

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
March 20, 2007**

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

Resolution Number: **07-03-023**
Adopted on: **03/20/07**

Agenda Item Number:
March 20, 2007

Subject: Tribute to Professor Sandra D. Reece

WHEREAS, the death on February 6, 2007 of Professor Sandra D. Reece, a nursing faculty member who worked for the College in the nursing program for the last one and a half years, has deeply saddened the College community; and

WHEREAS, during her service to the College, Professor Reece was a vital part of the nursing program; as a dedicated member of the Nursing Department, she stepped in, rolled up her sleeves and started working; and

WHEREAS, Professor Reece was a professional who loved her chosen career and considered nursing a special calling; and

WHEREAS, during her time in the nursing program, Professor Reece functioned in a variety of settings until she was able to teach in her specialty, pediatric nursing; and

WHEREAS, Professor Reece loved challenging the students, while demonstrating her caring with her hearty laugh and warm smile; and

WHEREAS, she demonstrated her enjoyment of the nursing students by volunteering as a faculty co-advisor for the Nursing Club and assisted in several Nursing Pinning Ceremonies; and

WHEREAS, Professor Reece's untimely death represents a profound loss for friends, colleagues, and students at Montgomery College that loved, respected and admired her; and

WHEREAS, the President of the College recommends that the Board adopt the following resolution; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere sorrow at the passing of Professor Reece and extend their deepest sympathy to her family, friends, and colleagues; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and that a copy be forwarded to the family of Professor Sandra D. Reece.

BKJ:abg

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Resolution Number: **07-03-024**
Adopted on: **03/20/07**

Agenda Item Number:
March 20, 2007

Subject: Retirement Recognition for Ms. Joan M. Donegan

WHEREAS, Ms. Joan M. Donegan served Montgomery College as a staff member for 12 years and retired as of August 1, 2006; and

WHEREAS, she started in 1994 as an Office Assistant for Humanities, Social Sciences, and Business at the Takoma Park/Silver Spring Campus, and in 1998 she served in the same capacity for Disability Support Services at the Rockville Campus; and

WHEREAS, since 2001, Ms. Donegan worked as an Administrative Aide to the Department of English Composition, Literature, and Professional Writing for five years, supporting the students, adjunct and full-time faculty by responding to their requests thoughtfully and professionally; and

WHEREAS, she demonstrated a commitment to efficiency and multi-tasking to better serve the needs of a large academic department; and

WHEREAS, she is held in high regard by her colleagues and supervisors for her willingness to help students, ability to work independently, and enthusiasm for accomplishing tasks; 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 Ms. Joan M. Donegan on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Joan M. Donegan for her service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and it be 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 Ms. Joan M. Donegan.

BKJ:abg

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

Agenda Item Number: _____
March 20, 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: **07-03-025**
Adopted on: **03/20/07**

Agenda Item Number: _____
March 20, 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 February 1, 2007, to and including February 28, 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 February 1, 2007, to and Including February 28, 2007
STAFF

STAFF EMPLOYMENTS

Effective

| <u>Date</u> | <u>Name</u> | <u>Position Title</u> | <u>Grade</u> | <u>Location</u> |
|-------------|--------------------|---------------------------|--------------|-----------------------------|
| 2/19/07 | Cooper, Patricia J | Instructional Asst | G | Student Development GT |
| 2/19/07 | Gilmore, Ashely J | Mail & Duplicating Clerk | C | Facilities Mailroom RV |
| 2/19/07 | Jean, James C | Accts Payable Tech | F | Aux Services Bookstore RV |
| 2/01/07 | Johnson, Brian K | President | X | Office of the President |
| 2/19/07 | Liu, Zhongwei | Safety & Security Officer | E | Facilities Security TP/SS |
| 2/19/07 | Margileth, Ellee C | Library Assistant | F | IT Learning Center Admin RV |
| 2/05/07 | Shuey, Joshua M | Gen Maintenance Wkr | C | Facilities Operations - RV |
| 2/05/07 | Wiggins, Sarah A | Head Librarian | L | IT Learning Center Admin RV |
| 2/05/07 | Wilson, Donna M | Office Asst | E | Student Development TP/SS |

STAFF SEPARATIONS

| | | | | |
|---------|-------------------|---------------------------|---|--|
| 2/14/07 | Bonanno, Nino A | Safety & Security Officer | E | Facilities Security RV Admissions Records Regis |
| 2/03/07 | Forest, Laura Ann | College Registrar | N | Office |
| 2/09/07 | Paulson, Wesley E | WE & CE Finance Director | L | WD & CE |
| 2/20/07 | Towle, Lynn H | Senior Admin Aide | G | Office of Info Tech |

STAFF EMPLOYMENTS: Ethnicity and Gender

| | White | Black | Hispanic | Asian | American Indian | TOTAL |
|--------------|--------------|--------------|-----------------|--------------|------------------------|--------------|
| Female | 2 | 3 | 0 | 1 | 0 | 6 |
| Male | 1 | 2 | 0 | 0 | 0 | 3 |
| TOTAL | 3 | 5 | 0 | 1 | 0 | 9 |

STAFF SEPARATIONS: Ethnicity and Gender

| | White | Black | Hispanic | Asian | American Indian | TOTAL |
|--------------|--------------|--------------|-----------------|--------------|------------------------|--------------|
| Female | 2 | 0 | 0 | 0 | 0 | 2 |
| Male | 2 | 0 | 0 | 0 | 0 | 2 |
| TOTAL | 4 | 0 | 0 | 0 | 0 | 4 |

FACULTY

FACULTY EMPLOYMENTS

Effective

| <u>Date</u> | <u>Name</u> | <u>Position Title</u> | <u>Location</u> |
|-------------|-------------------|-----------------------|-----------------------|
| 2/19/07 | Sullivan, Karen J | Associate Professor | Health Sciences TP/SS |

FACULTY SEPARATIONS

| | | | |
|---------|------------------------------|---------------------|-----------------------|
| 2/06/07 | Reece, Sandra D ¹ | Assistant Professor | Health Sciences TP/SS |
|---------|------------------------------|---------------------|-----------------------|

FACULTY EMPLOYMENTS: Ethnicity and Gender

| | White | Black | Hispanic | Asian | American Indian | TOTAL |
|--------------|--------------|--------------|-----------------|--------------|------------------------|--------------|
| Female | 0 | 1 | 0 | 0 | 0 | 1 |
| Male | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 1 | 0 | 0 | 0 | 1 |

FACULTY SEPARATIONS: Ethnicity and Gender

| | White | Black | Hispanic | Asian | American Indian | TOTAL |
|--------------|--------------|--------------|-----------------|--------------|------------------------|--------------|
| Female | 1 | 0 | 0 | 0 | 0 | 1 |
| Male | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 1 | 0 | 0 | 0 | 0 | 1 |

¹ Deceased

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

Agenda Item Number: _____
March 20, 2007

**SUPPLEMENTAL APPROPRIATION REQUEST
FY 2007 OPERATING BUDGET
ART GALLERY RENOVATION GRANT**

BACKGROUND

One of the College's outstanding alumni and long time devoted students of the Rockville Campus Art Department is Ms. Sarah Silberman. The College's high regard was reflected in the Board of Trustees recognition and award of an honorary degree to Ms. Silberman at the 2006 Commencement Ceremony on May 17, 2006.

Since 2006, the College has held a series of discussions with the Silberman Family regarding a significant donation to the Rockville Campus art program in honor of Sarah Silberman. These discussions concluded in late 2006 with an agreement on renovating the art gallery and first and second floor public corridors, along with various exterior site improvements. These renovations and improvements would be funded from both a significant donation by Sarah Silberman (\$500,000) and other contributions to the Montgomery College Foundation (\$200,000). The expenditure of these funds requires a supplemental appropriation to authorize the use of \$700,000 in Montgomery College Foundation grant funds by the College for the intended purpose.

RECOMMENDATION

It is recommended that a supplemental appropriation request amending the Approved FY2007 Operating Budget in the amount of \$700,000 (no additional County funds required) be submitted to the County for consideration in order to provide sufficient appropriation authority in the Current Fund (grants) for undertaking the renovation of the art gallery and other related interior and exterior improvements at The Paul Peck Art Building on the Rockville Campus.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Ms. Dimon
Mr. Sears
Mr. Capp
Mr. Moore

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

Resolution Number: **07-03-026**
Adopted on: **03/20/07**

Agenda Item Number: _____
March 20, 2007

**Subject: Supplemental Appropriation Request, FY 2007 Operating Budget, Art Gallery
Renovation Grant**

WHEREAS, on June 19, 2006, by Board Resolution #06-06-071 the Board of Trustees authorized the President of the College to implement the FY2007 Operating Budget, as amended and approved by the Montgomery County Council pursuant to Council Resolution #15-1476, adopted May 25, 2006; and

WHEREAS, Montgomery County Council Resolution No. 14-526, adopted May 25, 2000, specifies that, under "Grant Funds", those amounts which exceed \$100,000 will be dealt with as supplemental appropriations; and

WHEREAS, Montgomery College Foundation has received funds from the Silberman Family for the renovation of the art gallery located in The Paul Peck Art Building on the Rockville Campus in honor of Ms. Sarah Silberman, a long-time and much loved art student of the Campus' art program; and

WHEREAS, Montgomery College desires to honor Sarah Silberman for her devotion to the College and the Rockville Campus' art program with a grand opening of the renovated Art Gallery on her birthday on September 10, 2007; and

WHEREAS, the College desires to amend the FY2007 Operating Budget and provide for a supplemental appropriation of \$700,000 for the renovation of the art gallery and related interior and exterior building improvements; and

WHEREAS, the Chief Business Officer certifies that contingent upon County approval of the appropriation authority for this grant, sufficient funds are available in the Operating Fund for the proposed purposes; and

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

Resolved, That the Board amends the FY2007 Operating Budget to include a supplemental appropriation request of \$700,000 for the renovation of the art gallery and related interior and exterior building improvements in The Paul Peck Art Building on the Rockville Campus with funding provided by the Operating Fund (grants) with no additional County funds required; and be it further

Resolved, That the Board authorizes the President of the College to transmit the supplemental appropriation request to the Montgomery County Executive for review and recommendation to the Montgomery County Council for final action.

BKJ:abg

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

Agenda Item Number: _____
March 20, 2007

**CONTRACT AWARD
HVAC UNIT REPLACEMENTS - SCIENCE NORTH BUILDING
TAKOMA PARK/SILVER SPRING CAMPUS, BID NO. 607-008**

BACKGROUND

In 2002, the College completed a comprehensive facilities condition assessment to determine the condition of its buildings and sites. The County has provided funds in the College's Capital Budget to address deferred maintenance improvements. A project to come out of this process is the replacement of six (6) HVAC units on the roof of the Science North building on the Takoma Park/Silver Spring Campus. The building was constructed in 1978 and these units are well beyond their useful life. Maintenance problems have plagued the units over the years and roof leaks have also developed around them. The new units have been designed with additional features to prevent some of the operating problems experienced with the old units. The units must be complete and operational this summer before a planned roof replacement project can begin.

Project specifications were prepared by an engineering consultant and Facilities staff and the project was advertised for bid on January 29, 2007. Bids were opened in the Office of Procurement on February 15, 2007, and two (2) bids were received ranging from \$1,140,000 to \$1,356,784. The estimated cost of this project was \$900,000. Sufficient funds are available in the FY2007 and FY2008 Capital Budget Planned Life Cycle Asset Replacement (PLAR) Project for this work. A portion of the work will be completed in FY2007 (\$200,000), with the bulk of the work completed in FY2008 (\$940,000). The HVAC units have a 12-week fabrication and delivery lead time. Contractor references have been checked and are satisfactory. Board approval is required for competitive sealed bids valued above \$100,000.

RECOMMENDATION

It is recommended that an award of contract for \$1,140,000 be made to M & M Welding & Fabricators, Inc., Gaithersburg, Maryland, as the recommended low bidder for the HVAC Unit replacement project for the Science North building at the Takoma Park Silver/Spring Campus. The FY2008 portion of the award (\$940,000) is contingent upon County approval of the FY2008 Capital Budget.

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: **07-03-027**
Adopted on: **03/20/07**

Agenda Item Number: _____
March 20, 2007

**Subject: Contract Award HVAC Unit Replacement, Science North Building,
Takoma Park/Silver Spring Campus, Bid No. 607-008**

WHEREAS, the Chief Facilities Officer requests approval of a contract to replace the HVAC units serving the Science North building on the Takoma Park/Silver Spring Campus that have exceeded their useful life; 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 sufficient funds are available in the FY 2007 Capital Budget (\$200,000) PLAR Project and, contingent upon approval of the FY 2008 Capital Budget, sufficient funds are available in the FY2008 Capital Budget PLAR Project (\$940,000) 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 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-eight (48) 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 February 15, 2007; and

WHEREAS, after analysis of the bids, it was determined that the low bid of \$1,140,000 submitted by M & M Welding & Fabricators, Inc., Gaithersburg, Maryland, meets all College specifications and is therefore the low responsible bid; and

WHEREAS, Board approval is required for competitive sealed bids valued above \$100,000, 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 HVAC Unit replacement for the Science North Building at the Takoma Park/Silver Spring Campus is awarded to M & M Welding & Fabricators, Inc., Gaithersburg, Maryland, at the low bid price of \$1,140,000 (FY2007 \$200,000 and FY2008 \$940,000, contingent upon County approval of the FY2008 Capital Budget; and be it further

Resolved; That the President of the College is authorized to sign the contract on behalf of the Board of Trustees

BKJ:abg

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

Agenda Item # _____
March 20, 2007

**AWARD OF CONTRACT, ENGINEERING DESIGN AND PROJECT DEVELOPMENT SERVICES,
RELOCATION OF NETWORK OPERATIONS CENTER (NOC) TO THE TAKOMA PARK/SILVER
SPRING CAMPUS, BID NO. 507-007**

BACKGROUND

The Chief Information Officer has requested a contract for the purchase of engineering design and project development services to relocate the College's Network Operations Center (NOC). The current NOC occupies a major portion of the Computer Science building on the Rockville Campus. The College has determined that the NOC should be relocated to the newly renovated King Street Art Center at the Takoma Park/Silver Spring Campus to improve upon and increase instructional space at the Rockville Campus, as well as to provide appropriate space and environment for center operations. The engineering design and project development services involve planning, design, and layout of information technology infrastructure equipment. This move also expands and upgrades the operations center systems for future enhancements and improvements to support student instruction now and in the future.

In addition to these basic services, additional work may be added, at the option of the College, to oversee such services as systems implementation, communications systems and application systems relocation, systems testing and other related services typical to relocation and implementation tasks. Additional services would be recommended for award as a modification to the original agreement.

On August 30, 2006, a solicitation was issued for engineering design and project development services to relocate the NOC. Fourteen (14) responses including three no bids were received on September 30, 2006. A selection committee consisting of Information Technology staff evaluated the proposals based on established criteria. Johnson, Mirmiran & Thompson (JMT), Sparks, Maryland, was the highest ranked firm meeting college requirements. References were checked resulting in favorable responses. The final lump sum fee for engineering design and project management services is \$600,000. Board approval is required for competitive sealed proposals valued above \$25,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees award a contract for engineering design and project development services for the relocation of the Network Operations Center to the Takoma Park/Silver Spring Campus, to Johnson, Mirmiran & Thompson, Sparks, Maryland for a total lump sum fee of \$600,000.

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: **07-03-028**
Adopted on: **03/20/07**

Agenda Item Number: ____
March 20, 2007

Subject: Award of Contract, Engineering and Project Development Services, Relocation of Network Operations Center to the Takoma Park/Silver Spring Campus

WHEREAS, the Chief Information Officer has requested a contract for the purchase of engineering design and project development services to relocate the College's Network Operations Center (NOC), Rockville Campus, to the newly renovated King Street Art Center at the Takoma Park/Silver Spring Campus; and WHEREAS, relocating the College's Network Operations Center addresses the need for additional instructional space at the Rockville Campus (See Background); 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 the FY2007 Capital Budget and that funds have been requested in the FY2008 Capital Budget for this project; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised in a County newspaper on August 30, 2006, mailed to twenty-eight (28) vendors, and downloaded from the College procurement website by one hundred ninety-seven (197) vendors; fourteen (14) responses including three no bids were received, publicly opened, read aloud and recorded, beginning at 3:00 p.m. on October 31, 2006; and

WHEREAS, upon evaluation, the proposal submitted by Johnson, Mirmiran & Thompson, Inc., Sparks, Maryland, was declared the highest ranked proposal meeting College requirements; and

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

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

Resolved, That a contract be awarded for engineering design and project development services for the relocation of the Network Operations Center to the Takoma Park/Silver Spring Campus, to Johnson, Mirmiran & Thompson, Inc., Sparks, Maryland, for a total lump sum fee of \$600,000.

BKJ:abg

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

Agenda Item # _____
March 20, 2007

**AWARD OF CONTRACT, ADDITIONAL LICENSES FOR INFORMATION TECHNOLOGY REPORT
WRITER SOFTWARE, BID NO. 507-021**

BACKGROUND

The Chief Information Officer has requested a contract to purchase additional licenses for software that creates management reports using data from the College's integrated computer information software suite. Previously, the Board of Trustees approved a contract award for the purchase of information technology report writer software at its June 19, 2006 meeting. Additional software licenses are needed for the College's reporting that serves as the platform for institutional and unit-specific reporting, including the discipline unit and status report. These reports are widely used by faculty and administration for administrative decision making and classroom and instructional scheduling.

On January 10, 2007, a solicitation was issued for the purchase of additional licenses for information technology software report writer. Sixty-nine (69) responses were received on January 25, 2007. Decision First Technologies, Atlanta, Georgia, was the lowest responsible bidder meeting College requirements. The total price for the additional software is \$135,324 and includes implementation, delivery, installation, licensing, and maintenance support under this contract. Board approval is required for competitive sealed bid awards valued above \$100,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees award a contract for the purchase, delivery, and installation of additional licenses for information technology report writer software to Decision First Technologies, Atlanta, Georgia, for a total price of \$135,324.

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: **07-03-029**
Adopted on: **03/20/07**

Agenda Item Number: ____
March 20, 2007

**Subject: Award of Contract, Additional Licenses for Information Technology Report
Writer Software, Bid No. 507-021**

WHEREAS, the Chief Information Officer has requested a contract award for the purchase of additional licenses for report writing software to create management reports from the College's integrated computer information suite software; 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 the FY2007 Capital Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Annotated Section, 16-311(c), an invitation to bid was publicly advertised in a County newspaper on January 10, 2007, and posted to College, County, and State procurement websites; and downloaded from the College procurement website by sixty-nine (69) vendors; nine (9) responses were received, publicly opened, read aloud, and recorded, beginning at 3:00 p.m. on January 25, 2007; and

WHEREAS, upon evaluation of the bid responses, it was determined that the bid submitted by Decision First Technologies, Atlanta, Georgia, meets all College requirements and is therefore the lowest responsible bidder; and

WHEREAS, Board approval is required for competitive sealed bid awards valued above \$100,000; 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, and installation of additional licenses for the information technology report writer software, to Decision First Technologies, Atlanta, Georgia for a total price of \$135,324.

BKJ:abg

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

Agenda Item # _____
March 20, 2007

**AWARD OF CONTRACT, INFORMATION TECHNOLOGY NETWORK MONITORING SOFTWARE,
BID NO. 507-025**

BACKGROUND

The Chief Information Officer has requested a contract for the purchase, delivery, installation, licensing, and support of information technology network monitoring software. This software tool will maintain statistics on and monitor all academic and administrative information technology infrastructure and intra- and intercampus shared technology tools. An information technology network monitoring tool must preemptively monitor and identify information technology performance problems quickly. Staff reviewed and compared various products in today's market and determined that the product manufactured by Computer Associates met College requirements. The network monitoring tool supports critical assessment and resolution of information technology problems for student instruction and academic programs that rely on information technology.

On January 24, 2007, a solicitation was issued for the purchase, delivery, installation, licensing, and support of information technology network monitoring software. Four (4) responses were received on February 9, 2007, including two no bid responses. The OakTree Enterprise Solutions Inc., Reston, Virginia, was the lowest responsible bidder meeting College requirements. The total price for the additional software is \$351,219 and includes implementation, delivery, installation, licensing, and maintenance support under this contract. Board approval is required for competitive sealed bid awards valued above \$100,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees award a contract for the purchase, delivery, and installation of information technology network monitoring software to the OakTree Enterprise Solutions Inc., Reston, Virginia, for a total price of \$351,219.

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: **07-03-030**
Adopted on: **03/20/07**

Agenda Item Number: ____
March 20, 2007

**Subject: Award of Contract, Information Technology Network Monitoring Software,
Bid No. 507-025**

WHEREAS, the Chief Information Officer has requested a contract for the purchase, delivery, installation, licensing of information technology and network monitoring software that supports critical assessment and resolution of information technology problems for student instruction and academic programs; 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 the FY2007 Capital Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Annotated Section, 16-311(c), an invitation to bid was publicly advertised in a County newspaper on January 24, 2007, mailed to three vendors and posted to College, County, and State procurement websites; and downloaded from the College procurement website by thirty-nine (39) vendors; four (4) responses were received, publicly opened, read aloud, and recorded, beginning at 3:00 p.m. on February 9, 2007; and

WHEREAS, upon evaluation of the bid responses, it was determined that the bid submitted by the OakTree Enterprise Solutions Inc., Reston, Virginia, meets all College requirements and is therefore the lowest responsible bidder; and

WHEREAS, Board approval is required for competitive sealed bid awards valued above \$100,000; 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, licenses, and support of information technology network monitoring software, to the Oak Tree Enterprise Solutions Inc., Reston, Virginia, for a total price of \$351,219.

BKJ:abg

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

Agenda Item Number: _____
March 20, 2007

**SOLE SOURCE AWARD OF CONTRACT,
POINT-OF-SALE SYSTEM CASH REGISTERS,
RELATED SOFTWARE AND EQUIPMENT FOR BOOKSTORE OPERATIONS,
ROCKVILLE CAMPUS**

BACKGROUND

The Director of Auxiliary Services has requested a contract for the purchase, delivery, and installation of bookstore Point-of-Sale (POS) cash registers, related software and equipment at the Rockville Campus, on a sole source basis. Auxiliary Services has determined that these cash registers are obsolete and require replacement. In 1993, the Board approved an original contract award for the purchase of a POS textbook management and inventory control system for all of the bookstores to The MBS Systems, LLC, on a sole source basis. MBS software system is a proprietary and licensed product that controls and accounts for the College's sales and inventory management of all resale items. Purchasing this equipment from MBS Systems, LLC ensures continued compatibility and operational interfacing with the other campus bookstores and the financial and inventory reporting. This sole source procurement is justified since no other vendor can meet College requirements. The total price for the purchase, delivery, installation, maintenance, and training for the POS cash registers at the Rockville Campus is \$72,189. Funds have been requested in the FY2008 Auxiliary Services Budget for this purchase. Future purchases for additional POS equipment will be made under a separate request as the need arises and funds become available. Board approval is required for sole source procurements valued above \$25,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve, contingent upon County approval of the FY2008 budget, a contract for the purchase, delivery, installation, maintenance, and training of Point-of-Sale system cash registers, related software and equipment for Bookstore operations, Rockville Campus, to MBS Systems, LLC, Columbia, Missouri, on a sole source basis, for a total price of \$72,189.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

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

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

Resolution Number: **07-03-031**
Adopted on: **03/20/07**

Agenda Item Number: _____
March 20, 2007

Subject: Sole Source Award of Contract, Point-of-Sale System Cash Registers and Related Software and Equipment, Bookstore Operations, Rockville Campus

WHEREAS, the Director of Auxiliary Services, has requested a contract for the purchase, delivery, installation, maintenance, and training for Point-of-Sale system cash registers, related software, equipment and services for Bookstore operations at the Rockville Campus, on a sole source basis; and

WHEREAS, the Point-of-Sale cash registers at the Rockville Campus are obsolete and are in need of replacement;

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 have been requested in the FY2008 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, maintenance, and training of Point-of-Sale system cash registers, related software and equipment for Bookstore operations, Rockville Campus to MBS Systems, LLC, Columbia, Missouri, on a sole source basis, for a total price of \$72,189.

BKJ:abg

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

Agenda Item Number: _____
March 20, 2007

HONORARY DEGREE CANDIDATES

BACKGROUND

The Montgomery College Honorary Degree Program was approved and established by the College's Board of Trustees on October 16, 1995. Through this program, the Board has the opportunity to recognize individuals who have risen to a position of eminence, have acquired a national or international reputation in a selected field, hold a distinguished record of public and community service, or have made a notable donation of time, talent, or gift to Montgomery College, with an honorary degree.

RECOMMENDATION

It is recommended that the Board of Trustees select three honorary degree recipients to be awarded at the College's 2007 Commencement Ceremony.

BACK-UP INFORMATION

Board Resolution
List of Honorary Degree Recipients

RESOURCE PERSONS

Mr. Sears
Ms. Sullivan

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

Resolution Number: **07-03-032**
Adopted on: **03/20/07**

Agenda Item Number: _____
March 20, 2007

Subject: Honorary Degree Candidates

WHEREAS, the Montgomery College Board of Trustees established an Honorary Degree Program on October 16, 1995, to honor and recognize individuals who have risen to a position of eminence, have acquired a national or international reputation in a selected field, hold a distinguished record of public and community service, or have made a notable donation of time, talent, or gift to Montgomery College; and

WHEREAS, an honorary degree program increases the visibility of Montgomery College and its ability to formally recognize honorary speakers, contributors, philanthropists, and distinguished friends; and

WHEREAS, the Board of Trustees approves each recipient eligible to receive an honorary associate degree at commencements, convocations or other appropriate occasions; and

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

Resolved, That the Board of Trustees awards honorary degrees to Mr. Calvin R. Cafritz and Ms. Bernice G. Grossman at the Commencement Ceremony on May 18, 2007.

BKJ:abg

Montgomery College
Honorary Degree Recipients

| 2006 | |
|-----------------------------------|------------------------|
| The Honorable Margaret Spellings* | Mr. Donald Dworkin '62 |
| Ms. Sarah Silberman | Mr. Joshua Freeman |

| 2005 | |
|-----------------------|----------------------|
| Ms. Judy Woodruff* | Mr. Al Hunt* |
| Ms. Mary Jarvis | Mr. Anthony Natelli^ |
| Mr. Arthur P. Becker^ | |

| 2004 | |
|-------------------------|-------------------------|
| Mr. Clifford M. Kendall | Mrs. Camille E. Kendall |
| Mr. H. Patrick Swygert* | Mr. Charles A. Lyons |
| Mr. Richard S. Will | |

| 2003 | |
|--------------------|------------------------|
| Dr. John W. Diggs^ | Mrs. Hazel R. O'Leary* |
| Mr. Thomas E. Ladd | Mr. Paul L. Peck |

| 2002 | |
|--------------------------|-----------------------------------|
| Ms. Esther Newman | The Rev. Dr. T. J. Baltimore, Sr. |
| Mr. A. Mario Loiederman^ | Ms. Wendy Thompson* |

| 2001 | |
|------------------------|-------------------------------|
| Mr. John J. Fitzgerald | Dr. Freeman A. Hrabowski III* |
| Mrs. Nesse Godin | Mr. Roscoe R. Nix |

| 2000 | |
|------------------------|--------------------------|
| Dr. A. Lee Fritschler* | Reverend James C. Moone^ |
| Mr. Gordon Macklin | Mrs. Marilyn Macklin |

| 1999 | |
|----------------------------|-----------------------|
| Mr. Robert F. Costello III | Mr. Bernard I. Mills |
| Dr. Rex M. Ellis* | Dr. Robert E. Parilla |
| Mr. Joseph L. Herson | Dr. Paul L. Vance |

| 1998 | |
|-------------|--|
|-------------|--|

| | |
|-----------------------------|-----------------------------|
| Mrs. Ruth Y. Becker | Dr. Winifred King |
| Mr. Wallace H. Becker | Mr. Bob Levey* |
| Mr. Solomon Graham | Mr. Morgan Wootten |
| 1997 | |
| Mrs. Marian Wright Edelman* | Mrs. Betty Mae Kramer |
| Mrs. Martha Gudelsky | The Honorable Sidney Kramer |
| 1996 | |
| Mr. Milton (Sonny) Clogg | |

* = commencement speaker

^ = posthumous

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

Agenda Item Number: _____
March 20, 2007

APPROVAL OF AGREEMENT – COLLECTIVE BARGAINING AGREEMENT (AAUP)

BACKGROUND

Representatives of the Board of Trustees and the Montgomery College Chapter of the American Association of University Professors (AAUP) have reached agreement on modifications to the faculty collective bargaining agreement. The modifications reflect the items agreed to by the two negotiating teams through interest-based bargaining. The membership of the AAUP Chapter ratified the agreement on February 5, 2007.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution approving the amendments to the collective bargaining agreement; authorizing the Board Chair to execute a Memorandum of Agreement; and delegating to the President the authority and responsibility to implement and administer the agreement.

BACK-UP INFORMATION

Board Resolution
Letter of Settlement (Board members only)
Memorandum from Mr. Zarin, AAUP President, to Mr. Barrett, February 6, 2007 (Board members only)

RESOURCE PERSON(S)

Ms. Lawyer
Mr. Barrett

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

Resolution Number: **07-03-033**
Adopted on: **03/20/07**

Agenda Item Number: _____
March 20, 2007

Subject: Approval of Agreement – Collective Bargaining Agreement (AAUP)

WHEREAS, on May 17, 1982, the Board of Trustees authorized the Board Chair to execute the first Collective Bargaining Agreement between the Board of Trustees of Montgomery Community College (Board of Trustees) and the Montgomery College Chapter of the American Association of University Professors (AAUP Chapter); and

WHEREAS, since 1982 the Board of Trustees has authorized the Chair on several occasions to execute Memoranda of Settlement between the Board of Trustees and the AAUP Chapter which modified the original Collective Bargaining Agreement; and

WHEREAS, a Memorandum of Settlement which further modifies the Agreement, effective on the first day of the fiscal 2004 academic year, has been negotiated by teams representing the Board of Trustees and the AAUP Chapter; and

WHEREAS, on February 5, 2007, the members of the AAUP Chapter ratified the Letter of Settlement; and

WHEREAS, the Board negotiating team recommends approval of the Letter of Settlement by the Board; and

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

Resolved, That the Board of Trustees approves the amendments to the Collective Bargaining Agreement set forth in the attached Letter of Settlement; and be it further

Resolved, That the Board of Trustees authorizes the Chair to execute a Memorandum of Agreement between the Board of Trustees of Montgomery Community College and the Montgomery College Chapter of the American Association of University Professors; and be it further

Resolved, That the Board of Trustees delegates to the President of the College the responsibility and authority to implement and administer the amended Collective Bargaining Agreement and to further delegate responsibility for the implementation and administration of the Agreement to appropriate College staff.

Attachments: Letter of Settlement (Board members only)
Memorandum from Mr. Zarin, AAUP President, to Mr. Barrett,
February 6, 2007 (Board members only)

BKJ:abg