 to The Lukmire Partnership, Inc., Arlington, Virginia, pursuant to Board of Trustees resolution #06-11-127, be amended to include an additional award in the amount of \$954,696 for Phase One architectural and engineering design services through the Construction Documents phase for a total combined award amount of \$3,154,612.

**BACK-UP INFORMATION**

Board Resolution #06-11-127

**RESOURCE PERSON(S)**: Mr. Capp, Mr. Moore, Ms. Wormack

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

Resolution Number: **07-02-022**  
Adopted on: 2/19/07

Agenda Item Number: \_\_\_\_\_  
February 19, 2007

**Subject: Amendment to the Award of Contract for Architectural and Engineering Services for Germantown Campus Bioscience Education Center and Access Road - Bid No. 607-002**

---

WHEREAS, on November 19, 2006, by Resolution #06-11-127, the Board of Trustees awarded a contract for \$2,199,916 for Phase One architectural and engineering services for the construction of the Bioscience Education Center on the Germantown Campus to The Lukmire Partnership, Inc., Arlington, Virginia; and

WHEREAS, this award amount was based on funding design through the 35% Design Development phase in order to meet a new State requirement to phase the design of major construction projects over several fiscal years; and

WHEREAS, the Maryland Higher Education Commission, the Maryland Department of General Services, and the Maryland Department of Budget and Management have reviewed the College's Phase One contract award split and find that the College was too conservative and have requested that the College amend its submission to provide a higher contract award amount and completion of design through the Construction Documents phase of design rather than the 35% Design Development completion that the College had submitted; and

WHEREAS, based upon this recommendation, the Facilities Office recalculated the fee based on the original negotiated total fee proposal from The Lukmire Partnership for architectural and engineering professional design services for the Bioscience Education Center and access road projects and determined that an additional fee in the amount of \$954,696 was required to meet the State's request; and

WHEREAS, contingent upon Maryland State Board of Public Works approval, the Chief Business Officer certifies that sufficient funds are available in the FY2007 Capital Budget to enable the College to increase the award to The Lukmire Partnership, Inc. for the design services contract (Phase One) for the Bioscience Education Center and access road projects as recommended; 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, the contract award made to The Lukmire Partnership, Inc., Arlington, Virginia, on November 20, 2006, pursuant to Board of Trustees resolution #06-11-127, is amended to include an additional award in the amount of \$954,696 for Phase One architectural and engineering design services through the Construction Documents phase for a total combined award amount of \$3,154,612. for the Bioscience Education Center on the Germantown Campus; 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 The Lukmire Partnership on behalf of the College, for Phase One architectural and engineering professional design services through the Construction Documents phase for the Bioscience Education Center and access road projects on the Germantown Campus.

BKJ:abg