

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
June 18, 2007**

INDEX OF BOARD RESOLUTIONS

<u>Board Resolution#</u>		<u>Pages</u>
07-06-060	Retirement of Ms. Kristine E. Morgan	3
07-06-061	Retirement of Kenneth W. Barrett	4
07-06-062	Retirement of Mr. David W. Edgerley	5
07-06-063	Retirement of Dr. Christina L. Bell	6
07-06-064	Retirement Recognition and Award of Silver Medallion to Dr. Donald Day	7-8
07-06-065	Award of Bronze Medallion to Ms. Vanessa Coleman	9-10
07-06-066	Award of Silver Medallion to Dr. Robert Shoenberg	11-12
07-06-067	Retirement Recognition and Award of Gold Medallion to Dr. Charlene Nunley	13-15
07-06-068	Recognition of Summer Dinner Theater Faculty and Staff	16-17
07-06-069	Personnel Action Report	18-22
07-06-070	Approval of Change Order, HVAC Unit Replacement, Science North Building, Takoma Park/Silver Spring Campus	23-24
07-06-071	Approval of Change Order, Site and Landscape Improvements, Campus Center Building Rockville Campus	25-26
07-06-072	Award of Contract, Signage Installation, East Campus Garage, Takoma Park/Silver Spring Campus	27-28
07-06-073	Award of Contract, Printing Services for Newsprint Publications	29-30
07-06-074	Award of Contract, Roof Replacement, Rockville Campus	31-32
07-06-075	Award of Contract, Roof Replacement, Science North Building, Takoma Park/Silver Spring Campus	33-34
07-06-076	Award of Contract, Photocopier Rental and Services	35-36
07-06-077	Sole Source Award of Contract, Bob Newhart Robert E. Parilla Performing Arts Center Guest Artist Series	37-39
07-06-078	Award of Contract, Information Technology Systems Consultant Services	40-41
07-06-079	Award of Contract, Information Technology Solutions Provider Services and Maintenance	42-44
07-06-080	Sole Source Award of Contract, Novell Net Services Software and Additional Services	45-46
07-06-081	Sole Source Award of Contract, Information Technology Project Management Software Upgrade	47-48

07-06-082	Amendment to Sole Source Award of Contract, Course Scheduling Assistant Software	49-50
07-06-083	Final Adoption of theFY2008 Capital Budget	51-53
07-06-084	FY2008 Capital Budget State Aid Petitions	54-58
07-06-085	Final Adoption of FY2008 Current Fund and Special Funds Budgets	59-61
07-06-086	Non-Bargaining Associate and Support Staff General Salary Adjustment for FY2008	62-63
07-06-087	Salary Schedule for Non-Bargaining Administrative, Associate and Support Staff for FY2008	62-65
07-06-088	Non-Bargaining Administrative, Associate and Support Staff Salary Merit Adjustment for FY2008	66
07-06-089	Special Recognition and Outstanding Service Awards for FY2008	67
07-06-090	Non-Bargaining Associate and Support Staff Shift Differential for FY2008	68
07-06-091	Part-Time Faculty Pay Structures and Rates for FY2008	69-71

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

Resolution Number: **07-06-060**
Adopted on: **6/18/07**

Agenda Item Number:
June 18, 2007

Subject: Retirement of Ms. Kristine E. Morgan

WHEREAS, Ms. Kristine (Kris) Morgan served Montgomery College with dedication and distinction for 20 years and retired as of February 1, 2007; and

WHEREAS, In her latest capacity as Program Assistant for Workforce Development & Continuing Education in the Business, Information Technology, and Safety unit (2000 – 2007), Ms. Morgan contributed significantly to the enhancement of operational processes through the creation and maintenance of a database for contract training; and

WHEREAS, while serving as both full-time staff and occasionally faculty in the Information Technology Institute and the Business, Information Technology, and Safety unit, Kris projected a positive and service-oriented image, as well as effective and proactive problem-solving skills; and

WHEREAS, she received an Outstanding Service Award in 2006 in recognition of her sustained outstanding performance and exemplary work with contract training; and

WHEREAS, Ms. Morgan began as a student intern and Security Officer (1987 – 2000) in the Office of Security at the Takoma Park/Silver Spring Campus; and

WHEREAS, during the course of her College career, she received many letters of praise and appreciation for her professionalism and outreach to the College community; and

WHEREAS, the President of the College recommends this public recognition of Ms. Morgan 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. Kristine E. Morgan for her valuable contributions and service to the College, and also extend to her their best wishes for many happy and productive retirement years; and be it further

Resolved, that this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of the resolution be presented to Ms. Kristine E. Morgan.

BKJ:abg

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

Resolution Number: **07-06-061**
Adopted on: **6/18/07**

Agenda Item Number:
June 18, 2007

**Subject: Retirement Recognition and Award of Emeritus Status to
Mr. Kenneth W. Barrett**

WHEREAS, Mr. Kenneth W. Barrett has served Montgomery College as the Director of Employee and Labor Relations for ten years and will retire on June 30, 2007; and

WHEREAS, during his tenure, Mr. Barrett has helped to ensure a viable and professional learning atmosphere for the students of Montgomery College by building positive relationships with bargaining and non-bargaining representatives alike; and

WHEREAS, his non-adversarial and collaborative approach to collective bargaining has facilitated unprecedented long-term agreements between the College and both the faculty and the staff collective bargaining units; and

WHEREAS, Mr. Barrett's objective and "preventative maintenance" approach with regard to employee relations issues, has helped to maintain positive working relationships between supervisors and employees; and

WHEREAS, his efforts to promote open communication in favor of immediate problem resolution have resulted in a phenomenally low number of formal disputes from the College's workforce; and

WHEREAS, in recognition of his exceptional service, Mr. Barrett was awarded an Outstanding Service Award in 1998; and

WHEREAS, the Board of Trustees' policy provides that "All administrative staff who retire with a minimum of ten years service as an administrator with Montgomery College shall be designated administrator emeritus/emerita with appropriate title, subject to approval of the Board of Trustees"; and

WHEREAS, the Chief Human Resources Officer, the Executive Vice President for Administrative and Fiscal Services, and the President of the College recommend this public recognition of Mr. Barrett on the occasion of his retirement; now therefore be it

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

Resolved, That Mr. Kenneth Barrett be granted the status of Director of Employee and Labor Relations Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Mr. Kenneth W. Barrett.

BKJ:abg

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **07-06-062**
Adopted on: **6/18/07**

Agenda Item Number:
June 18, 2007

Subject: Retirement Recognition and Award of Emeritus Status to Mr. David W. Edgerley

WHEREAS, Mr. David W. Edgerley served Montgomery College as a special assistant to the former College president for eleven years prior to his retirement on January 31, 2007; and

WHEREAS, while serving as Special Assistant to the President, he also served as the County's Economic Development Coordinator in fulfillment of a partnership between the Montgomery County Government and the College Board of Trustees; and

WHEREAS, by performing in a dual capacity, Mr. Edgerley helped to strengthen the College's role in economic development and business planning by highlighting the institution's role in educating and training a substantial segment of the County's workforce; and

WHEREAS, his commitment to the unique partnership between Montgomery College and the County not only helped to promote the importance of higher education, it helped to enhance the County's economic development efforts in furtherance of the economic vitality of the community and its mission; and

WHEREAS, in his role as an advocate for both Montgomery College and County economic development, he proposed and helped plan the creation of a bioscience and technology business park at the Germantown Campus, one of the first such parks in the nation; and

WHEREAS, Mr. Edgerley also proposed and helped obtain County funding for the lease/purchase of a building adjoining this business park that will contain Montgomery College classrooms and offices, and business incubators, again creating one of the first such joint uses of a building nationally; and

WHEREAS, the Board of Trustees' policy provides that "All administrative staff who retire with a minimum of ten years service as an administrator with Montgomery College shall be designated administrator emeritus/emerita with appropriate title, subject to approval of the Board of Trustees"; and

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

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. David W. Edgerley for his contributions to the College, and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Mr. David W. Edgerley be granted the status of Special Assistant to the President Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Mr. David W. Edgerley.

BKJ:abg

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

Resolution Number: **07-06-063**
Adopted on: **6/18/07**

Agenda Item Number:
June 18, 2007

Subject: Retirement Recognition for Dr. Christina L. Bell

WHEREAS, Dr. Christina Bell retired on November 18, 2006, after nine years of service to the College; and

WHEREAS, Dr. Bell was an innovative, knowledgeable, and enthusiastic instructor in the teaching of writing and literature; and

WHEREAS, Dr. Bell created a positive, comfortable, and engaging classroom environment; and

WHEREAS, she was a valued member of the Department of English Composition, Literature, and Professional Writing; and

WHEREAS, Dr. Bell served on the Rockville Appeals Committee, F. Scott Fitzgerald Literacy Conference Planning Committee, Composition Committee, and LitFEST 2000 Committee; and

WHEREAS, Dr. Bell was a recipient of the Conference on College Composition and Communication's "Scholar of the Dream" award; and

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

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Christina L. Bell for her contributions to the College, and extend to her their best wishes; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Dr. Christina L. Bell.

BKJ:abg

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

Resolution Number: **07-06-064**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

**Subject: Retirement Recognition and Award of Emeritus Status and Silver Medallion to
Dr. Donald Day**

WHEREAS, Dr. Donald Day has served the students, faculty, and staff at Montgomery College with dedication and distinction as a faculty member at the Rockville Campus for 39 years and retired as of June 30, 2006; and

WHEREAS, Dr. Day is a highly talented and skilled teacher who taught the full spectrum of engineering and physics courses offered by the Department of Physics, Engineering, and Geosciences and gained the respect and admiration of a multitude of students; and

WHEREAS, Dr. Day distinguished himself as the senior coordinator of the Engineering Transfer Program and as an effective and much beloved student advisor and counselor who spent countless hours helping current and former students identify and achieve their academic and career goals, as well as secure scholarships, internships, and research opportunities; and

WHEREAS, Dr. Day provided assistance to countless students who successfully transferred to the University of Maryland College Park, Rensselaer Polytechnic Institute, Georgia Institute of Technology, and Massachusetts Institute of Technology; and

WHEREAS, Dr. Day was an outstanding advocate and mentor for underserved populations, especially female and minority students majoring in the sciences, engineering, and mathematics; and

WHEREAS, he introduced innovative laboratory exercises in physics and engineering to improve student understanding and retention, and was instrumental in the redesign of the Introduction to Engineering course and the design of the new computer laboratory; and

WHEREAS, Dr. Day was the founding and long-standing advisor of Women in Engineering, Science, and Technology (WEST), a highly respected, campus-based student organization, and he served for many years as the faculty advisor of the Engineering Club and Physics Club; and

WHEREAS, Dr. Day received the Outstanding Faculty Service Award; and

WHEREAS, he was a venerable and resolute AAUP Grievance Officer and Ombudsman, as well as an AAUP Past President, renowned for his unpretentious, equitable, and direct manner; and

WHEREAS, as a tribute to Dr. Day's giving spirit, several of his former students established an endowed scholarship in his name; and

WHEREAS, Dr. Day served as a member of many collegewide committees, including the President's Cabinet and the Enrollment Management committee, and as chair of the Faculty Issues Committee and Academic Assembly; and

WHEREAS, Dr. Day actively engaged in professional development activities that included presentations at local and national conferences and meetings, publications in refereed journals, and research at the Naval Research Laboratory; and

WHEREAS, Dr. Day was deeply involved in the implementation of a campus-wide academic advising program for more than a decade; and

WHEREAS, he secured three National Science Foundation grants for instructional equipment and served as a co-principal investigator on an NSF CSEMS (Computer Science, Engineering, and Mathematics Scholarships) grant, considerably enriching the curriculum and academic environment; and

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

WHEREAS, College policy provides for the awarding of a Silver Medallion to recognize outstanding service to the College; 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 recognition of Dr. Donald Day on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Donald Day for his many contributions to the College and extend their best wishes; and be it further

Resolved, That Dr. Donald Day is awarded the Silver Medallion in recognition of his outstanding service to the College, and as an expression of gratitude of the College for his dedication and professional commitment to further the goals of the College; and be it further

Resolved, That Dr. Donald Day is granted the status of Professor Emeritus, and that he be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution becomes a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to Dr. Donald Day.

BKJ:abg

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

Resolution Number: **07-06-065**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

Subject: Recognition of Ms. Vanessa A. Coleman

WHEREAS, the Governor of the State of Maryland appointed Ms. Vanessa A. Coleman as student member to the Board of Trustees of Montgomery College effective July 1, 2006, for a one-year term and her term of office will end June 30, 2007; and

WHEREAS, during her tenure, Ms. Coleman served the Board of Trustees with distinction and dedication while also challenging herself academically and working part-time; and

WHEREAS, Ms. Coleman participated in two vigorous and special programs at Montgomery College, the Takoma Park Scholars and the Biomedical Scholars programs; and

WHEREAS, Ms. Coleman was named to the 2007 First Team of the All-USA Community and Junior College Academic Team, named Maryland's New Century Scholar, named to the First Team of the All-Maryland Academic Team, and the 2007 Presidential Scholar for the Rockville Campus; and

WHEREAS, she served in an internship where she performed research and learned about infectious diseases and was invited to give a presentation of her internship research at the prestigious Annual Biomedical Research Conference for Minority Students, sponsored by the National Institutes of General Medical Science, National Institutes of Health; and

WHEREAS, Ms. Coleman's perspective as a student of the College, her interest in the concerns of students, and her understanding of the role of the Board as a corporate entity that must exercise sound judgment in the interest of the total College, have contributed significantly to the deliberations and effective decision-making of the Board; and

WHEREAS, she brought to the Board an energy and interest that encouraged the Board as a whole to ensure that the best interests of the College and its students were being served; and

WHEREAS, during her appointment to the Board, Ms. Coleman was an exemplary student leader at Montgomery College and in the community, serving as a member of the Student Ambassador club, vice president of the Rockville Campus chapter of Phi Theta Kappa honor society, and a volunteer at a community art gallery; and

WHEREAS, Ms. Coleman led, with enthusiastic and well-spoken testimony, many student advocacy efforts with State and local government officials, which helped obtain the needed public support for the College; and

WHEREAS, Ms. Coleman has conducted herself in an exemplary manner, and her demeanor, dependability, cooperation, and responsiveness to Board and College issues and events combine to make her a highly valued member of the Board; and

WHEREAS, in recognition of her distinguished service to the Board of Trustees of Montgomery College, the students, and the College community, the Board recommends this recognition and tribute to Ms. Vanessa A. Coleman; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Vanessa A. Coleman for her conscientious and significant contributions to Montgomery College, to its Board of Trustees, to its students, and to the citizens of Montgomery County, and extend their best wishes to her for continued good health, happiness, and academic success and invite her continued interest in and support of the College in the years ahead; and be it further

Resolved, That in recognition of her dedication, support, and association with Montgomery College and Montgomery County, Ms. Vanessa A. Coleman is awarded the College's Bronze Medallion for distinguished service; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Ms. Vanessa A. Coleman.

BKJ:abg

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

Resolution Number: **07-06-066**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

Subject: Recognition of Dr. Robert E. Shoenberg

WHEREAS, the Governor of the State of Maryland appointed Dr. Robert E. Shoenberg to the Board of Trustees of Montgomery College on July 1, 1995, for a six-year term; and

WHEREAS, the Governor of the State of Maryland reappointed Dr. Shoenberg for a second six-year term beginning July 1, 2001, and ending June 30, 2007, bringing to an end an exemplary term in office as a Trustee; and

WHEREAS, Dr. Shoenberg has served the Montgomery College community with distinction and dedication, consistently demonstrating his belief in and understanding of the guiding principles of scholarship, governance, and good stewardship; and

WHEREAS, during his twelve years on the Board of Trustees, Dr. Shoenberg was elected as second vice chair for two years and as chair of the Board from 1999 – 2001 and played a major role in the appointment of the sixth president of the College and chaired the Presidential Search Advisory Committee in the appointment of the seventh president; and

WHEREAS, Dr. Shoenberg co-chaired the Committee on the Council for the 21st Century that was established in 2000 and charged to review important information that would be needed for moving the College into the future; and

WHEREAS, Dr. Shoenberg brought to the Board by virtue of his career experiences, his educational background and his leadership service in the local community, a depth of knowledge and expertise that served the Board well; and

WHEREAS, he has served the College well in deliberations regarding all matters, but especially his those related to academics; and

WHEREAS, Dr. Shoenberg has been at the forefront of education for students at all levels and served as a member of various community organizations, and more specifically the chair of the Board of Education of Montgomery County for eight years; and

WHEREAS, his tireless advocacy on behalf of the College has helped to enhance and stabilize local public funding for the College, especially during times of limited fiscal resources; and

WHEREAS, Dr. Shoenberg's integrity, wise counsel, dependability, and devotion to and sincere concern for the welfare of all members of the College community, have immeasurably contributed to the decisions of the Board of Trustees, and these qualities displayed during twelve years of distinctive service will be sorely missed by the Board and the President of the College; and

WHEREAS, College procedures allow that all Trustees completing at least one full six-year term of service are eligible for Trustee emeritus/emerita status at the time of their retirement from the Board, and such status shall be granted by a majority affirmative vote of the current Board of Trustees; and

WHEREAS, College procedures allow for the awarding of a Silver Medallion in recognition of documented truly outstanding service to the College, the academic profession, the County, the State or the nation; and

WHEREAS, the members of the Board of Trustees of the College recommend this tribute on the occasion of Dr. Robert E. Shoenberg's retirement from the Board; now therefore be it

Resolved, That the members of the Board of Trustees of Montgomery College express their sincere appreciation to Dr. Robert E. Shoenberg for his conscientious and significant contributions to Montgomery College, its Board of Trustees, its students, faculty, staff and alumni, its community, and the citizens of Montgomery County, and that the Board extends to him its best wishes for his continued good health, happiness, and prosperity, and invites his continued support of the College in the years ahead; and be it further

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

Resolved, That in recognition of his dedicated service and association with Montgomery College and Montgomery County, Dr. Robert E. Shoenberg is awarded the Silver Medallion for sustained and exemplary outstanding service; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Dr. Robert E. Shoenberg.

BKJ:abg

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

Resolution Number: **07-06-067**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

Subject: Retirement Recognition and Award of Gold Medallion to Dr. Charlene R. Nunley

Whereas, Dr. Charlene R. Nunley, President and Chief Executive Officer of Montgomery College and Secretary/Treasurer to the Board of Trustees, has led this College with outstanding commitment, passion and nationally recognized leadership for eight years and will retire effective June 30, 2007; and

Whereas Dr. Nunley spent much of her working life at Montgomery College, serving in a variety of roles for twenty years before assuming the presidency in January 1999; and

Whereas, she is known as a great supporter of faculty and staff, on both a personal level and in advocating for their needs before policymakers; and

Whereas, one of Dr. Nunley's first endeavors as President was to revamp the Montgomery College mission statement, summarizing our focus in two powerful phrases: ***Changing Lives*** and ***Endless Possibilities***; and

Whereas her tenure as President was characterized by her unwavering commitment to protecting access to higher education, which resulted in her being recognized as both a highly respected community leader and a nationally recognized figure in higher education; and

Whereas, Dr. Nunley effectively used her platform as President to tell the stories of Montgomery College's students – their hopes, their dreams, their fears, their struggles, and their accomplishments; and

Whereas, Dr. Nunley was asked to co-chair a statewide task force that examined growth and capacity challenges facing Maryland's public colleges and universities; and the findings from that study caused her to put forth a call to action in a major state of the college address, noting that in today's economy, a college education is crucial; and

Whereas, after extensive coverage of this speech in the fall of 2005, Dr. Nunley received a prestigious assignment: she was named to the U.S. Secretary of Education's new Commission on the Future of Higher Education, where she was the panel's only community college representative and one of only two sitting college presidents; and

Whereas, Dr. Nunley emerged as one of the leading voices on the Commission on issues of access, and did not relent on her call for the Commission to embrace a statement committing to universal access to higher education, and her persistence was rewarded with a strongly worded statement noting that *"Every student in the nation should have the opportunity to pursue postsecondary education. We recommend, therefore, that the U.S. commit to an unprecedented effort to expand higher education access and success by improving student preparation and persistence, addressing non-academic barriers and providing significant increases in aid to low-income students;"* and

Whereas, Dr. Nunley also was an involved leader in the Maryland Association of Community Colleges, serving as a member and former vice chair of the Maryland Community College Chief Executives Officers; and

Whereas, she is one of 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; and

Whereas, policymakers admired Dr. Nunley's combination of passion and a proven history of getting results, with the Montgomery County Executive and Montgomery County Council consistently supporting the majority of the College's budget requests under Dr. Nunley's leadership; and

Whereas Dr. Nunley was very effective in fundraising for the College and each of these major gifts contributed to her record of having overseen the College during a span of seven consecutive years in which it placed in the top 10 nationally in fundraising among community colleges; and

Whereas, Dr. Nunley advocated tirelessly for expanding state scholarships to include transfer students, which including serving on the Jack Kent Cooke Foundation Community College Transfer Initiative Advisory Board, where she is a leading proponent of scholarships for community college transfer students; and

Whereas, she pursued and created more transfer opportunities for Montgomery College students close to home; and

Whereas, the current director of the Universities of Shady Grove (USG) called her "an architect" in USG, which brought high demand, daytime university programs to Montgomery County and is now a rapidly growing choice for Montgomery College transfer students; and

Whereas, Dr. Nunley believed that Montgomery College has a responsibility to help ensure that **every** high school graduate is well prepared for college, working closely with the Montgomery County Public Schools to form a model partnership with the local K-12 system; and

Whereas, the partnership continued to grow through such initiatives as the College Institute program, under which Montgomery College offers credit courses to high-achieving seniors at four area high schools; and the Gateway to College program, which serves the most at-risk high school students with an opportunity to earn both a high school diploma and a college degree; and the joint publication with the public schools of the college preparation newsletter, "Prep Talk," for parents and students; and

Whereas, Dr. Nunley has also been a voice for community colleges on a number of local and regional groups, including the Technology Council of Maryland (past chair of Montgomery County Network), the board of advisors of the Universities at Shady Grove, the board of directors of Mercantile Potomac Bank, the board of directors of the Montgomery County Chamber of Commerce, the Montgomery County Business Roundtable for Education, and the County Executive's Economic Advisory Board; and

Whereas, she has also been active in a local leadership organization, Leadership Montgomery - not only as a participant and board member, but in a key role on the recruitment committee (chair from 2002-2004), where she helped to identify and recruit a diverse population of emerging community leaders; and

Whereas, President Nunley was often sought after to speak to numerous community and civic organizations from around the County, including serving as a keynote speaker at the 2004 Montgomery County Women's Fair, addressing the Hispanic Business Chamber, and sponsoring and presenting at a Leadership Montgomery core session on Education Day; and

Whereas, despite her significant accomplishments, Dr. Nunley was a modest leader with a collaborative, open leadership style, one particularly suited to leading a multi-campus, diverse community college; and

Whereas, despite her modesty, Dr. Nunley was recognized on numerous occasions, including Washingtonian of the Year (2006); Leadership Montgomery's Leader of the Year (2006); the Mario Loiederman Emeritus Business Leader Award, Montgomery County Chamber of Commerce (2006); the 2006 Citizen of the Year Award, Rockville Chamber of Commerce; the 2006 Roscoe R. Nix Leadership Award from the African American Festival of Academic Excellence; the George B. Thomas, Sr. Learning Academy Friends of Education Award (2006); the Association of Community College Trustees' CEO of the Year, Northeast Region (2005); a "Circle of Excellence" honoree as a three-time recipient of Maryland's Top 100 Women award in 2006, 2003 and 2001 (*Baltimore Daily Record*); 2002 Woman of the Year by the Montgomery County Council of Business and Professional Women, and the 2005 recipient of the Alpha Award from the Montgomery County Women's Fair for achieving a local "first" for women as the first woman president of Montgomery College; and

Whereas, the members of the Board of Trustees wish to recognize her as well, as an outstanding leader of this fine college, expressing their sincere appreciation to Dr. Charlene Nunley for her many contributions to Montgomery College, the community, the State of Maryland, and on the national stage as a leading voice for access and higher education; now therefore be it

Resolved, That the Board of Trustees of Montgomery College extends its best wishes and hopes that Dr. Charlene R. Nunley's retirement years are productive, fulfilling, and relaxing; and be it further

Resolved, That Dr. Charlene R. Nunley is granted the status of President Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Dr. Charlene R. Nunley is awarded the Gold Medallion in recognition of her many outstanding contributions to Montgomery College as its 6th President, and her service to the broader local and national communities; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy be presented to Dr. Charlene R. Nunley.

BKJ:abg

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

Agenda Item Number: _____
June 18, 2007

RECOGNITION OF SUMMER DINNER THEATRE FACULTY AND STAFF

BACKGROUND

In 1977 Montgomery College began the Summer Dinner Theatre program. This program has become a summer tradition showcasing the many talents of our students, faculty, and staff to the community, and has provided educational opportunities for nearly 2,600 students. Included in the founding group for this program were Dr. Gerald Muller (professor emeritus), Professor Susan Hoffman, Mr. Jerry Daniel, Mr. Rick Pevey, Mr. James Walters, and Mr. Stephen Campanella who collectively developed the educational and practical experiences that has come to be known as the Summer Dinner Theatre. This summer, the program celebrates its 30th year of operation having educated nearly 2,600 students. Some of the staff who founded this venture have continued to be actively involved each summer, while others have been with the program for most of its duration. For all of them, this has meant committing their evenings and weekends during each summer to give auditions, and to rehearse and stage performances that continue to receive wide acclaim and high praises summer after summer.

The faculty and staff also have overcome many adversities during the run of this program, such as the loss of performance space in 1985; the asbestos abatement in the cafeteria during the summer of 1986 which caused all food to be cooked in Gaithersburg and transported back to the Rockville Campus; and 2000 when the Campus Center renovation required the food to be cooked and dishes to be done off campus for each performance. The Summer Dinner Theatre program can boast that many of its students have gone on to appear in professional theater, some reaching Broadway and other notable areas of the theater arts world.

It is in recognition of the 30th season of the Summer Dinner Theatre program and the tremendous prestige it has earned over the years that we are requesting that the Board of Trustees acknowledge these individuals who have contributed significantly to the success of this program. These hard-working and committed individuals are Stephen Campanella, Janice Cavin, Sharon Chaney, Helen Friedkin, Susan Hoffman, Emily Long, Dennis Mulligan, Rick Pevey, Steven Wolf, and Peter Zakutansky.

RECOMMENDATION

It is our recommendation that the Board of Trustees approve the attached resolution in recognition of these individuals who have been the driving force and major contributors to the success of the Summer Dinner Theatre program.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS: Dr. Carey-Fletcher Dr. Preston

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

Resolution Number: **07-06-068**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

Subject: Recognition of Summer Dinner Theatre Faculty and Staff

WHEREAS, in 1977 faculty and staff of Montgomery College created a program called Summer Dinner Theatre that provides students with credit and non-credit educational opportunities combining the theatrical, technical, and artistic aspects of theater with the technical and practical aspects of operating a theater and food service, and provide the community with entertainment during the summer; and

WHEREAS, over the years this program has become recognized as an exemplary example of the level of quality of programs offered at the College with its productions frequently receiving critical acclaim; and

WHEREAS, the Summer Dinner Theatre productions are used frequently to showcase to the community at large the many talents of our students, faculty, and staff, many of whom have moved on to numerous careers in the theater arts world; and

WHEREAS, during the summer of 2007, the Summer Dinner Theatre program will mark its 30th season having educated and trained nearly 2,600 students, and provided outstanding entertainment for audiences numbering in excess of 90,000 patrons who have since 1989 donated to the College's scholarship funds as a reflection of their support and appreciation; and

WHEREAS, some of the faculty and staff who founded this program, have continuously worked with it summer after summer, that has meant making personal sacrifices by suspending most family and personal activities during the summer months of May, June, and July and committing their evenings and weekends to giving auditions, and to rehearsing and staging performances; and

WHEREAS, because of the hard work and dedication of these Summer Dinner Theatre faculty and staff, the College has earned an excellent reputation with this program and has enjoyed numerous opportunities to entertain members of the diverse communities of Montgomery County; and

WHEREAS, the President of the College feels that the contributions made by the forenamed individuals are significant enough to merit this public recognition on the occasion of the commemoration of the 30th season of Summer Dinner Theatre and, therefore recommends that the Board adopt the following resolution; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Stephen Campanella, Janice Cavin, Sharon Chaney, Helen Friedkin, Susan Hoffman, Emily Long, Dennis Mulligan, Rick Pevey, Steven Wolf and Peter Zakutansky for their many years of exceptional dedication, professional commitment, and their significant contributions to the success of the Summer Dinner Theatre program for 30 seasons; and be it further

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

BKJ:abg

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

Agenda Item Number: _____
June 18, 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: **07-06-069**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 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 May 1, 2007, to and including May 31, 2007; and

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

Resolved, that the Board of Trustees accepts the attached report and confirms the action of the President.

Attachments

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

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
5/29/07	Banana, Lisa G	Senior Admin Aide	G	Office of Info Tech
5/14/07	Bell Wetteroth, Catharine	Instructional Asst	G	Writing Center RV
5/29/07	Dangerfield, Russell E	Plumber	H	Facilities Operations TP/SS
5/29/07	Htin, Kyaw	Blg Equip Mechanic	H	Facilities Operations TP/SS
5/14/07	Jackson, Keonita L	Customer Serv Asst/PT	F	WD & CE Business/Science/Math/Tech
5/29/07	Kaplan, Barbara B	Associate Dean	O	GT Business/Science/Math/Tech
5/29/07	Lekeufack, Honore A	Instructional Asst	G	GT
5/14/07	Nuzzo, Alessandro	Safety & Security Officer	E	Facilities Security GT
5/29/07	Tavakoli, Nina S	Health Sci Admiss Coord	G	Admissions & Records TP/SS

STAFF SEPARATIONS

5/26/07	Draper, Robert W ¹	Facilities Serv Ctr Supr	I	Facilities Operations RV
5/04/07	Holt, Joshua D	Driver/Messenger	C	WD & CE Facilities Maintenance
5/04/07	Johnson, Andrew	Blg Service Worker	A	TP/SS
2/01/07	Morgan, Kristine E ¹	WD & CE Prog Asst	F	WD & CE/ ITI
5/18/07	Patel, Mahavir S	Blg Equip Mechanic	H	Facilities Operations RV

STAFF EMPLOYMENTS: *Ethnicity and Gender*

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	4	1	0	0	0	5
Male	2	1	0	1	0	4
TOTAL	6	2	0	1	0	9

¹ Retirement

STAFF SEPARATIONS: *Ethnicity and Gender*

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	0	0	0	0	1
Male	2	1	0	1	0	4
TOTAL	3	1	0	1	0	5

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective

Date	Name	Position Title	Location
5/18/07	Campbell, Bonita A ¹	Professor	Arts/Humanities/SocialSciences TP/SS
5/18/07	Dyroff, Terry L ¹	Professor	Physics/Eng/Geoscience RV
5/18/07	Flores, Rafael A	Assistant Professor	Health Sciences TP/SS
5/18/07	Fulwiler, Arlen L ¹	Professor	Humanities/Soc Sci/Educ GT
5/18/07	Hildebrand, Wilbur J ¹	Professor	Business/Science/Math/Tech GT
5/18/07	Holloway, Johnny	Assistant Professor	History/Political Science RV
5/18/07	Hotz, Jeffrey P	Assistant Professor	Arts/Humanities/SocialSciences TP/SS
5/18/07	Lackey, Sylvia P	Professor	Health Sciences TP/SS
5/18/07	Mahaney, Ralph E	Professor	Nat/Appl Sci,Bus/Mgt,Info Sci TP/SS
5/18/07	Manns, Basil H	Associate Professor	Physics/Eng/Geoscience RV
5/18/07	Muchene, Edward M	Assistant Professor	Student Development TP/SS
5/18/07	Neumann, David B	Professor	Chemistry RV
5/18/07	Prask, Judith A ¹	Professor	Biology RV
5/18/07	Schick, Carolyn P	Associate Professor	Chemistry RV
5/18/07	Sharpe, Julie Ann S	Associate Professor	Read/ESL/Foreign Lang/Phil RV
5/18/07	Shelly, Richard ¹	Professor	Health/Exercise/PE RV
5/18/07	Sherburne, Arlene M ¹	Professor	Math RV
5/18/07	Sullivan, Karen J	Associate Professor	Health Sciences TP/SS
5/18/07	Thomas, Patrick M	Associate Professor	English/Lit/Prof Writing RV
5/18/07	Tosado, Luis A	Assistant Professor	Humanities/Soc Sci/Educ GT
5/18/07	Wallack, Hallie G	Assistant Professor	Read/ESL/Foreign Lang/Phil RV

	Welch,		
5/18/07	Christopher	Assistant Professor	Read/ESL/Foreign Lang/Phil RV
5/18/07	Zwing, Betsey S	Associate Professor	English/Lit/Prof Writing RV

FACULTY SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	7	2	0	0	0	8
Male	9	2	2	0	1	15
TOTAL	16	4	2	0	1	23

¹ Retirement

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

Agenda Item Number: _____
June 18, 2007

**APPROVAL OF CHANGE ORDER FOR HVAC UNIT REPLACEMENT
SCIENCE NORTH BUILDING, TAKOMA PARK/SILVER SPRING CAMPUS**

BACKGROUND

On March 20, 2007, the Board of Trustees awarded a contract for \$1,140,000 to M & M Welding & Fabricators, Inc., Gaithersburg, Maryland, for the installation of new replacement rooftop HVAC units serving the Science North building at the Takoma Park/Silver Spring Campus.

In planning for the project, it had been anticipated that the building would be closed for the summer to allow for the completion of this project. After further consideration, it was determined that closing the building entirely would have a significant adverse impact on the TP/SS Campus' ability to offer critical science laboratory programming during the summer. To mitigate this concern, Central Facilities staff reviewed the construction program and discussed a phasing plan with the Dean, department chairpersons, and affiliated staff to permit reasonable summer programming, while still allowing for the logical completion of the HVAC Unit Replacement Project. To implement the recommended phasing strategy, the contractor must divide the work on the HVAC units into four phases. The proposed change order includes the extra mobilization costs, additional crane rentals, and other subcontractor costs associated with the request that this project be phased.

The contractor's price for the work, \$75,890, was reviewed by College staff and consultants, and is acceptable for the amount of work involved. No time extension is associated with this change order. Sufficient funds are available in Facilities FY2008 Capital Budget Planned Life Cycle Asset Replacement project for this additional work.

RECOMMENDATION

It is recommended that, contingent upon approval of the FY2008 Capital Budget, a change order be approved for Contract #500 with M & M Welding and Fabricators, Inc., Gaithersburg, Maryland, in the amount of \$75,890, for completing the replacement of Science North HVAC units in four phases over the summer at the Takoma Park/Silver Spring Campus.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Capp
Mr. Moore

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

Resolution Number: **07-06-070**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

**Subject: Approval of Change Order for HVAC Unit Replacement, Science North Building
Takoma Park/Silver Spring Campus**

WHEREAS, on March 20, 2007, by Resolution # 07-03-027, the Board of Trustees awarded a contract for \$1,140,000 to M & M Welding & Fabricators Inc., Gaithersburg, Maryland, for the installation of replacement rooftop HVAC units at the Science North Building at the Takoma Park/Silver Spring Campus; and

WHEREAS, the College has identified the need to divide the project into four phases to provide for a full complement of summer classes in the building while the HVAC units are being replaced; and

WHEREAS, M & M Welding Fabricators, Inc. has submitted a change order proposal as requested by the College for the additional cost of dividing the project into four phases; and

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

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

WHEREAS, the Chief Business Officer certifies that, contingent upon approval of the FY2008 Capital Budget, sufficient funds are available in the Planned Life Cycle Asset Replacement project for this change order; and

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

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

Resolved, that contingent upon approval of the FY2008 Capital Budget, a change order be approved to the construction contract with M & M Welding and Fabricators, Inc., Gaithersburg, Maryland, Contract #500, for the Takoma Park/Silver Spring Campus Science North Building, in the amount of \$75,890 for all work associated with the division of the contract into four project phases for the installation of the HVAC equipment; and be it further

Resolved, that the President is authorized to sign this change order on behalf of the Board of Trustees.

BKJ:abg

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

Agenda Item Number: **8B2**
June 18, 2007

**APPROVAL OF CHANGE ORDER FOR SITE AND LANDSCAPE IMPROVEMENTS
ROCKVILLE CAMPUS**

BACKGROUND

On May 21, 2007, the Board of Trustees awarded a contract for \$341,000 to Arthur Construction Co, Inc., Dulles, Virginia, for improved handicap access, site drainage, walkways, masonry and landscaping in the vicinity of the Campus Center building. The base award was for \$241,000 plus an additional \$100,000 for replacement of deteriorated sidewalks. Recently, Facilities staff toured the Campus and identified additional areas where sidewalks should be replaced immediately. Since the contractor is available and is on site, Facilities would like this work completed before the start of Fall semester classes. As a part of its ongoing program of deferred maintenance improvements, the Facilities Office plans to develop a bid for sidewalk replacement that will allow for the phased replacement of sidewalks at the College every year as funds permit.

The contractor's price for the work will be based on the unit prices in the original bid and will be reviewed by College staff and consultants to ensure that it is acceptable for the amount of work involved. Facilities requests that the change order be approved on a not-to-exceed basis, for \$206,000, in order to accomplish as much work as possible this summer. No time extension is associated with this change order. Sufficient funds are available in Facilities FY2007 Capital Budget Site Improvements project for this additional work.

RECOMMENDATION

It is recommended that a change order be approved for Contract #507 with Arthur Construction, Inc., Dulles, Virginia, for an amount not to exceed \$206,000 for the replacement of additional deteriorated sidewalks at the Rockville Campus.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Capp
Mr. Moore

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

Resolution Number: **07-06-071**
Adopted on: **6/18/07**

Agenda Item Number: **8B2**
June 18, 2007

**Subject: Approval of Change Order for Site and Landscape Improvements,
Rockville Campus**

WHEREAS, on May 21, 2007, by Resolution # 07-05-052, the Board of Trustees awarded a contract for \$341,000 to Arthur Construction, Co., Inc, Dulles, Virginia, for the various site and landscape improvements at the Rockville Campus including replacement of deteriorated sidewalks; and

WHEREAS, the College has identified the need to replace additional deteriorated sidewalks on the Rockville Campus before the start of Fall semester classes and has requested a cost proposal from the contractor; and

WHEREAS, Arthur Construction Company, Inc. will submit a change order proposal, based on the unit prices in the original bid, for the additional sidewalk replacement and College staff and consultants will review the change order proposal; and

WHEREAS, the Chief Facilities Officer recommends approval of a change order for an amount not to exceed \$206,000 for replacement of additional deteriorated concrete sidewalks at the Rockville Campus; and

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

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

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

Resolved, that a change order be approved to the construction contract with Arthur Construction Company, Inc., Dulles, Virginia, Contract #507, for replacement of additional deteriorated sidewalk as a part of the site and landscape improvements project at the Rockville Campus, in an amount not to exceed \$206,000; and be it further

Resolved, that the President is authorized to sign this change order on behalf of the Board of Trustees.

BKJ:abg

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

Agenda Item Number: _____
June 18, 2007

**AWARD OF CONTRACT
SIGNAGE SYSTEM, EAST CAMPUS PARKING GARAGE
TAKOMA PARK/SILVER SPRING CAMPUS, BID NO. #607-013**

BACKGROUND

This project provides for a new signage system for the East Campus Garage at the Takoma Park/Silver Spring Campus. This existing parking garage, which opened in 1981, was upgraded in FY2007. Improvements included painting, new lighting, and exterior modifications to discourage graffiti and improve the garage's overall appearance. The final improvement is new signage which was developed in accordance with the new exterior signage systems to be implemented collegewide. The new signage will be more visible and provide improved way-finding for the College community and visitors to the Campus.

Project specifications were prepared by facilities staff and an engineering consultant specializing in signage. The project was advertised for bid on May 3, 2007. Bids were opened in the Office of Procurement on May 18, 2007, and seven (7) bids were received ranging from \$134,948 to \$199,200. The estimated cost of this project was \$100,000. Sufficient funds are available in the FY2007 Operating Budget for 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 \$134,948 be made to Architectural Graphics, Inc., Virginia Beach, Virginia for the new signage system for the East Campus Garage on the Takoma Park/Silver Spring Campus.

BACK-UP INFORMATION

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

RESOURCE PERSONS

Mr. Capp
Mr. Moore
Ms. Wormack

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

Resolution Number: **07-06-072**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

Subject: Award of Contract, East Campus Parking Garage Signage System
Takoma Park/Silver Spring Campus, Bid No. 607-013

WHEREAS, the Chief Facilities Officer has requested a contract for installation of new signage for the East Campus Garage on the Takoma Park/Silver Spring Campus in accordance with signage system standards recently approved for the College; and

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

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311, invitations to bid were publicly advertised on May 3, 2007, in the *Baltimore Sun*, *The Washington Examiner*, and *The Washington Post* and listed by two reporting agencies and posted on College, County, and State procurement websites; and

WHEREAS, invitations to bid notices were mailed to four (4) contractors, thirty-four (34) contractors received bid documents, and seven (7) responses were received in the Office of Procurement, and were publicly opened beginning at 3:00 p.m. local time on May 18, 2007; and

WHEREAS, after analysis of the bids, it was determined that the low bid of \$134,948 submitted by Architectural Graphics, Inc., Virginia Beach, Virginia meets all College specifications and is therefore the low responsive bid; 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 Operating 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 supplies, materials, equipment, tools, labor, insurance, and performance for a new signage system for East Campus Garage on the Takoma Park/Silver Spring Campus, be awarded to Architectural Graphics, Inc., Virginia Beach, Virginia, at the firm's base bid price of \$134,948.

BKJ:abg

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

Agenda Item Number: _____
June 18, 2007

**AWARD OF CONTRACT PRINTING SERVICES FOR NEWSPRINT PUBLICATIONS,
BID NO. 407-016**

BACKGROUND

The Vice President for Institutional Advancement and the Vice President for Workforce Development & Continuing Education have requested a contract award for printing services for newsprint publications in support of College Goals to develop and market specific programs; enhance public relations efforts; and utilize information resources that facilitate communication and support the College's learning environment. The current contract for newsprint publications expires on June 30, 2007. The College distributes publications about admissions, registration, course offerings, events, accomplishments, and other important information in a newsprint format to students, alumni, and the community. Class schedules for credit and noncredit courses, *Montgomery College Today*, and a specialized marketing tabloid are valuable resources which assist students in their academic and career planning. Although more information is increasingly being provided on the College's Web site, the newsprint format's ease of reference, availability, and detailed course/schedule information make this format ideal for students and the community at large. Newsprint publications are disseminated throughout Montgomery County, primarily through insertions in County newspapers.

A solicitation was issued on April 30, 2007 for the printing of the credit and noncredit fall, spring, and summer class schedules, *Montgomery College Today*, and a new marketing publication to highlight College programs, courses, and initiatives. Eleven responses were received, including five no bids, on May 15, 2007. Post-Newsweek Media, Inc., doing business as Comprint, Inc., Laurel, Maryland, is the lowest responsive, responsible bid meeting College requirements. Quantities of the class schedules may be increased during the year as additional College sites open, but the total annual amount of the contract will not exceed \$250,000. 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 printing of newsprint publications to Post-Newsweek Media, Inc., doing business as Comprint, Inc., Laurel, Maryland, for a one-year term, beginning July 1, 2007, for a total annual not-to-exceed amount of \$250,000. It is further recommended that the contract be renewed for three additional one-year terms, at the sole option of the College, under the same terms and conditions, if service is satisfactory, funds are 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. Moore; Mr. Payne; Mr. Sears; Mr. Sorrell; Ms. Wormack

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

Resolution Number: **07-06-073**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

**Subject: Award of Contract, Printing Services for Newsprint Publications,
Bid No. 407-016**

WHEREAS, the Vice President for Institutional Advancement and the Vice President for Workforce Development & Continuing Education have requested a contract for printing services for newsprint publications, including credit and noncredit class schedules, *Montgomery College Today*, and a new marketing publication to highlight College programs, courses, and initiatives; 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 Annotated Section, 16-311, an invitation was publicly advertised in a County newspaper on April 20, 2007; posted on College, County, and State procurement Web sites on April 30, 2007; and downloaded from the College's Web site by seventy three (73) vendors; eleven (11) responses and five (5) no bids were received, opened, read aloud, and recorded, beginning at 3:00 p.m. on May 15, 2007; and

WHEREAS, upon evaluation by College staff, it was determined that the lowest bid submitted by Post-Newsweek Media, Inc., doing business as Comprint, Inc., Laurel, Maryland, is therefore the lowest responsive, responsible bid; and

WHEREAS, competitive sealed bids valued above \$100,000 require Board approval; and

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

Resolved, That a contract for printing services for newsprint publications be awarded to Post-Newsweek Media, Inc., doing business as Comprint, Inc., Laurel, Maryland, for a one-year term, beginning July 1, 2007, for a total annual not-to- exceed amount of \$250,000, dependent upon actual need; and be it further

Resolved, That the contract be renewed for three additional one-year terms, at the sole option of the College, under the same terms and conditions, if 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: _____
June 18, 2007

**AWARD OF CONTRACT FOR ROOF REPLACEMENT
ROCKVILLE CAMPUS, BID NO. #607-010**

BACKGROUND

This project provides for roof replacement for three (3) buildings on the Rockville Campus: Computer Science, Mannakee, and Theatre Arts. These buildings are included in the College's on-going roof replacement program funded from the Capital Budget and the work is contingent upon Maryland State Board of Public Works funding approval.

Project specifications were prepared by an engineering consultant and Facilities staff. The project was advertised for bid on May 1, 2007. Bids were opened in the Office of Procurement on May 17, 2007, and eight (8) bids were received ranging from \$382,592 to \$647,800. The estimated cost of this project was \$540,105. Sufficient funds are available in the FY2007 Capital Budget for this work. Contractor references have been checked and are satisfactory. The contractor with the lowest bid has previously done work at the College. Board approval is required for competitive sealed bids valued above \$100,000.

RECOMMENDATION

It is recommended that, contingent upon Maryland State Board of Public Works approval, an award of contract for \$382,592, be made to Control Roofing & Sheet Metal Corporation, Capitol Heights, Maryland for replacement of the roofs of the Computer Science Building, the Mannakee Building and the Theatre Arts Building (Sections A, C, & D) on the Rockville Campus.

BACK-UP INFORMATION

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

RESOURCE PERSONS

Mr. Capp
Mr. Moore
Ms. Wormack

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

Resolution Number: **07-06-074**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

Subject: Award of Contract for Roof Replacement, Rockville Campus, Bid No. 607-010

WHEREAS, the Chief Facilities Officer has requested a contract for roof replacement for the Computer Science Building, the Mannakee Building and the Theatre Arts Building (Sections A, C, & D) on the Rockville Campus; and

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

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311, invitations to bid were publicly advertised on May 1, 2007, in the *Baltimore Sun*, *The Washington Examiner* and *The Washington Post* and listed by two reporting agencies and posted on College, County, and State procurement websites; and

WHEREAS, invitations to bid notices were mailed to thirteen (13) contractors, thirty-two (32) contractors received bid documents and eight (8) responses were received in the Office of Procurement, and were publicly opened beginning at 3:00 p.m. local time on May 17, 2007; and

WHEREAS, after analysis of the bids, it was determined that the low bid of \$382,592 submitted by Control Roofing & Sheet Metal Corporation, Capitol Heights, Maryland meets all College specifications and is therefore the responsive bid; and

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

WHEREAS, the Chief Business Officer certifies, contingent upon Maryland State Board of Public Works approval, that funds are available in the FY2007 Capital Budget to enable the College to award the contracts as recommended; and

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

Resolved, That contingent upon Maryland State Board of Public Works approval, a contract for providing all necessary supplies, materials, equipment, tools, labor, insurance and performance for roof replacements the Computer Science Building, the Mannakee Building and the Theatre Arts Building (Sections A, C, & D) on the Rockville Campus, be awarded to Control Roofing & Sheet Metal Corporation, Capitol Heights, Maryland, at the firm's base bid price of \$382,592; and be it further; and be it further

Resolved, That the President is authorized to sign this contract on behalf of the Board of Trustees; and be it further

Resolved, That the Board of Trustees respectfully requests of the Maryland State Board of Public Works full State-eligible funding for this contract.

BKJ:abg

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

Agenda Item Number: _____
June 18, 2007

**AWARD OF CONTRACT FOR SCIENCE NORTH ROOF REPLACEMENT
TAKOMA PARK/SILVER SPRING CAMPUS, BID NO. #607-011**

BACKGROUND

This project provides for replacement of the roof on the Science North Building at the Takoma Park/Silver Spring Campus. The Science North roof is included in the College's on-going roof replacement program funded from the Capital Budget and the work is contingent upon Maryland State Board of Public Works' funding approval. This work was bid separately from the Rockville Campus roof replacements on the Board's June agenda because it is a different type of roof from the others.

Project specifications were prepared by an engineering consultant and Facilities staff. The project was advertised for bid on May 1, 2007. Bids were opened in the Office of Procurement on May 17, 2007, and four (4) bids were received ranging from \$217,000 to \$586,234. The estimated cost of this project was \$252,974. Sufficient funds are available in the FY2007 Capital Budget for 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, contingent upon Maryland State Board of Public Works' approval, an award of contract for \$217,000 be made to National Roofing Company, Inc., Baltimore, Maryland, for the roof replacement of the Science North Building on the Takoma Park/Silver Spring Campus.

BACK-UP INFORMATION

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

RESOURCE PERSONS

Mr. Capp
Mr. Moore
Ms. Wormack

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

Resolution Number: **07-06-075**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

**Subject: Award of Contract, Roof Replacement, Science North Building,
Takoma Park/Silver Spring Campus, Bid No. 607-011**

WHEREAS, the Chief Facilities Officer has requested a contract for roof replacement for the Science North Building on the Takoma Park/Silver Spring Campus; and

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

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311, invitations to bid were publicly advertised on May 1, 2007, in the *Baltimore Sun*, *The Washington Examiner* and *The Washington Post* and listed by two reporting agencies and posted on College, County, and State procurement websites; and

WHEREAS, twenty-five (25) contractors received bid documents and four (4) responses were received in the Office of Procurement, and were publicly opened beginning at 3:00 p.m. local time on May 17, 2007; and

WHEREAS, after analysis of the bids, it was determined that the low bid of \$217,000 submitted by National Roofing Company, Inc., Baltimore, Maryland meets all College specifications and is therefore the responsive bid; and

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

WHEREAS, the Chief Business Officer certifies, contingent upon Maryland State Board of Public Works approval, that funds are available in the FY2007 Capital Budget to enable the College to award the contracts as recommended; and

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

Resolved, That contingent upon Maryland State Board of Public Works approval, a contract for providing all necessary supplies, materials, equipment, tools, labor, insurance and performance for the roof replacement for the Science North Building on the Takoma Park/Silver Spring Campus, be awarded to National Roofing Company, Inc., Baltimore, Maryland, at the firm's base bid price of \$217,000; and be it further

Resolved, That the President is authorized to sign the contract on behalf of the Board of Trustees; and be it further

Resolved, That the Board of Trustees respectfully requests of the Maryland State Board of Public Works full State-eligible funding for this contract.

BKJ:abg

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

Agenda Item # _____
June 18, 2007

**AWARD OF CONTRACT, PHOTOCOPIER RENTAL AND SERVICES,
BID NO. 507-034**

BACKGROUND

The Director of Procurement has requested a contract award for photocopier rental and services since the current contract expires in August 2007. In past years the College has procured these services as part of a cooperative bidding effort under the terms and conditions of a Montgomery County Government contract. With the expansion of College offices and operations, the College requires a higher level of service, technology, and support not offered under the County contract. It would be more advantageous in this instance for the College to procure photocopier services on its own. The new photocopier contract will be cost effective, support current needs, and address future enhancements such as networking capabilities, secured access, durability and capacity, and lower maintenance servicing requirements. This procurement is consistent with College Goal IV, to provide state-of-the market information technology resources that facilitate communication and support learning organizational priorities.

On May 11, 2007 a solicitation was issued for photocopier rental services. Eleven (11) responses were received including four (4) no bid responses on June 6, 2007. The bid received from BCE Corporation, Rockville, Maryland, is the lowest responsible bidder meeting College needs. The total annual amount for copier rental is \$218,900, dependent upon usage. Board approval is required for competitive sealed bids valued above \$100,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees award a contract for photocopier rental services to BCE Corporation, Rockville, Maryland, for a three-year term, beginning September 2007, for an annual not-to-exceed amount of \$218,900, dependent upon usage. It is further recommended that the contract be renewed for two additional one-year terms under the same terms and conditions at the sole option of the College, provided that services are satisfactory, funding is available, and it is in the best interest of the College.

BACK-UP INFORMATION

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

RESOURCE PERSONS

Mr. Moore
Mr. Sorrell
Ms. Wormack

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

Resolution Number: **07-06-076**
Adopted on: **6/18/07**

Agenda Item #: ____
June 18, 2007

Subject: Award of Contract, Photocopier Rental and Services, Bid No. 507-034

WHEREAS, the Director of Procurement has requested a contract award for the purchase of collegewide photocopier rental and services; 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), a request for bid was publicly advertised in a County newspaper on May 11, 2007, and posted on the College Procurement, Montgomery County, and State of Maryland websites, mailed to eight (8) vendors, downloaded by thirty-four (34) vendors; eleven (11) responses, including four (4) no bids were received, read, and recorded, beginning at 3:00 p.m. on June 6, 2007; and

WHEREAS, upon evaluation it was determined that the bid submitted by BCE Corporation, Rockville, Maryland, was the lowest responsible bid meeting College requirements; 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 for photocopier rental services be awarded to BCE Corporation, Rockville, Maryland, for a three-year term, beginning September 2007, for an annual not-to-exceed amount of \$218,900, dependent upon usage; and be it further

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

BKJ:abg

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

Agenda Item Number: **8C6**
June 18, 2007

**SOLE SOURCE AWARD OF CONTRACT - BOB NEWHART
ROBERT E. PARILLA PERFORMING ARTS CENTER GUEST ARTIST SERIES**

BACKGROUND

The Robert E. Parilla Performing Arts Center ("Center") requests a contract award for the services of Bob Newhart, legendary comedian/actor, on a sole source basis, to support the 2007/2008 Guest Artist Series. The Center was chartered in 1984 to present a Guest Artist Series with artistic merit and multi-cultural appeal and for years was the only large arts presenter in the County. Performances were sold-out year after year and critically acclaimed. However, within the last few years new venues have opened in the County and high caliber artists are being presented elsewhere. Additionally, existing venues whose primary purpose had been production are now presenting performing artists. As a result, the Center is experiencing a decline in ticket sales for artists with moderate name and price points, with media coverage of the Center's activities declining as well. Patrons of the Center are requesting that the Center book more renowned artists in order to continue their subscriptions.

This season the Center booked Smokey Robinson to open the Guest Artist Series in an endeavor to "test the waters" with a big name artist and higher priced tickets. The performance was sold-out and covered by every major paper and radio station in Washington, DC. Additionally, Smokey Robinson was given the Key to the City of Rockville by the Mayor. The success of the event highlighted the College and the Center as major presenters of quality performing artists in the metropolitan area. It appears that booking name artists is necessary for the ultimate success of the Center in the future.

A unique booking opportunity is available to the Center with the prospect of Bob Newhart performing in the Guest Artist Series next season. Mr. Newhart's career has spanned two successful television shows, fourteen feature films, millions of albums sold worldwide, and performances to sell-out crowds all over the country. He has earned three Grammy Awards and his recording "The Button-Down Mind of Bob Newhart" was inducted into the Library of Congress' 2006 National Recording Registry "to be preserved for all time." He was also honored with the distinction of being heralded as an "American Master" by the PBS documentary of the same. Mr. Newhart will be on tour next year and is tentatively scheduled to be on the east coast in May. It appears, at this time, that Mr. Newhart will be able to schedule a performance at the Performing Arts Center. An offer has been submitted to him and we are awaiting confirmation on it.

In previous years, Board approval has not been required for guest artist events because College funds required for such events were less than \$25,000, with the source of any additional funding needing being the Montgomery College Foundation through the Friends of the Performing Arts Center account composed of private donations and grants. For FY08, the funding source identified and approved to supplement College operating funds for programming costs is the

Performing Arts Center's fund balance, a College account; accordingly, over \$25,000 in College funds will be required for this engagement and Board approval is necessary.

Based on the above, a sole source award is justified as Mr. Newhart is a legendary comedian/actor and highly valued performer; has a sustained target audience that would benefit the College's performing arts program; and is on tour next year and has an opening in his itinerary that would allow for a performance at the College. Board of Trustees approval is required for sole source procurements valued above \$25,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve an award of contract for Bob Newhart to perform in the 2007/2008 Robert E. Parilla Performing Arts Center Guest Artist Series, on a sole source basis, for an estimated total of \$75,000 of College funds.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Moore
Mr. Campbell
Dr. Preston
Dr. Shartle-Galotto
Mr. Sorrell
Ms. Wormack
Ms. Fyodorov

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

Resolution Number: **07-06-077**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

Subject: Sole Source Award of Contract, Bob Newhart
Robert E. Parilla Performing Arts Center Guest Artist Series

WHEREAS, The Robert E. Parilla Performing Arts Center requests a contract award for the services of Bob Newhart, legendary comedian/actor, on a sole source basis, to support the 2007/2008 Guest Artist Series; and

WHEREAS, The Center was chartered in 1984 to present a Guest Artist Series with artistic merit and multi-cultural appeal; and

WHEREAS, the engagement of Bob Newhart is important to the ultimate success of the Guest Artist Series and will enhance media coverage and recognition of the College's performing arts programs; and

WHEREAS, the Director of Procurement affirms that a sole source procurement for this program is justified given the unique nature of Bob Newhart's services, including but not limited to exclusive performance rights and licenses for his works; and the Chief Business Officer certifies that funds are available in the FY2008 Performing Arts Center fund balance; 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 Bob Newhart to perform in the 2007/2008 Robert E. Parilla Performing Arts Center Guest Artist Series for an estimated amount of College funds of \$75,000.

BKJ:abg

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

Agenda Item # _____
June 18, 2007

**AWARD OF CONTRACT, INFORMATION TECHNOLOGY SYSTEMS
CONSULTANT SERVICES, BID NO. 507-027**

BACKGROUND

The Chief Information Officer has requested a contract for information technology consulting services to support the collegewide information technology systems. The Office of Information Technology is responsible for coordinating and maintaining over 25,000 pieces of technology equipment, 8,000 workstations, and over 100 servers in two operating systems environment (Microsoft and MAC). College staff determined that retaining a cadre of highly skilled information technology supplemental resources is advantageous for meeting College needs. Contracting consulting services is an efficient and cost effective measure that supports College Goal IV, to provide state-of-the-market information technology resources that facilitate communication and support our learning organization. Six specific functional areas of consulting services are needed: management consulting, system management and maintenance, information system security, web and internet systems support, technical operations support, and application support. The current contract expires June 30, 2007.

On February 14, 2007, a solicitation was issued for the procurement of multiple awards for information technology consultant services. Twenty-four (24) responses were received including four (4) no bid responses on March 13, 2007. Nine (9) bidders were declared non-responsive since their bids did not meet College requirements. Awards were based on established criteria for the six functional (6) areas mentioned above, which allowed greater competition. Multiple awards were made within each of the categories to the highest ranked responsible bidders meeting College requirements (see attached List of Awardees). Task orders will be awarded as services are needed to vendors within each category based on pricing, scope of work, and delivery time. The total estimated annual not-to-exceed amount is \$3,000,000. Board approval is required for competitive sealed proposal awards valued above \$25,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees award multiple contracts for the purchase of information technology consulting services to the vendors on the attached List of Awardees, for a three-year term, beginning July 1, 2007, for an estimated annual not-to-exceed amount of \$3,000,000, dependent upon usage. It is further recommended that the contract be renewed for three (3) 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)
List of Awardees (Board Members Only)
Bidders List (Board Members Only)

RESOURCE PERSONS Mr. Leurig; Mr. Moore; Mr. Sorrell; Ms. Wormack

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

Resolution Number: **07-06-078**
Adopted on: **6/18/07**

Agenda Item #: ____
June 18, 2007

**Subject: Award of Contract, Purchase of Information Technology Consultant Services,
Bid No. 507-027**

WHEREAS, the Chief Information Officer has requested multiple awards of contract for the purchase of information technology consultant services that support collegewide technology needs since the current contract expires June 30, 2007; and

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

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised in a County newspaper on February 14, 2007, and posted on the College Procurement, Montgomery County, and State of Maryland websites, mailed to thirteen (13) vendors, and downloaded by two hundred and fifty (250) vendors; twenty-four (24) responses, including four (4) no bids and nine (9) bidders who were declared non responsive, were received, read, and recorded, beginning at 3:00 p.m. on March 13, 2007; and

WHEREAS, upon evaluation it was determined that the proposals submitted by vendors identified on the attached List of Awardees, were the highest evaluated vendors meeting college requirements and are therefore the highest responsible bidders; 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 multiple contracts for information technology consulting services be awarded to vendors identified on the attached List of Awardees, for a three-year term, beginning July 1, 2007, for an estimated annual not-to-exceed amount of \$3,000,000, dependent upon usage; and be it further

Resolved, that the contracts be renewed for three (3) additional one-year terms at the sole option of the College, under the same terms and conditions, provided service is 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 # ____
June 18, 2007

**AWARD OF CONTRACT, INFORMATION TECHNOLOGY SOLUTIONS PROVIDER
SERVICES AND MAINTENANCE, BID NO. 507-033**

BACKGROUND

The Chief Information Officer has requested a contract for information technology solutions provider services to provide a broad scope of services for the IT network infrastructure. These services include telecommunications, equipment and maintenance for new and emerging technologies, teleconferencing, and professional consulting services and solutions. The College has significant investments in technology with approximately 8,000 workstations, over 1200 pieces of network infrastructure equipment, and over 200 servers. Consistent with College Goal IV, to provide state-of-the market information technology resources that facilitate communication and support our learning organization, the College maintains support for several operating systems such as Windows, Novell, Unix, MAC, Linux, and Sun, all of which require the need for information technology solution providers to ensure timely maintenance of these systems. Information technology solution provider services will offer the College a flexible means of obtaining certified contractors with specific expertise to perform these IT network services.

On March 23, 2007, a solicitation was issued for information technology solutions provider services. Four (4) responses were received including three (3) no bid responses on April 11, 2007. Information Technology staff reviewed and evaluated the only proposal received from Presidio Networked Solutions, Greenbelt, Maryland. Presidio Networked Solutions is the recommended award. Since Presidio currently provides maintenance on previously purchased infrastructure equipment, those equipment items will continue to be maintained as a part of this contract. Past performance is satisfactory. The total estimated annual amount is a not to exceed amount of \$4,500,000, dependent upon usage. Board approval is required for competitive sealed proposal awards valued above \$25,000.

RECOMMENDATION

It is recommended that the Board of Trustees award a contract for information technology provider services to Presidio Networked Solutions, Greenbelt, Maryland, for a five-year term, beginning July 1, 2007, for an annual not-to-exceed amount of \$4,500,000, dependent upon usage. It is further recommended that the contract be renewed for five 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.

Since Presidio currently provides maintenance on previously purchased infrastructure equipment, those equipment items will continue to be maintained as a part of this contract.

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: **07-06-079**
Adopted on: **6/18/07**

Agenda Item #: ____
June 18, 2007

Subject: Award of Contract, Information Technology Solutions Provider Services and Maintenance, Bid No. 507-033

WHEREAS, the Chief Information Officer has requested a contract award for the purchase of information technology solutions provider services to provide a broad scope of services collegewide for the IT network infrastructure which includes telecommunications, equipment and maintenance for new and emerging technologies, teleconferencing, and professional consulting services and solutions; 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), a request for proposal was publicly advertised in a County newspaper on March 23, 2007, and posted on the College Procurement, Montgomery County, and State of Maryland websites, mailed to four (4) vendors, downloaded by one hundred and eighty one (181) vendors; four (4) responses, including three (3) no bids were received, read, and recorded, beginning at 3:00 p.m. on April 11, 2007; and

WHEREAS, upon evaluation it was determined that the proposal submitted by Presidio Networked Solutions, Greenbelt, Maryland, was the highest evaluated vendor meeting college specifications; and

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

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

Resolved, That a contract to purchase information technology solutions provider services be awarded to Presidio Networked Solutions, Greenbelt, Maryland, for a five-year term, beginning July 1, 2007, for an annual not-to-exceed amount of \$4,500,000; and be it further

Resolved, That the contract be renewed for five (5) 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# _____
June 18, 2007

**SOLE SOURCE AWARD OF CONTRACT, NOVELL NET SERVICES SOFTWARE AND
ADDITIONAL SERVICES**

BACKGROUND

The Chief Information Officer has requested a contract award for the Novell academic software license which authorizes the College to run the Novell operating system, on a sole source basis. The sole source contract was originally awarded by the Board of Trustees at its June 18, 2001 meeting for a three-year term and subsequently awarded again at the Board of Trustees June 21, 2004 meeting for another three-year term. The current contract expires on June 30, 2007.

The Novell operations system runs the College's instructional and administrative primary network servers. The College has over 6,500 workstations, both instructional and administrative, that must access the network through a Novell operating system to file and print data. This operating system requires periodic updates and upgrades in order to receive continued support from the software manufacturer. Contracting Novell net services software also supports College Goal IV, to provide state-of-the market information technology resources that facilitate communication and support our learning organization. The continued maintenance, updates and upgrades will enhance the management of academic computer labs, maintain and improve the students' access to their data and resources on College networks. Under the new agreement, one feature now offered is the ability to manage computer operating systems and application patches from a central location. The continually updated software will also deliver new functionality to the College that will aid in the delivery of services to student labs as well as registration, financial aid, finance and human resources systems. Novell offers colleges and universities a special license called the Academic License Agreement (ALA) along with associated services that support the software.

The ALA program is only offered by Novell and is not available through any of its resellers. Other colleges and universities, including Frederick Community and Prince George's Community Colleges, have taken advantage of the ALA program. The program will allow the College to purchase this software and associated services at discounts greater than those offered to government and commercial customers. The sole source award is justified in this instance since no other vendor can offer the academic license and pricing. The annual cost of the Novell Net Services software under the ALA is \$159,220. Board approval is required on sole source procurement contracts valued above \$25,000.

RECOMMENDATION

It is recommended that the Board of Trustees award a contract to purchase Novell Net Services Software, to Novell, Inc., Herndon, Virginia, on a sole source basis, for a three-year period, for an annual not to exceed amount of \$159,220 provided funds are available, service is satisfactory and it is in the best interest of the College.

RESOURCES PERSONS

Mr. Leurig; Mr. Moore; Mr. Sorrell; Ms. Wormack

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

Resolution Number: **07-06-80**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

Subject: Sole Source Award of Contract, Novell Academic License Software and Services

WHEREAS, the Board of Trustees previously awarded a contract for the purchase of the Novell academic license, on a sole source basis, at its meetings of June 18, 2001 and June 21, 2004, on a sole source basis; and

WHEREAS, the Chief Information Officer has requested the continuation of the purchase of Novell Net Services Software services under Novell's Academic License Agreement and to maintain the instructional and administrative primary network servers that are operated by Novell operating systems under a new agreement; and

WHEREAS, the Director of Procurement certifies that the sole source request is justified since the Novell Academic License Agreement is not available through any other source, that no other product will meet College needs, and that substantial software savings would be realized through the Novell ALA program; and the Chief Business Officer certifies that funds have been requested in the FY2008 Operating Budget; and

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

WHEREAS, sole source procurement contracts 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 the purchase of Novell Net Services Software to Novell, Inc., Herndon, Virginia, on a sole source basis, for an annual not-to- exceed amount of \$159,220, for a three-year period, beginning July 1, 2007, provided funds are available, the service is satisfactory, and it is in the best interest of the College.

BKJ:abg

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

Agenda Item Number: _____
June 18, 2007

**SOLE SOURCE AWARD OF CONTRACT, INFORMATION TECHNOLOGY PROJECT
MANAGEMENT SOFTWARE UPGRADE**

BACKGROUND

The Chief Information Officer has requested a contract award for project management software, for managing, tracking, and coordinating information technology and maintenance projects, on a sole source basis. In 1999, the Board of Trustees approved a contract award for the purchase of project management software and subsequently approved an upgrade to the award at its June 2005 meeting, on a sole source basis. The College has over 400 active information technology projects. The current software is obsolete and will no longer be supported after June 2007. Because product compatibility is critical to support the College's current information technology environment, staff determined that the project management system must meet and be compatible with the Microsoft Internet file structure; support automated project data collection processes and higher level project reporting and planning capabilities. Upgrading the project management software supports College Goal IV and College Goal IV, to provide state-of-the-market information technology resources that facilitate communication and support our learning organization

The most compatible product and support services meeting college needs is the Mariner Solution, licensed and manufactured by Serena Software, San Mateo, California. The Mariner project management solution upgrades the current product and is only offered by Serena Software, Inc., and is not available through any resellers. The Mariner project management solution will allow the College to purchase this software and associated services at discounts greater than those offered to government and commercial customers. The sole source award is justified in this instance since no other vendor can offer the product and support, academic license, and pricing. The total three-year purchase and maintenance price of the Mariner project management solution is \$197,607. Board approval is required on sole source procurement contracts valued above \$25,000.

RECOMMENDATION

It is recommended that the Board of Trustees award a contract for the purchase of Mariner project management solution software and support, to Serena Software, San Mateo, California, on a sole source basis, for a three-year period, beginning, June 30, 2007, for total price of \$197,607, service is satisfactory and it is in the best interest of the College.

RESOURCES PERSONS

Mr. Leurig
Mr. Moore
Mr. Sorrell
Ms. Wormack

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

Resolution Number: **07-06-081**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

Subject: Sole Source Award of Contract, Information Technology Project Management Software Upgrade

WHEREAS, the Board of Trustees previously awarded a contract for the purchase of the project management licensed software and subsequently awarded a contract for upgrading the project management software, at its meetings of June 1999 and June 2005, on a sole source basis; and

WHEREAS, the Chief Information Officer has requested continuation and upgrade of the project management software originally purchased for managing, tracking, and coordinating the over 400 information technology projects that address College instructional and administrative programs; and

WHEREAS, the Director of Procurement certifies that the sole source request is justified since the project management software and support services are not available through any other source, that no other product will meet College needs; and the Chief Business Officer certifies that funds are available in the FY2007 Capital Budget; and

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

WHEREAS, sole source procurement contracts 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 the purchase of project management software to Serena Software, San Mateo, California, on a sole source basis, for a three-year term, beginning June 30, 2007, for a total price of \$197,607, provided funds are available, the service is satisfactory, and it is in the best interest of the College.

BKJ:abg

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

Agenda Item Number: _____
June 18, 2007

**AMENDMENT TO SOLE SOURCE AWARD OF CONTRACT, COURSE SCHEDULING
ASSISTANT SOFTWARE**

BACKGROUND

In 1999 the Maryland Higher Education Commission and the community college presidents collaborated to award a grant for the creation of an online, web-based system to help individuals and businesses search for continuing education offerings at all 16 community colleges. With the support of the Maryland Association of Community Colleges, several community colleges, including Montgomery College, were granted a license in 2001 for the use of Symplicity Networks Inc. software CRS-2000. In June 2003, the Board of Trustees approved the sole source purchase of the Symplicity Networks, Inc.'s CRS-2000 web-based course search software license through June 30, 2007 (Resolution No. 03-49). Subsequently, in June 2006, the Board awarded an amendment to the contract with Symplicity Networks to purchase additional modifications to the course scheduling software modules and development services in order to meet programmatic needs. As the current contract expires June 30, 2007, the Vice President for Workforce Development and Continuing Education has requested amending the current agreement for maintenance and continued development of the software program to meet College needs. This project supports College Goal IV, to provide state-of-the-art market information technology resources that facilitate communication and support our learning organization. Funding for the purchase has been requested in the FY2008 Workforce Development and Continuing Education Budget. Board approval is required for sole source procurements above \$25,000 and for contract modifications which increase the value of contracts.

RECOMMENDATION

It is recommended that the Board of Trustees approve amendment of the contract award for maintenance and development services of the course scheduling assistant software, to Symplicity Networks, Inc., Millersville, Maryland, on a sole source basis, for a not-to-exceed annual amount of \$80,000 in FY2008. It is further recommended that a contract for maintenance be renewed at the sole option of the College under the same terms and conditions as long as the service is necessary and satisfactory, funds are available, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Ms. Hanlon
Mr. Moore
Mr. Payne
Ms. Wormack

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

Resolution Number: **07-06-082**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

**Subject: Amendment to Sole Source Award of Contract, Course Scheduling
Assistant Software**

WHEREAS, in 1999 the Maryland Higher Education Commission (MHEC) and the community college presidents awarded a grant to create an online, web-based system to assist individuals and businesses locate continuing education offerings at the 16 community colleges; and

WHEREAS, in 2001 the College was licensed for the baseline CRS-2000 software, which provides a single common format supporting all of the major continuing education business elements among the 16 community colleges; has continued to maintain that product; and desires to further enhance the capabilities of the CRS-2000 software; and

WHEREAS, in 2003 the Board of Trustees awarded a contract for the purchase of web-based course search software CRS-2000, to Symplicity Networks, Inc., Millersville, Maryland, on a sole source basis, through June 30, 2007; and

WHEREAS, the Vice President for Workforce Development and Continuing Education has requested amending the contract award for the purchase of maintenance and development of the web-based course software currently utilized by the College, on a sole source basis; and

WHEREAS, the Director of Procurement affirms that the sole source request is justified since the product is not available through any other source; is proprietary; and is currently the only product that will meet College needs; and the Chief Business Officer certifies that funds have been requested in the FY2008 Workforce Development and Continuing Education Budget; and

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

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

Resolved, That the contract award to Symplicity Networks, Inc., Millersville, Maryland, be amended for the purchase of maintenance and development of the course scheduling software, beginning July 1, 2007, for a not -to-exceed amount of \$80,000 in FY2008; and be it further

Resolved, That the contract be renewed under the same terms and conditions for as long as the service is necessary and 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: _____
June 18, 2007

FINAL ADOPTION OF THE FY2008 COLLEGE CAPITAL BUDGET

BACKGROUND

On May 24, 2007, the County Council approved the College's FY2008 Capital Budget by appropriating \$29,178,000 to fund 19 projects. The Council's approved budget (Council Resolution No. 16-157) is made up of the following:

<u>Project</u>	<u>FY08 Request</u>	<u>Council Final Action</u>
ADA Compliance – College	\$ 50,000	\$ 50,000
Elevator Modernization – College	580,000	580,000
Energy Conservation – College	125,000	125,000
Facility Planning – College	300,000	300,000
Germantown Access Road	952,000	0
Germantown Bioscience Education Center	5,473,000	0
IT Information Technology – (Replacement)	8,500,000	8,500,000
IT Student Learning Support Systems	800,000	800,000
IT Network Operating Center	1,500,000	1,500,000
IT Network Infrastructure & Support Systems	1,000,000	1,000,000
Life Safety Systems – College	1,000,000	1,000,000
Outdoor Athletic Facilities	100,000	100,000
Planned Life-Cycle Asset Replacement–College	2,500,000	2,500,000
Planning, Design & Construction	1,162,000	1,162,000
Rockville Computer Science Alterations	789,000	789,000
Rockville Macklin Tower Alterations	2,907,000	2,907,000
Rockville Physical Plant Building	2,874,000	0
Rockville Science Center	56,010,000	0
Rockville Science East Renovation	2,798,000	0
Rockville Science West Renovation	2,916,000	0
Roof Replacement	879,000	879,000
Site Improvements	500,000	500,000
Storm Water Management	100,000	100,000
TP/SS Campus Expansion	2,641,000	2,641,000
TP/SS Commons Renovation	1,295,000	3,745,000
TP/SS Fine Arts Pavilion Renovation	993,000	0
TOTAL	\$98,744,000	\$29,178,000

With regard to changes to the FY2008 funding request, due to lack of State funds, the County deferred funding for a significant number of the College's major projects. These include: Germantown Campus Access Road design and Bioscience Education Center design; Rockville Campus Science East, Science West and Physical Plant building designs, and Science Center construction; and Takoma Park/Silver Spring Campus Fine Arts Pavilion design. The County

did, however, agree to pick up 100% of the FY2008 funding for two critical projects: Commons Renovation construction/furniture and equipment and Roof Replacement design and construction. And, lastly, the County accepted the State's projected cost escalation for the deferred FY2008 projects, as well as future projects, as part of the final budget reconciliation.

The approved FY2008 Capital Budget also provides funding for Cultural Arts Center furniture and equipment and many on-going level-of-effort projects, such as Elevator Modernization and Life Safety Systems.

RECOMMENDATION

The Board is asked to adopt the FY2008 Capital Budget as appropriated by the Montgomery County Council and authorize the President to implement the approved budget. The attached resolution provides for the formal action taken each year following the Council's appropriation of the College's Capital Budget.

BACK-UP INFORMATION

Board Resolution
Other Approved Projects

RESOURCE PERSON

Mr. Capp

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

Resolution Number: **07-06-083**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2006

Subject: Final Adoption of the FY2008 College Capital Budget

WHEREAS, on October 16, 2007, by Board Resolution #06-10-118, the Board of Trustees adopted amendments to the FY2007-2008 Biennial College Capital Budget; and

WHEREAS, on May 24, 2007, by Council Resolution #16-157 the Montgomery County Council approved the College's FY2007-2012 Capital Improvements Program and approved the FY2008 Capital Budget with new appropriations totaling \$29,178,000 for 19 projects; and

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

Resolved, That the Board of Trustees adopts the FY2008 College Capital Budget, and authorizes the President to implement the budget as amended, approved, and appropriated by the Montgomery County Council for the College, pursuant to Council Resolution #16-157.

BKJ:abg

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

Agenda Item Number: _____

June 18, 2007

PETITIONS FOR STATE FUNDING

BACKGROUND

On May 24, 2007, the Montgomery County Council appropriated the College's FY2008 Capital Budget including funds for one (1) State-assisted project, Cultural Arts Center Furniture and Equipment, as a part of the Takoma Park Campus Expansion project. The County Executive and the County Council have been informed that the College will petition the State for final approval of this project's funding.

The State and County funding levels for the project are outlined below. The FY2008 appropriation for the Takoma Park Campus Expansion Project (Cultural Arts Center Furniture and Equipment) is \$2,641,000 (\$1,320,500 - County and \$1,320,500 - State Aid).

The attached resolution and County Council petition are in the format prescribed by the State and County. In addition, the petition outlines the contingent nature of the Council's approval which requires State approval of the College's projects as part of the FY2008 bond bill. With the Board's adoption of this resolution, the request is forwarded to the County Council for action on the State grant petition.

RECOMMENDATION

It is recommended that the Board of Trustees formally request the County Council to petition the State for the following grant: \$1,320,500 for furniture and equipment for the Cultural Arts Center in the Takoma Park Campus Expansion project.

BACK-UP INFORMATION

Board Resolution
County Council Resolution
Project Description Form

RESOURCE PERSON

Mr. Capp

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

Resolution Number: **07-06-084**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

Subject: Proposal to Construct a Public Junior/Community College or Additions Thereto, Takoma Park Campus Expansion, Cultural Arts Center – Furniture and Equipment

WHEREAS, the General Assembly of Maryland has enacted various community college construction loan acts that provide State funds to assist the various counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts; and

WHEREAS, the Board of Trustees of Montgomery Community College proposes undertaking certain furniture and equipment purchases as part of the Takoma Park Campus Expansion, Cultural Arts Center project on the Takoma Park/Silver Spring Campus of the College and has determined that the sum of \$1,320,500 in State financial assistance available under the loan acts is needed for this purpose; now therefore be it

Resolved, That the Board of Trustees of Montgomery Community College requests that the Montgomery County Council approve the proposal to undertake certain furniture and equipment purchases as part of the Takoma Park Expansion Cultural Arts Center project on the Takoma Park/Silver Spring Campus of the College as set forth in the application for financial assistance; file, as required by the loan acts and contingent on enactment of the FY2008 State of Maryland Capital Budget by the 2007 Session of the General Assembly and its approval by the Governor, the necessary petition with Maryland Higher Education Commission for a State grant in the amount of \$1,320,500, and make available the necessary local funds for completion of the project.

A True Copy.

ATTEST:

_____, Secretary-Treasurer
Board of Trustees of
Montgomery Community College

Date: _____

BKJ:abg

Resolution No.: _____

Introduced: _____

Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

Subject: Petition for State Grant of \$1,320,500 for undertaking furniture and equipment purchases as part of the Takoma Park Campus Expansion - Cultural Arts Center project.

Background

1. The General Assembly of Maryland has enacted various community college construction loan acts that provide State funds to assist the counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts.
2. The County Council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission.
3. The Board of Trustees of Montgomery Community College proposes undertaking the purchase of furniture and equipment as part of the Takoma Park Campus Expansion – Cultural Arts Center project on the Takoma Park/Silver Spring Campus of the College in Montgomery County. Upon resolution duly adopted by the Board, the Board requests the County Council to petition the Maryland Higher Education Commission for a grant of \$1,320,500 needed to assist the financing of the public community college project which is described in the application for financial assistance.
2. In the FY2008 Capital Budget for Montgomery College, the Board of Trustees proposed undertaking the purchase of furniture and equipment for the Takoma Park Campus Expansion Cultural Arts Center project on the Takoma Park/Silver Spring Campus of the College. On May 24, 2007, the County Council approved \$2,641,000 for this project, contingent on the receipt of \$1,320,500 from the State in FY 2008.
3. In April 2007, the State General Assembly and the Governor approved the FY2008 State of Maryland Capital Budget, which included \$1,320,500 for the purchase of furniture and equipment for the Takoma Park/Silver Spring Campus Cultural Arts Center project. However, the Board of Public Works must still approve the specific grant and the necessary contracts. Before this approval, the County Council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission. After the Commission receives this petition, the Commission will recommend to the Board of Public works that the Board approve the grant and the contracts.

Action

The County Council for Montgomery County, Maryland, approves the following action:

1. In accordance with the enactment by the 2007 session of the General Assembly of the FY2008 State of Maryland Capital Budget and approval by the Governor, the County petitions the Maryland Higher Education Commission for a grant of \$1,320,500 from the available funds of the various community college construction loan acts in order to participate in the available financial assistance.
2. If the Maryland State Board of Public Works approves a grant of less than fifty percent (50%) of the estimated total cost for undertaking furniture and equipment purchases as part of the Takoma Park Campus Expansion – Cultural Arts Center project on the Takoma Park/Silver Spring Campus of the College, the College must notify the County Executive and the County Council by requesting an amendment to the College's Capital Improvements Program. The amendment must show the actual project funding schedule proposed and the Council must approve the amendment before the College awards a contract.

This is a correct copy of Council action.

Linda M. Lauer
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No. _____
Takoma Park Campus Expansion (Cultural Arts Center) PDF #996662

MONTGOMERY COLLEGE
FY2008 Capital Budget
Other Approved Projects (No Funds Requested in FY2008)

Projects with prior-year appropriations (Approved as submitted):

TP/SS King Street Art Center (Cafritz Foundation Art Center)
TP/SS Central Plant
TP/SS West Campus Parking Garage (Garage #2)
Germantown Goldenrod Building Renovation

Outyear projects with no previous appropriation (FY2007-2012):

Rockville Parking Garage
Rockville Student Services Center
Rockville Library Resource Center
Germantown Science & Applied Studies Building Alterations – Phase I
Germantown Student Resource Center
Germantown Parking Garage
Germantown Science & Applied Studies Building Alterations – Phase II
Germantown Humanities & Social Sciences Building Renovation
TP/SS Communication Arts Center Renovation
TP/SS Math & Science Center

Deleted outyear projects (FY2007-2012):

TP/SS Information Science Pavilion Renovation
TP/SS Student Services Pavilion Renovation

Projects approved, but requested funding deferred:

Rockville Physical Plant Building
Rockville Science Center (has prior year funding)
Rockville Science East Renovation
Rockville Science West Renovation
Germantown Access Road
Germantown Bioscience Education Center (has prior year funding)
TP/SS Fine Arts Pavilion Renovation

Projects pending close out:

None

Projects closed out as of July 1, 2007:

Rockville Art Building Renovation

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

Agenda Item Number: _____
June 18, 2007

FINAL ADOPTION OF THE FY2008 CURRENT FUND AND SPECIAL FUNDS BUDGETS

BACKGROUND

On January 16, 2007, the Board of Trustees adopted a budget in the amount of \$196,667,872 for the Current Fund and \$12,323,625 for the Workforce Development and Continuing Education Fund and \$5,737,298 for the Auxiliary Enterprises Fund. It is necessary to readopt the budgets since the County Council's final appropriation is different than the College's budget request.

The FY2008 final Operating Budget represents a 10% increase from the prior year and an increase in County funding of \$8.6 million. In the Current Fund, State Aid increased \$4.3 million. The Other Funds (Emergency Plant Maintenance & Repair Fund, Cable TV, Student Activities and Athletics, and Grants) do not need to be readopted because Board Resolution #07-01-012 did not specify amounts.

This budget provides for an increase in costs for compensation and enrollment growth, BOT grants, funding to open and operate the Goldenrod property, and the remainder of funding for operating the Takoma Park/Silver Spring Student Services Center and the Cafritz Family Foundation Art Center. The budget includes 64.50 new positions for the Operating Budget as follows: 12 faculty for enrollment growth, 16.5 staff positions for the Goldenrod property, 2 staff positions for the Gude property and 11 staff positions for the Takoma Park/Silver Spring expansion and 3.0 staff positions for the Network Operation Center, 10.5 staff positions for the campuses, 5 temporary with benefits positions converted to regular ones and 4.5 other new staff positions. In the Enterprise Funds, there are 10.5 new staff positions.

There is a provision in this resolution to reappropriate encumbered FY2007 balances in FY2008. This action will allow funding for items encumbered in the current fiscal year to automatically be reappropriated in the next fiscal year.

RECOMMENDATION

Members of the Board are asked to readopt the FY2008 Current Fund and Special Funds Budgets as presented, and authorize the President to implement the budgets which are subject to final County Council funding actions in June, 2007.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Campbell
Ms. Dimon

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

Resolution Number: **07-06-085**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

Subject: Final Adoption of the FY2008 Current Fund and Special Funds Budgets

WHEREAS, the Board of Trustees originally adopted the College's Fiscal Year 2008 Operating Budget on January 16, 2007, by Board Resolution #07-01-11; and

WHEREAS, the Montgomery County Council considered the budget in work sessions during April and May, 2007 and approved \$196,667,872 for the Current Fund, and \$18,060,923 for the Special Funds; and

WHEREAS, the County Executive and County Council recognized the valuable contribution that Montgomery College makes to the community and increased County funding by \$8.6 million for the Current Fund; and

WHEREAS, the Council has approved the College's Fiscal Year 2008 Operating Budget for State-mandated functions and appropriated a Current Fund expenditure authority of \$196,667,872; and

WHEREAS, by the same resolution, the Council appropriated the expenditure authority for the Special Funds as follows: Workforce Development and Continuing Education Fund, \$12,323,625, and Auxiliary Enterprises Funds, \$5,737,298; and

WHEREAS, the College seeking to be consistent with other County agencies and colleges in Maryland requests the authority for encumbered expenditures to carry into the next fiscal year; and

WHEREAS, the foregoing expenditure appropriation has been applied to functional expense categories to reflect Council actions; now therefore be it

Resolved, That the Board of Trustees hereby readopts the FY2008 College Current Fund Operating Budget in the amount of \$196,667,872, Workforce Development and Continuing Education Fund in the amount of \$12,323,625; and the Auxiliary Enterprises Fund in the amount of \$5,737,298; and be it further

Resolved, That the Board of Trustees authorizes reappropriation and expenditures of encumbered FY2007 appropriations for all funds, permitting the funds to be spent in FY2008 (unencumbered appropriations lapse at the end of FY2007); and be it further

Resolved, That the functional totals for the Fiscal Year 2008 Operating Budget will be in the amounts listed below:

	<u>CURRENT FUND</u>	<u>SPECIAL FUNDS</u>
10 Instruction	\$ 72,859,422	\$ 12,323,625
40 Academic Support	28,927,865	-0-
50 Student Services	25,289,608	-0-
60 Operations & Maint. Of Plant	27,485,945	-0-
70 Institutional Support	39,109,024	-0-
80 Scholarships & Fellowships	2,996,008	-0-
Auxiliary Expenditures	<u>-0-</u>	<u>5,737,298</u>
TOTAL	\$196,667,872	\$18,060,923

and be it further

Resolved, That the estimated budgeted source of funds projected by the Board of Trustees to fund the College's Operating Budget during FY2008 are in the amounts listed below, subject to final County Council funding actions in June, 2007.

	<u>CURRENT FUND</u>	<u>SPECIAL FUNDS</u>
County Contribution	\$ 98,581,360	\$ -0-
State Aid	28,654,030	6,796,871
Tuition & Fees	62,792,564	6,728,967
Miscellaneous	3,330,000	1,324,784
Fund Balance	3,501,552	(464,345)
Income from Sales & Service	-0-	3,933,012
Net Transfers	<u>(191,634)</u>	<u>(258,366)</u>
TOTAL	\$ 196,667,872	\$18,060,923

BKJ:abg

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

Agenda Item Number: _____
June 18, 2007

**SALARY IMPROVEMENT IN FY2008 FOR NON-BARGAINING
ADMINISTRATIVE, ASSOCIATE AND SUPPORT STAFF**

BACKGROUND

Each year, during the spring, the Board acts on salary improvement for Administrative, Associate and Support Staff. Salaries for Bargaining Unit Staff are negotiated with the AFSCME representative. Board action is necessary at this time for Non-Bargaining Administrative, Associate and Support Staff.

RECOMMENDATION

The President recommends approval of the following resolutions:

1. Non-Bargaining Associate and Support Staff General Salary Adjustment for FY2008. This resolution provides for a four and seventy-five hundredths (4.75) percent salary adjustment for Non-Bargaining Associate and Support Staff for FY2008.
2. Salary Schedule for Non-Bargaining Administrative, Associate and Support Staff for FY2008. This resolution adjusts the pay schedule for all Non-Bargaining Unit Staff and Administrative employees by four and seventy-five hundredths (4.75) percent, effective July 1, 2007.
3. Non-Bargaining Administrative, Associate and Support Staff Salary Merit Adjustment for FY2008. This resolution authorizes a merit adjustment for eligible Non-Bargaining Associate and Support Staff in the amount of three (3) percent on their anniversary date. Administrative staff are eligible for a salary adjustment on July 1 of each year. This adjustment is based entirely on performance.
4. Special Recognition and Outstanding Service Awards for FY2008. This resolution authorizes one-time, lump sum awards of up to \$2,000 for special recognition and outstanding service by Non-Bargaining Administrative, Associate and Support Staff.
5. Non-Bargaining Associate and Support Staff Shift Differential for FY2008. This resolution authorizes the continuation of a shift differential of \$0.86 for hours actually worked for those Non-Bargaining Associate and Support Staff who are regularly scheduled to work more than 25 hours in a work week between the hours of 10:00 p.m. and 6:30 a.m.

BACK-UP INFORMATION

Board Resolutions (5)

RESOURCE PERSON(S)

Ms. Lawyer

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

Resolution Number: **07-06-086**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

**Subject: Non-Bargaining Associate and Support Staff
General Salary Adjustment for FY2008**

Resolved, That the Board of Trustees authorizes a general salary adjustment for eligible College Non-Bargaining Associate and Support Staff, as determined by the President, of four and seventy-five hundredths (4.75) percent effective July 1, 2007, for those employees already employed on June 30, 2007, whose employment continues uninterrupted into FY2008.

BKJ:abg

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

Resolution Number: **07-06-087**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

**Subject: Salary Schedule for Non-Bargaining Administrative,
Associate and Support Staff for FY2008**

WHEREAS, as part of an on-going effort to attract and retain highly qualified Administrative, Associate and Support Staff, the College strives to maintain a competitive salary schedule; and

WHEREAS, a review of data concerning salary improvement indicates that it would be appropriate to modify the College pay schedule for FY2008 by four and seventy-five hundredths (4.75) percent; and

WHEREAS, the President recommends adoption of the following resolution; now therefore be it

Resolved, That the salary schedule for Non-Bargaining Administrative, Associate and Support Staff be modified for FY2008 as shown on the attachment.

BKJ:abg

Attachment

**Proposed
Salary Schedule for
Non-Bargaining Staff
Montgomery College
FY08
(Effective 7/1/07)**

<u>GRADE</u>	<u>HOURLY RATE</u>		<u>ANNUAL RATE*</u>	
	<u>MIN</u>	<u>MAX</u>	<u>MIN</u>	<u>MAX</u>
A	\$11.88	\$20.32	\$24,710.40	\$42,265.60
B	\$12.59	\$21.53	\$26,187.20	\$44,782.40
C	\$13.35	\$22.81	\$27,768.00	\$47,444.80
D	\$14.15	\$24.17	\$29,432.00	\$50,273.60
E	\$15.28	\$26.10	\$31,782.40	\$54,288.00
F	\$16.50	\$28.18	\$34,320.00	\$58,614.40
G	\$17.83	\$30.43	\$37,086.40	\$63,294.40
H	\$19.25	\$32.85	\$40,040.00	\$68,328.00
I	\$21.18	\$36.12	\$44,054.40	\$75,129.60
J	\$23.30	\$39.72	\$48,464.00	\$82,617.60
K	\$25.62	\$43.68	\$53,289.60	\$90,854.40
L	\$28.19	\$48.03	\$58,635.20	\$99,902.40
M	\$30.44	\$51.88	\$63,315.20	\$107,910.40
N	\$32.87	\$56.01	\$68,369.60	\$116,500.80
O	\$35.51	\$60.49	\$73,860.80	\$125,819.20
P	\$38.35	\$65.31	\$79,768.00	\$135,844.80
Q	\$40.65	\$69.23	\$84,552.00	\$143,998.40
R	\$43.09	\$73.37	\$89,627.20	\$152,609.60
S	\$45.67	\$77.77	\$94,993.60	\$161,761.60

*ANNUAL EQUIVALENT RATE FOR A FULL-TIME, 12-MONTH EMPLOYEE

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

Resolution Number: **07-06-088**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

Subject: Non-Bargaining Administrative, Associate and Support Staff Salary Merit Adjustment for FY2008

WHEREAS, the College does not provide automatic step increases, but historically has provided merit adjustments to employees who receive satisfactory or higher performance evaluations instead; and

WHEREAS, the President recommends adoption of the following resolution; now therefore be it

Resolved, That all College Non-Bargaining Associate and Support Staff who are not at the top of a pay grade and who receive a satisfactory or higher performance evaluation are eligible for a salary merit adjustment in the amount of three (3) percent based on performance in FY2008 on the appropriate merit anniversary date; and be it further

Resolved, That all Administrative Staff are eligible for a salary adjustment on July 1 of each year, and such adjustment is based entirely on performance.

BKJ:abg

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

Resolution Number: **07-06-089**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

**Subject: Special Recognition and Outstanding
Service Awards for FY2008**

Resolved, That the Board of Trustees authorizes up to \$2,000 as the lump sum amount for special recognition and outstanding service awards to be presented to those Administrative, Associate and Support Staff employees of the College who are eligible and approved for such an award during FY2008.

BKJ:abg

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

Resolution Number: **07-06-090**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 18, 2007

**Subject: Non-Bargaining Associate and Support
Staff Shift Differential for FY2008**

Resolved, That the Board of Trustees authorizes the continuation of a shift differential of \$0.86 in FY2008 for hours actually worked for those Non-Bargaining Associate and Support Staff who are regularly scheduled to work more than 25 hours in a work week between the hours of 10:00 p.m. and 6:30 a.m.

BKJ:abg

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

Agenda Item Number: _____
June 18, 2007

PART-TIME FACULTY PAY STRUCTURES AND RATES FOR FY2008

BACKGROUND

A three-tier pay structure for part-time faculty was implemented effective in FY2001 and has continued through FY2007. This three-tier pay schedule will continue as it is intended to encourage increased continuity among part-time faculty.

On October 15, 2001, the Board of Trustees approved a supplemental stipend for part-time faculty with high demand skills within the information technology arena. On July 14, 2003, the Board approved including nursing for the supplemental stipend. Furthermore, on June 21, 2004, the Board approved including a supplemental stipend for the health sciences. The supplemental stipend for part-time faculty with high demand skills remains constant in FY2008.

RECOMMENDATION

It is recommended that the Board of Trustees approve an increase in the salary schedules for part-time faculty for FY2008 by approximately eight (8) percent effective at the beginning of the 2007-08 academic year.

BACK-UP INFORMATION

Board Resolution
FY2008 Part-time Faculty Pay Schedules

RESOURCE PERSON

Ms. Lawyer

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

Resolution Number: **07-06-091**
Adopted on: **6/18/07**

Agenda Item Number: _____
June 19, 2006

Subject: Part-Time Faculty Pay Structures and Rates for FY2008

WHEREAS, as part of an on-going effort to attract and retain well-qualified, part-time faculty, the College strives to maintain salaries competitive with the market; and

WHEREAS, as part of an ongoing effort to attract and retain well-qualified, part-time faculty with high demand skills within the information technology, nursing, and health sciences arenas, a supplemental stipend for identified courses remains constant; and

WHEREAS, the information technology courses selected for stipends will be determined semester by semester by the Information Technology Leadership Group, managed by the Information Technology Institute; and

WHEREAS, the nursing and health sciences courses selected for stipends will be determined semester by semester by the Dean of Health Sciences; and

WHEREAS, the President recommends adoption of the following resolution; now therefore be it

Resolved, That the three-tier salary schedule for part-time faculty including a supplemental stipend for teachers with high demand skills within the information technology, nursing, and health sciences arenas, be modified for FY2008 by approximately eight (8) percent effective at the beginning of the 2007–08 academic year.

BKJ:abg

Attachment

FY2008 PART-TIME FACULTY PAY SCHEDULES

Three-Tier, Part-Time Faculty Salary Schedule:

Lecturer base pay rate (\$810 per esh)

Adjunct I base pay rate + \$40 per esh (\$850), achieved after teaching a minimum of six semesters (may be non-consecutive) and 18 credits as a part-time faculty member at the Lecturer rank and having participated in certain professional development activities; OR

Upon initial hire if a recommendation is made for advanced placement for meeting the criteria for that of Adjunct I.

Adjunct II base pay rate + \$70 per esh (\$880), achieved after teaching a minimum of six semesters (may be non-consecutive) and 18 credits as a part-time faculty member at the Adjunct I rank and having participated in additional professional development activities; OR

Upon initial hire if a recommendation is made for advanced placement for meeting the criteria defined for that of Adjunct II.

Three-Tier, Part-Time Faculty Salary Schedule Including Supplemental Stipend for Teachers with High Demand Skills:

Lecturer base pay rate + stipend = \$850 (\$810 + 40 = 850)

Adjunct I Adjunct I rate + stipend = \$900 (\$850 + \$50 = \$900)

Adjunct II Adjunct II rate + stipend = \$950 (\$880 + \$70 = \$950)