

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
May 21, 2007
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**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: _____
May 21, 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: **07-05-048**
Adopted on: **5/21/07**

Agenda Item Number: _____
May 21, 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 April 1, 2007, to and including April 30, 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

**MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS**

From and Including April 1, 2007, to and Including April 30, 2007

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Location
4/30/07	Diggs, Muriel L	Child Care Ctr Manager	I	Aux Services Child Care - RV
4/16/07	Linga, Manikya L	Instructional Asst/PT	G	Student Development TP/SS
			F	Business, Management & Info Sc
4/16/07	O'Banner, Mary K	Admin Aide		
4/30/07	Simpore, Asseto N	Blg Service Worker	A	Facilities Maintenance TP/SS
4/16/07	Startsman, Samuel J	Computer Support Spec	I	Information Technology RV

STAFF SEPARATIONS

4/21/07	Dae, Sally S	Instructional Asst	G	Business/Science/Math/Tech GT
4/16/07	Dullat, Ninder B	Senior IT Project Spec	K	Office of Info Tech
		Dir of Online Info & Dis Learn	P	
4/03/07	Fetzner, Marie M			Distance Learning

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	2	0	1	0	4
Male	1	0	0	0	0	1
TOTAL	2	2	0	1	0	5

STAFF SEPARATIONS: Ethnicity and Gender

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

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

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

Agenda Item Number: _____
May 21, 2007

**REQUEST FOR SUPPLEMENTAL APPROPRIATION
FY2007 CAPITAL BUDGET - KING STREET ART CENTER PROJECT**

BACKGROUND

This supplemental appropriation request is for \$1,800,000 to provide sufficient appropriation authority for contingency expenditures in the King Street Art Center Project. The source of funds is the College's Major Facilities Capital Projects Fund (MFCPF). The Board of Trustees authorized the establishment of this fund in June 2005 in order to support the capital improvement needs of the College. Under the terms of the Revenue Authority bond agreement for the King Street Art Center, excess funds can be transferred out of the Major Facilities Reserve Fund (MFRF) twice a year after the debt service obligations are met. The MFCPF currently has a balance of \$3,164,870 (5/8/07). The Montgomery College Foundation signed the construction contract for the renovation of the King Street Art Center in 2005, contingent on the successful sale of County Revenue Authority bonds which occurred in October 2005. The renovation started in late 2005. Discussions between the College and the Foundation led to designating a separate construction contingency for the King Street Art Center project, but additional appropriation authority is necessary to allow for the use of this fund.

In October 2005, the Board of Trustees approved a supplemental appropriation request for \$1,100,000 for this project from the MFCPF to provide sufficient appropriation authority to cover anticipated contingency needs. That request was forwarded to the County. However, at that time, the Council's Education Committee thought that the request was premature and asked that the College return when the funds were actually needed. The funds are needed at this time, including an additional \$800,000 for unforeseen conditions in the building, unanticipated site and utility issues, and other project items. Sufficient funds are available in the Major Facilities Capital Projects Fund as indicated above, but additional appropriation authority is needed to use them.

RECOMMENDATION

It is recommended that a request be submitted to the County Executive and the County Council for consideration in order to amend the College's approved FY2007 Capital Budget to approve a supplemental appropriation in the amount of \$1,800,000 from the College's Major Facilities Capital Projects Fund (no additional county funds required) for construction contingency expenses for the King Street Art Center project. Note: This building, the former Giant Bakery, was recently renamed "The Morris and Gwendolyn Cafritz Foundation Art Center".

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS:

Mr. Capp; Ms. Dimon; Mr. Moore; Mr. Sorrell

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

Resolution Number: **07-05-049**
Adopted on: **5/21/07**

Agenda Item Number: _____
May 21, 2007

Subject: Request for Supplemental Appropriation, FY2007 Capital Budget, King Street Art Center Project

WHEREAS, on June 20, 2005, by Board Resolution #05-75, the Board of Trustees approved the establishment of a Major Facilities Capital Projects Fund; and

WHEREAS, on May 25, 2006, by Council Resolution #15-1464, the County Council approved and appropriated \$55,780,000 for the FY2007 Montgomery College Capital Budget; and

WHEREAS, on June 19, 2006, by Board Resolution #06-06-069, the Board of Trustees approved the final adoption of the FY2007 Capital Budget for the College as amended and approved by the County Council; and

WHEREAS, the College and the Montgomery College Foundation have proceeded with the construction of the King Street Art Center project and desire the establishment of a separate construction contingency fund for the project; and

WHEREAS, the College desires to amend the FY2007 Capital Budget (King Street Art Center Project – PDF#046603) and provide for a supplemental appropriation of \$1,800,000 (no additional county funds required) from the fund balance in the College’s Major Facilities Capital Projects Fund; and

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

Resolved, That the Board amends the FY2007 Capital Budget (King Street Art Center Project – PDF#046603) to include a supplemental appropriation of \$1,800,000 (no additional county funds required) from the College’s Major Facilities Capital Projects Fund as a construction contingency for the King Street Art Center project; and be it further

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

BKJ:abg

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

Agenda Item Number: _____
May 21, 2007

**APPROVAL OF CHANGE ORDER FOR ELEVATOR CAB UPGRADES
COLLEGEWIDE ELEVATOR MODERNIZATION CONTRACT**

BACKGROUND

On April 17, 2006, by Board Resolution #06-04-034, the Board of Trustees awarded Quality Elevator Company, Inc., Bladensburg, Maryland, a \$1,316,519 contract for elevator improvements in seven (7) elevators in six (6) buildings at the Rockville and Takoma Park/Silver Spring (TP/SS) campuses. Improvements are being made to elevators in Rockville's Macklin Tower, Physical Education Building, Humanities Building, Science East Building, and Takoma Park/Silver Spring's Science South Building and Parking Garage. The scope of this deferred maintenance project included upgrading various mechanical and operational components of each elevator to bring them up to existing codes and standards. The bid also included a standard allowance for cab interiors and control panels. However, in looking at the available finish selections once the project was in progress, it was determined that the College required more rugged and vandal-resistant finishes and control panels than the standard options provided. For example, the elevator cab in the TP/SS Parking Garage will have stainless steel components because it has been subject to more vandalism and it is also more exposed to the weather than cabs in climate-controlled buildings.

Facilities staff requested a price proposal for heavier duty cab and panel finishes from Quality Elevator and discussed the costs and types of various finish options based on the level of durability required. The more durable finishes did not compromise the aesthetics of the new cabs. The final price for the selected finishes is \$119,833 which is acceptable for the type of finishes and amount of work involved. Future elevator modernizations will specify these upgraded finishes as a part of the base bid package. 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 – Elevator Modernization Project.

RECOMMENDATION

It is recommended that a change order with Quality Elevator Company, Inc., in the amount of \$119,833, be approved for more durable and vandal-resistant elevator cab finishes as a part of the Collegewide Elevator Modernization project.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS: Mr. Capp, Mr. Moore, Mr. Sorrell

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

Resolution Number: **07-05-050**
Adopted on: **5/21/07**

Agenda Item Number: _____
May 21, 2007

**Subject: Approval of Change Order, Elevator Cab Upgrades, Collegewide Elevator
Modernization Contract**

WHEREAS, on April 17, 2006, by Board Resolution #06-04-034, the Board of Trustees awarded a contract for \$1,316,519 to Quality Elevator Company Inc. (Contract 450), for elevator modernization work in six (6) buildings, for seven (7) elevators at the Rockville and Takoma Park/Silver Spring Campuses; and

WHEREAS, College staff determined that more rugged and vandal-resistant finishes should be provided in the elevator cabs in lieu of the standard finish option and the contractor was asked to submit a price proposal for this work; and

WHEREAS, Quality Elevator Company, Inc. submitted a price proposal and College staff and consultants have reviewed the options and pricing; and

WHEREAS, the Chief Facilities Officer recommends approval of a change order totaling \$119,833 for cab finish upgrades in seven (7) elevators; and

WHEREAS, the Chief Business Officer certifies that sufficient funds are available in the FY2007 Capital Budget Elevator Modernization project 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 the Board of Trustees approves a change order to the contract with Quality Elevator Company, Inc., Bladensburg, Maryland, (Contract 450) to provide for more durable and vandal-resistant elevator cab finishes in seven (7) elevators at the Rockville and Takoma Park/Silver Spring campuses in the amount of \$119,833; and be it further

Resolved, That the President of the College is authorized to sign the change order with Quality Elevator Company, Inc. on behalf of the Board of Trustees.

BKJ:abg

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

Agenda Item Number: _____
May 21, 2007

**EMERGENCY CONTRACT AWARD
REPAIR OF UNDERGROUND PIPE BREAKS, ROCKVILLE CAMPUS**

BACKGROUND

The Rockville Campus' underground utility distribution system experienced a break in the hot water distribution piping in early March after the freeze/thaw cycles of this past winter. The original distribution system for the Central Plant was replaced in phases beginning in 1990. A contractor familiar with the Campus piping systems, M&M Welding & Fabricators, Inc., was called in on an emergency basis to repair the break. As the contractor worked, additional breaks and leaks occurred in different sections of the Campus hot water distribution piping. Because M&M was already on site, with the appropriate equipment, they were authorized to continue with the repairs. The breaks resulted in the loss of both heating and domestic hot water to various Campus buildings. Because the initial repairs were over \$10,000, use of the College's Emergency Plant Maintenance and Repair Fund was authorized for this work. Additional breaks continued to occur in March and the total for repairs exceeded initial estimates. All emergency procurements over \$25,000 require Board of Trustees approval. The total estimated cost for repairs at the end of March was between \$80,000-100,000 for five (5) separate breaks and replacement of 100 feet of corroded steel air line. Repairs include cutting out the damaged sections of pipe and replacing them with new pipe and fill material. An additional leak was found the week of April 2. Since total actual costs are not known at the present time (mid-April), a not-to-exceed contract award of \$150,000 is requested. The source of funding for this work is the FY2007 Emergency Plant Maintenance and Repair Fund.

The piping had been installed in trenches with appropriate wrapping and fill material to inhibit deterioration. A consultant will be brought in to analyze the failure of the hot water piping. The resulting report will provide suggested corrective measures and estimates for additional repairs or replacement.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve a not-to-exceed contract award of \$150,000, on an emergency basis, to M&M Welding and Fabricators, Inc., Gaithersburg, Maryland, for repairs to the Rockville Campus underground hot water distribution system piping.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Capp
Mr. Moore
Ms. Wormack

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

Resolution Number: **07-05-051**
Adopted on: **05/21/07**

Agenda Item Number: _____
May 21, 2007

Subject: Emergency Contract Award, Repair of Rockville Campus Hot Water Distribution System Pipe Breaks

WHEREAS, the Chief Facilities Officer requested a contract, on an emergency basis, for repair of breaks in the Rockville Campus' Central Plant underground hot water distribution system piping among buildings on Campus; and

WHEREAS, the Chief Facilities Officer and the Director of Procurement affirm that an emergency existed in that repairs were necessary to maintain heating and domestic hot water to Campus buildings; and

WHEREAS, Board policy permits the formal bidding process to be dispensed with in the event of an emergency procurement; and

WHEREAS, M&M Welding & Fabricators, Inc., a contractor with knowledge of the Rockville Campus Central Plant systems was available to perform these repairs and had the appropriate equipment and M&M was directed to continue to work as additional breaks occurred throughout the month of March and early April; and

WHEREAS, the Chief Business Officer certifies that funds are available for this work in the FY2007 Emergency Plant Maintenance and Repair Fund; and

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

Resolved, That a contract for providing all labor, equipment and materials, on an emergency basis, for repairs to the Rockville Campus Central Plant underground hot water distribution system piping be awarded to M& M Welding and Fabricating, Inc., Gaithersburg, Maryland, at a cost not to exceed \$150,000.

BKJ:abg

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

Agenda Item Number: _____
May 21, 2007

**AWARD OF CONTRACT
SITE AND LANDSCAPE IMPROVEMENTS
CAMPUS CENTER BUILDING, ROCKVILLE CAMPUS
BID NO. 607-012**

BACKGROUND

The area around the Campus Center building on the Rockville Campus requires improved handicap access, site drainage, walkways, masonry, and landscaping. The existing ramped entrance to the west side of Campus Center is too narrow to accommodate modern electric wheelchairs and the landing at the top of the ramp is too short to allow wheelchair bound individuals to comfortably maneuver through this busy entrance to the bookstore. This project will improve access to the ramp in accordance with current Americans with Disabilities Act (ADA) standards. It will also replace badly deteriorated concrete sidewalks and utility trench covers in the immediate vicinity. Additionally, this project will replace two deteriorated trench drains outside the Central Receiving warehouse area, rebuild a collapsed brick wall that screens trash and recycling containers, and improve the surrounding landscaping to enhance the aesthetics of this major pedestrian entrance to the inner campus from the north parking lots.

Project specifications were prepared by an engineering consultant and Facilities staff. The project was advertised for bid on March 26, 2007. Bids were opened in the Office of Procurement on April 12, 2007, and four (4) bids were received ranging from \$241,500 to \$419,000. The estimated cost of this project was \$300,000. The bid also provided for unit prices for additional work, such as sidewalk replacement. An additional amount of not-to-exceed \$100,000 will be added to the base contract award to provide the opportunity to replace more of the deteriorated sidewalks on campus. Sufficient funds are available in the FY2007 Capital Budget for all of this work. 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 \$341,500, which includes a not-to-exceed amount of \$100,000 for additional sidewalk replacement based on unit prices provided in the bid, be made to Arthur Construction Company, Inc., Dulles, Virginia as the recommended low bidder for the Campus Center Site and Landscape Improvements project on the Rockville Campus.

BACK-UP INFORMATION

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

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

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **07-05-052**

Adopted on: **5/21/07**

Agenda Item Number: _____

May 21, 2007

Subject: Award of Contract, Site and Landscape Improvements, Campus Center

Building, Rockville Campus, Bid No. 607-012

WHEREAS, the Chief Facilities Officer requests approval of a contract for site and landscape improvements which includes upgraded handicap access, improved site drainage, new sidewalks and masonry screen walls at the Campus Center building on the Rockville Campus; and

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

WHEREAS, pursuant to Md. (Educ.) Ann. Sec. 16-311, invitations to bid were publicly advertised on March 26, 2007, in the *Baltimore Sun*, the *Washington Post*, and the *Washington Examiner*; listed by two (2) reporting agencies; and posted on the Montgomery College Procurement Web site, two State of Maryland Web sites, and the Montgomery County Web site; and

WHEREAS, fifty-three (53) firms received bid documents, and four (4) bids for this project were received in the Office of Procurement and were publicly opened, read aloud, and recorded beginning at 3:00 p.m. local time on April 12, 2007; and

WHEREAS, after analysis of the bids, it was determined that the low bid of \$241,500 submitted by Arthur Construction Company, Inc., Dulles, Virginia, meets all College specifications and is therefore the responsive bid; and

WHEREAS, unit price bids were also taken for various work including sidewalk replacement and an additional amount, not to exceed \$100,000 will be added to the base bid for this purpose; and

WHEREAS, Board approval is required for competitive sealed bids valued above \$100,000; and

WHEREAS, the Chief Business Officer certifies that funds are available in the FY2007 Capital Budget to enable the College to award the contract as recommended; and

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

Resolved, That a contract for providing all necessary materials, labor, equipment, and insurance for site and landscape improvements for the Campus Center building on the Rockville Campus be awarded to Arthur Construction Company, Inc., Dulles, Virginia, at the firm's base bid price of \$241,500, plus a not-to-exceed amount of \$100,000, for additional sidewalk replacement based on unit prices in the bid, for a total award of \$341,500; and be it further

Resolved, That the President is authorized to sign the contract on behalf of the Board of Trustees.

BKJ:abg

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

Agenda Item # _____
May 21, 2007

AWARD OF CONTRACT, STREET SWEEPER, BID NO. 407-014

BACKGROUND

The Chief Facilities Officer has requested a contract award for the purchase of a street sweeper manufactured by Tymco Products for the Rockville Campus. Consistent with College Goal IV, to create physical, social, and working environments that facilitate varied aspects of learning, staff determined that purchasing a street sweeper would contribute to an improved physical environment. A street sweeper would enhance the campus aesthetics and is more economical than hiring outside contractors for debris removal. Several products were evaluated with important consideration given to meeting County noise maintenance requirements and the environmental impact on the bordering residential communities. The Regenerative Air Street Sweeper, manufactured by Tymco Products, Model 435, was selected as the most compatible product meeting College requirements.

On March 7, 2007, a solicitation was issued for the purchase of a Tymco Model 435 Street Sweeper. On March 18, 2007, six (6) responses were received including one no bid (1) and one (1) bid that was declared non-responsive. The bid submitted by Truck Enterprises Hagerstown Inc., Hagerstown, Maryland, meets College requirements and is therefore the lowest responsible bid. References of the lowest bidder were affirmative. The total purchase price is \$104,540. Competitive sealed bids valued above \$100,000 require Board approval.

RECOMMENDATIONS

It is recommended that the Board of Trustees award a contract for the purchase of a Tymco Model 435 Regenerative Air Street Sweeper from Truck Enterprises Hagerstown Inc, Hagerstown, Maryland, for a total purchase price of \$104,540.

BACK-UP INFORMATION

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

RESOURCE PERSONS

Mr. Capp
Mr. Moore
Mr. Tarver
Ms. Wormack

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

Resolution Number: **07-05-053**
Adopted on: **5/21/07**

Agenda Item # _____
May 21, 2007

Subject: Award of Contract, Street Sweeper, Bid No. 407-014

WHEREAS, the Chief Facilities Officer has requested a contract award for the purchase of a street sweeper, manufactured by Tymco Products for the Rockville Campus; and

WHEREAS, consistent with the College Goal IV for creating physical, social and working environments that facilitate varied aspects of learning the purchase of a street sweeper improves campus aesthetics and is more economical; 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 Operating Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), invitations to bid were publicly advertised in a County newspaper on March 7, 2007, and posted on the College Procurement, Montgomery County, and State of Maryland websites, mailed to eight (8) vendors, and downloaded by fifteen (15) vendors; six (6) responses, including two (1) no bid and one (1) bid declared non-responsive, were received, read, and recorded, beginning at 3:00 p.m. on March 28, 2007; and

WHEREAS, upon evaluation it was determined that the lowest bid submitted by Truck Enterprises Hagerstown Inc., Hagerstown, Maryland meets College requirements; and is therefore the lowest, responsible bidder; and

WHEREAS, awards resulting from competitive sealed bids valued above \$100,000 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 to purchase a regenerative street sweeper, manufactured by Tymco Products, Model 435 be awarded to Truck Enterprises Hagerstown Inc., Hagerstown, Maryland for a total purchase price of \$104,540.

BKJ:abg

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

Agenda Item # _____
May 21, 2007

AWARD OF CONTRACT, COMPUTER DISPOSAL SERVICES, BID NO. 507-026

BACKGROUND

The Chief Information Officer has requested a contract for the purchase of computer disposal services since the current contract will expire May 31, 2007. Information Technology is charged with operating and providing support for over 8,000 desktop computers across three campuses and off-site locations. On average, the College retires approximately 2,500 pieces of computer equipment yearly. In support of College Goal IV to create physical, social, and working environments that facilitate varied aspects of learning, computer disposal services are needed to remove retired and obsolete information technology equipment from campus buildings and facilities on an ongoing basis. Computer disposal service providers must ensure: (1) that College proprietary information is removed; (2) environmental conditions are satisfied in the removal and surplus process; (3) industry standards certifications are met; and (4) the College is indemnified fully from any privacy or legislative compliance risk.

On January 31, 2007, a solicitation was issued for the purchase of computer disposal services. Seven (7) responses were received including three (3) no bids. Three (3) responses were declared non-responsive since their bids did not meet mandatory requirements. Responses were evaluated by Information Technology staff in accordance with established criteria. Intechra LLC, Gahanna, Ohio was the highest ranked and only bidder meeting College requirements and is therefore the lowest, responsible bid. References of the lowest bidder were affirmative. The annual estimated cost is \$80,000 depending upon disposal of equipment. Competitive sealed proposals valued above \$25,000 require Board approval.

RECOMMENDATIONS

It is recommended that the Board of Trustees award a contract for the purchase of computer disposal services to Intechra LLC, Gahanna, Ohio, beginning June 1, 2007, for a one-year term, for an annual estimated cost of \$80,000, dependent upon actual usage. It is further recommended that the contract be renewed for four (4) 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
Bid Summary (Board members only)
Bidders List (Board members only)

RESOURCE PERSONS

Mr. Leurig
Mr. Moore
Mr. Paul
Ms. Wormack

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

Resolution Number: **07-05-054**
Adopted on: **5/21/07**

Agenda Item # _____
May 21, 2007

Subject: Award of Contract, Computer Disposal Services, Bid No. 507-026

WHEREAS, the Chief Information Officer has requested a contract award for the purchase of computer disposal services since the current contract expires May 31, 2007; and

WHEREAS, in support of College Goal IV to create physical, social, and working environments that facilitate varied aspects of learning, computer disposal services ensure that retired and obsolete information technology equipment is removed from campus buildings and facilities on an ongoing basis; 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 Operating Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), invitations to bid were publicly advertised in a County newspaper on January 31, 2007, and posted on the College Procurement, Montgomery County, and State of Maryland websites, mailed to two (2) vendors, and downloaded by ninety-one (91) vendors; seven (7) responses, including three (3) no bids and three (3) bids declared non-responsive, were received, read, and recorded, beginning at 3:00 p.m. on March 7, 2007; and

WHEREAS, upon evaluation it was determined that the proposal submitted by Intechra LLC, Gahanna, Ohio meets College requirements; and is therefore the highest ranked, 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 to purchase computer disposal services be awarded to Intechra LLC, Gahanna, Ohio, beginning June 1, 2007, for a one-year term, for an annual estimated amount of \$80,000 depending upon usage; and be it further

Resolved, That the contract be renewed for four (4) 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

BKJ:abg

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

Agenda Item # _____
May 21, 2007

**AWARD OF CONTRACT, INTEGRATED PEST MANAGEMENT PROGRAM SERVICES,
BID NO. 507-029**

BACKGROUND

The Chief Facilities Officer has requested a contract award for the purchase of the Integrated Pest Management Services program since the current contract will expire June 30, 2007. An Integrated Pest Management (IPM) program is a pest control management plan adopted by all three campuses. The IPM program enhances campus facilities in support of the College's Goal IV, to create physical, social, and working environments that facilitate learning. The IPM plan assists staff with monitoring and control practices. Control practices in an IPM program extend beyond the application of pesticides to include structural and procedural modifications that establish physical barriers to pests, and to reduce food, water, and harborage available to them.

On February 28, 2007, a solicitation was issued for IPM program services. Eight (8) responses were received on March 13, 2007. All responses were reviewed, evaluated, and ranked based on established criteria. Western Pest Services, Gaithersburg, Maryland was the highest ranked vendor meeting College requirements. References of the highest ranked vendor were affirmative. The total annual price for all services is a not-to-exceed amount of \$29,000. 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 the purchase of Integrated Pest Management program services to Western Pest Services, Gaithersburg, Maryland, beginning July 1, 2007, for a one-year term, for a not-to-exceed amount of \$29,000. It is further recommended that the contract be renewed for four (4) 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
Bid Summary (Board members only)
Bidders List (Board members only)

RESOURCE PERSONS

Mr. Wirth
Mr. Tarver
Mr. Stanley
Mr. Moore
Ms. Wormack

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

Resolution Number: **07-05-055**
Adopted on: **05/21/07**

Agenda Item # _____
May 21, 2007

Subject: Award of Contract, Integrated Pest Management Services, Bid No. 507-029

WHEREAS, the Chief Facilities Officer has requested a contract award for the purchase of Integrated Pest Management program services since the current contract expires June 30, 2007; and

WHEREAS, an Integrated Pest Management program enhances the campus and supports the College Goal IV to create physical, social, and working environments that facilitate varied aspects of learning; 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 Operating Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), invitations to bid were publicly advertised in a County newspaper on February 28, 2007, and posted on the College Procurement, Montgomery County, and State of Maryland websites, mailed to two (2) vendors, and downloaded by twenty-nine (29) vendors; eight (8) responses, were received, read, and recorded, beginning at 3:00 p.m. on March 13, 2007; and

WHEREAS, upon evaluation it was determined that the proposal submitted by Western Pest Services, Gaithersburg, Maryland meets College requirements and is therefore the highest ranked, 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 to purchase integrated pest management services be awarded to Western Pest Services, Gaithersburg, Maryland, beginning June 2007, for a one-year term, for an annual not-to-exceed amount of \$29,000; and be it further

Resolved, That the contract be renewed for four (4) 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.

BKJ:abg

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

Agenda Item Number: _____
May 21, 2007

**SOLE SOURCE AWARD OF CONTRACT, ADDITIONAL LANGUAGE LEARNING SYSTEM
LICENSES AND EQUIPMENT IN SUPPORT OF FOREIGN LANGUAGE AND AMERICAN
ENGLISH LANGUAGE PROGRAM (AELP) COURSES**

BACKGROUND

The Instructional Dean, Humanities, Social Sciences and Education, Germantown Campus has requested a contract for the purchase of additional language learning system licenses for the foreign language and the American English Language Program (AELP) courses that support student-centered learning, on a sole source basis. On February 20, 2006, the Board of Trustees approved a contract award for language learning system licensed software for the Rockville Campus language labs to ASC Direct, on a sole source basis. ReLANPro, the recommended software product, is a digital computer system that will enhance computer-assisted learning for students in foreign language courses as well as American English Language Program courses beginning in the fall 2008. Students will have greater access to instructional materials for use both in-class and outside of the classroom. The ReLANPro product will also allow for the storage and retrieval of materials on digital devices, real time feedback for students on assignments, inter-active pairing exercises and activities, and access to other web-based resources used in class. All of these functions will support and enhance the academic goals of the AELP and foreign language programs and are consistent with College Goals I and IV, to maximize access, retention, and success in a learning-centered culture; identify and maintain multiple pathways of access to higher education and to alternate instructional delivery; create physical, social, and working environments that facilitate varied aspects of learning; and plan, build, and maintain facilities to accommodate student, faculty, staff, instructional, laboratory, and special event needs. A sole source procurement is justified since this product is a proprietary licensed product and no other product will meet College needs. The total price for the purchase, delivery, installation, and licenses is \$45,000.

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract for the purchase, delivery, installation, and license of additional ReLANPro language learning system licenses and equipment to ASC Direct, Inc., dba New Wave Computer Classrooms, Inc., Marshfield, Missouri, on a sole source basis, for a total price of \$45,000. It is further recommended that a maintenance contract be renewed from year-to-year as long as the need exists, under the same terms and conditions, provided funding is available, service is satisfactory, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Hawkins; Mr. Moore; Ms. Wormack

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

Resolution Number: **07-05-056**
Adopted on: **05/21/07**

Agenda Item Number: _____
May 21, 2007

Subject: Sole Source Award of Contract, Additional Language Learning System Licenses and Equipment in Support of Foreign Language and American English Language Program (AELP) Courses

WHEREAS, the Instructional Dean, Humanities, Social Sciences and Education, Germantown Campus has requested a contract for the purchase of additional language learning system licenses for the foreign language and the American English Language Program (AELP) courses that support student-centered learning, on a sole source basis; and

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

WHEREAS, the Director of Procurement affirms that the sole source request is justified since the language learning system is a proprietary licensed product and no other product will meet College needs; and the Chief Business Officer certifies that funds are available in the FY2007 Operating Budget; and

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

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

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

Resolved, That a contract be awarded for the purchase, delivery, installation, license, and maintenance of the ReLANPro language learning system for foreign and sign language courses at the Rockville Campus, to ASC Direct, Inc., dba New Wave Computer Classrooms, Inc., Marshfield, Missouri, on a sole source basis, for a total price of \$45,000; and be it further

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

BKJ:abg

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

Agenda Item Number: _____
May 21, 2007

**PROPOSAL FOR NAMING
THE CHARLENE R. NUNLEY STUDENT SERVICES CENTER
ON THE TAKOMA PARK/SILVER SPRING CAMPUS**

BACKGROUND

Dr. Charlene R. Nunley was named Montgomery College's sixth president in 1999, following a nationwide search. She originally joined the College in 1979 and served previously in a variety of capacities, including executive vice president and chief administrative officer. As president, Dr. Nunley has helped to launch Montgomery College into the top five community colleges nationally, in private fundraising. She has overseen the College during a decade of continuous enrollment growth, led the effort to secure State and County support and funding for the current major expansion of the Takoma Park/Silver Spring Campus. She also secured additional land and public support for the development of a new bioscience education center and science/technology business park on the Germantown Campus, and began the planning for a new science center and other facilities on the Rockville Campus.

Dr. Nunley is an active leader in the Maryland Association of Community Colleges, serving on both its board of directors and as vice chair of the Maryland Community College Chief Executives Officers. She is one of only two community college members on the board of directors of the American Council on Education, and served on the Advisory Committee of Presidents of the Association of Community College Trustees from 2003-2005.

In 2005, Dr. Nunley was named to the U.S. Secretary of Education's new Commission on the Future of Higher Education. Dr. Nunley is one of 19 education, business, and government leaders appointed to the commission formed by U.S. Secretary of Education Margaret Spellings.

Dr. Nunley was honored last year as the Association of Community College Trustees' 2005 Northeast Region Chief Executive Officer of the Year and has earned various other accolades while serving as president of Montgomery College.

RECOMMENDATION

It is recommended that the Montgomery College Board of Trustees approve the proposed resolution to name the Student Services Center at the Montgomery College Takoma Park/Silver Spring Campus as The Charlene R. Nunley Student Services Center.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Sears Ms. Moore

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

Resolution Number: **07-05-057**
Adopted on: **5/21/07**

Agenda Item Number: _____
May 21, 2007

**Subject: Proposal for Naming The Charlene R. Nunley Student Services Center
on the Takoma Park/Silver Spring Campus**

WHEREAS, in accordance with Montgomery College Policy 74001, the Board of Trustees shall approve the naming of rooms, areas within and outside of buildings, Institutes, Centers, and special programs; and

WHEREAS, upon approval by the Board of Trustees, these areas may also be named for individuals, businesses, foundations, or families who have had a significant impact on the College; and

WHEREAS, in carrying out such a policy the Board of Trustees shall take into account the level of contributions of the individual to the College; and

WHEREAS, Dr. Charlene R. Nunley has been a phenomenal leader of the College as president during the past eight years; and

WHEREAS, Dr. Nunley has helped to launch Montgomery College into the top five community colleges nationally, in private fundraising; and

WHEREAS, Dr. Nunley has overseen the College during a decade of continuous enrollment growth, led the effort to secure State and County support and funding for the current major expansion of the Takoma Park/Silver Spring Campus; and

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

Resolved, That the Board of Trustees approves the naming of the Student Services Center at the Montgomery College Takoma Park/Silver Spring Campus as The Charlene R. Nunley Student Services Center in recognition of Dr. Nunley's contributions to significantly enrich students' educational opportunities and experiences at Montgomery College.

BKJ:abg

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

Agenda Item Number: _____
May 21, 2007

MODIFICATION OF AGREEMENT - COLLECTIVE BARGAINING AGREEMENT (AFSCME)

BACKGROUND

Representatives of the Board of Trustees and Local 2380 of the American Federation of State, County and Municipal Employees, AFL-CIO, (AFSCME) have reached agreement on modifications to the bargaining staff collective bargaining agreement. The membership of Local 2380 ratified the modifications on March 21, 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
Modification Agreement Letter (Board members only)
Memorandum from Ms. Liz Brandenburg AFSCME President Local 2380, to Mr. Barrett, March 23, 2007 (Board members only)

RESOURCE PERSON(S)

Ms. Lawyer
Mr. Barrett

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

Resolution Number: **07-05-058**
Adopted on: **5/21/07**

Agenda Item Number: _____
May 21, 2007

Subject: Modification of Agreement – Collective Bargaining Agreement (AFSCME)

WHEREAS, on June 16, 1998, 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 Federation of State, County and Municipal Employees, AFL-CIO, Local 2380 (AFSCME); and

WHEREAS, the Board of Trustees has authorized the Chair to execute a Memorandum of Agreement between the Board of Trustees and AFSCME which modifies the original Collective Bargaining Agreement; and

WHEREAS, a Modification of Agreement Letter which modifies the Agreement, effective on the first day of the fiscal 2007 fiscal year, has been agreed on by representatives of the Board of Trustees and AFSCME; and

WHEREAS, on March 21, 2007, the membership of AFSCME Local 2380 approved the modifications; and

WHEREAS, the Board representatives recommend approval of the Modification Agreement 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 modification to the Collective Bargaining Agreement set forth in the attached Modification of Agreement Letter; and be it further

Resolved, That the Board of Trustees authorizes the Chair to execute a Memoranda of Agreement between the Board of Trustees of Montgomery Community College and the American Federation of State, County and Municipal Employees, AFL-CIO, Local 2380; and be it further

Resolved, That the Board of Trustees delegates to the President 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: Modification of Agreement Letter (Board members only)
Memorandum from Ms, Liz Brandenburg, President AFSCME Local 2380, to Mr. Barrett March 23, 2007 (Board members only)

BKJ:abg

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

Agenda Item Number: _____
May 21, 2007

BOARD OF TRUSTEES SCHEDULE OF MEETINGS FOR FY2008

BACKGROUND

The Maryland Open Meetings Act is based on the General Assembly's policy determination in favor of open decision-making by governmental bodies. It is essential to the maintenance of a democratic society that, except in special and appropriate circumstances: (1) public business be performed in an open and public manner; and (2) citizens be allowed to observe the performance of public officials and the deliberations and decisions that the making of public policy involves. In addition, Montgomery College Board of Trustees Bylaws states that the Board shall give reasonable advance notice of its open meetings. The notice shall be in writing and shall include the date, time, and place of the meeting and shall be publicized by posting to the Board's website and any other method reasonably designed to give public notice.

RECOMMENDATION

It is recommended that the Board adopt the attached schedule of meetings for FY2008.

BACK-UP INFORMATION

Board Resolution
Montgomery College Board of Trustees Schedule of Meetings for FY2008

RESOURCE PERSON

Ms. Graham

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

Resolution Number: **07-05-059**
Adopted on: **5/21/07**

Agenda Item Number: _____
May 21, 2007

Subject: Board of Trustees Schedule of Meetings for FY2008

WHEREAS, the Maryland Open Meetings Act is based on the General Assembly's policy determination in favor of open decision-making by governmental bodies. It is essential to the maintenance of a democratic society that, except in special and appropriate circumstances: (1) public business be performed in an open and public manner; and (2) citizens be allowed to observe the performance of public officials and the deliberations and decisions that the making of public policy involves; and

WHEREAS, Montgomery College Board of Trustees Bylaws states that the Board shall give reasonable advance notice of its open meetings; and

WHEREAS, the notice shall be in writing and shall include the date, time, and place of the meeting and shall be publicized by posting to the Board's website and any other method reasonably designed to give public notice; and

WHEREAS, attached to this resolution is a Schedule of Meetings for FY2008 that includes meetings with various constituent groups of the College, and those meetings may be changed based on availability; and

WHEREAS, the public will be notified of any change in meeting dates in accordance with the Board of Trustees Bylaws and the Maryland Open Meetings Act; and

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

Resolved, That the Board of Trustees adopts the attached Schedule of Meetings for FY2008.

Attachment

BKJ:abg

BOARD OF TRUSTEES SCHEDULE OF MEETINGS FOR FY2008

<u>Date</u>	<u>Meeting</u>	<u>Activity</u>	<u>Location</u>
JUL & AUG	No Meetings		
SEP 05	Board Officers		Teleconference
SEP 11 (Tue)	Executive Session & FY09 Capital Budget Work Session	Dinner with Staff Senate	Central Administration
SEP 17	Regular Business Meeting		Rockville Campus
OCT 01	Board Officers		Teleconference
OCT 15	Executive Session Regular Business Meeting & Presentation of Proposed FY09 Capital Budget		Takoma Park Campus Takoma Park Campus
NOV 01 & 02	Fall Retreat	Dinner with Foundation Board	TBD
NOV 05	Board Officers		Teleconference
NOV 12	Executive Session	Dinner with Faculty Governance	Central Administration
NOV 19	Regular Business Meeting w/Adoption of FY09 Capital Budget		Germantown Campus
DEC03	Board Officers		Teleconference
DEC10	Executive Session Regular Business Meeting & Presentation of Proposed FY09 Operating Budget		Central Administration Central Administration
JAN07	Board Officers		Teleconference
JAN14	Executive Session & FY09 Operating Budget Work Session		Central Administration
JAN22 (Tue)	Public Hearing – Proposed FY09 Operating Budget		Central Administration
	Regular Business Meeting w/Adoption of FY09 Operating Budget		Central Administration
JAN24 (Thur)*	Review/Possible Adoption of Proposed FY09 Operating Budget		Central Administration
FEB04	Board Officers		Teleconference
FEB 19 (Tue)	Executive Session Regular Business Meeting (WD&CE Annual Report)		Central Administration Central Administration
MAR 03	Board Officers		Teleconference
MAR 11 (Tue)	Executive Session		Central Administration
MAR 17	Regular Business Meeting		Central Administration
APR 07	Board Officers		Teleconference
APR 21	Executive Session Regular Business Meeting w/Tuition Actions		Central Administration Central Administration
APR 29		Dinner with Students	Central Administration
MAY 05	Board Officers		Teleconference
MAY 16	Commencement		
MAY 19	Executive Session		Central Administration
	Regular Business Meeting		
JUN 02	Board Officers		Teleconference
JUN 05 & 06	Spring Retreat/Executive Session		TBD
JUN 16	Regular Business Meeting & Implementation of FY09 Cap. Budget		Central Administration
JUN 23		Dinner with Foundation Board	TBD

Note: * = if needed date

All **Regular Business Meetings** are held in the Trustee Board Room, Central Administration, 900 Hungerford Drive, Rockville Maryland, except where noted.

