

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
September 17, 2007**

INDEX OF BOARD RESOLUTIONS

<u>Board Resolution#</u>		<u>Pages</u>
07-09-092	Retirement of Ms. Ann Warner	2
07-09-093	Retirement of Ms. Ellen J. Morse	3
07-09-094	Retirement of Ms. Beatrice Carasso	4
07-09-095	Retirement Recognition and Emerita Status for Dr. Molly Abraham	5
07-09-096	Retirement Recognition and Emeritus Status for Professor Terry Dyroff	6-7
07-09-097	Retirement Recognition and Award of Bronze Medallion to Dr. Kay L. Bosgraaf	8-9
07-09-098	Retirement Recognition and Award of Silver Medallion to Dr. Gail I. Forman	10-12
07-09-099	Personnel Actions Confirmation Report	13-23
07-09-100	Graduates Receiving the Associate Degree and the One-Year Program Certificate in Spring, 2007	24-25
07-09-101	Request for Approval of the Ethnic Social Studies Certificate	26-28
07-09-102	Change Order, Science North HVAC Unit Control System, Takoma Park/Silver Spring Campus	29-30
07-09-103	Change Order, Unforeseen Site Conditions, Cultural Arts Center, Takoma Park/Silver Spring Campus	31-32
07-09-104	Award of Contract, Employee Benefit Programs	33-38
07-09-105	Procurement through Other Agency Contracts, Purchase of Medical Coverage through Montgomery County Public Schools	39-41
07-09-106	Procurement through Other Agency Contract, Purchase of Pharmacy Management Services through Montgomery County Public Schools	42-44
07-09-107	Sole Source Award of Contract, Radio Advertisement Services	45-46
07-09-108	FY2007 Operating Fund Functional Transfer	47-48
07-09-109	Acceptance of Maryland Higher Education Performance Accountability Report	49-51
07-09-110	Memorandum of Understanding with Montgomery County Public Schools	52-54

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

Resolution Number: **07-09-092**
Adopted on: **9/17/07**

Agenda Item Number: 6A
September 17, 2007

Subject: Retirement Recognition for Ms. Ann Warner

WHEREAS, Ms. Ann Warner has served Montgomery College with dedication and distinction for 10 years and retired from the College as of July 1, 2007; and

WHEREAS, Ms. Warner was one of the first members of the then newly formed Asset Management Group when she came to the Office of Information Technology (IT) as an Asset Management Specialist in 1999; and

WHEREAS, Ms. Warner came to IT after serving as a Payroll Technician for 2 years in the Finance – Payroll Office; and

WHEREAS, Ms. Warner was a part time employee for several years before becoming full time in 2003; and

WHEREAS, Ms. Warner became a Certified Software Manager during her tenure in IT to ensure legal software compliance by the College; and

WHEREAS, Ms. Warner participated in 3 major system upgrades, was instrumental in the creation of the IT software library, and was instrumental in the work done to support the new Health Sciences and Student Services Centers at the Takoma Park/Silver Spring Campus; and

WHEREAS, Ms. Warner served the faculty and staff of the College by maintaining the distribution program of Work at Home Software for both Microsoft and McAfee; and

WHEREAS, the Chief Information Officer and the President of the College recommends this public recognition of Ms. Warner 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. Ann Warner 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. Ann Warner.

BKJ:abg

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

Resolution Number: **07-09-093**
6B Adopted on: **9/17/07**

Agenda Item Number:
September 17, 2007

Subject: Retirement Recognition of Ms. Ellen J. Morse

WHEREAS, Ms. Ellen J. Morse served Montgomery College with dedication and distinction for thirty-four years and retired from the College as of June 30, 2007; and

WHEREAS, during her College tenure, Ms. Morse worked in two units, the Office of Admissions and Records and the Office of Business Services; and

WHEREAS, in her position as Financial Records Assistant in the Office of Business Services, Ms. Morse's work always exceeded expectations; and

WHEREAS, Ms. Morse has been praised for her loyalty to the College, enthusiasm, work ethic, excellent customer service skills, and high-quality work standards by the Office of Business Services, other departments within the College, and the business community; and

WHEREAS, vendors, co-workers, staff, faculty, and students have expressed their appreciation for her kind and caring attitude; and

WHEREAS, Ms. Morse received Special Recognition Awards in 1997, 2000, and 2006 for her outstanding performance and for voluntarily assuming additional duties to benefit the Office of Business Services; and

WHEREAS, Ms. Morse served as staff support to the Board of Trustees-appointed Committee on Investments and Banking from 2001 to 2007 and in June 2007 was recognized by the Committee for her outstanding service; and

WHEREAS, the Chief Business Officer and the President of the College recommend this public recognition of Ms. Morse 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. Ellen J. Morse for her many contributions to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

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

BKJ:abg

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

Resolution Number: **07-09-094**
Adopted on: **9/17/07**

Agenda Item Number: 6C
September 17, 2007

Subject: Retirement Recognition for Ms. Beatrice Carasso

WHEREAS, Ms. Beatrice Carasso served Montgomery College as a Library Assistant in the Rockville Campus Library with dedication for 17 years and retired as of January 1, 2007; and

WHEREAS, for over 10 years, Ms. Carasso worked as a Library Assistant who hired, trained, and worked with the Rockville Library's student aides, supporting them and responding to their learning needs thoughtfully and professionally; and

WHEREAS, in support of the student aide training, Ms. Carasso developed a handbook to give the student aides information about codes of conduct, library language and terms, guidelines and expectations, work skills, attendance, job tasks and responsibilities at Montgomery College; and

WHEREAS, Ms. Carasso served on the Rockville Campus Library's Emergency Preparedness Committee and helped to develop its first Emergency Preparedness document; and

WHEREAS, Ms. Carasso served with enthusiasm on the Information Technology (IT) -wide Customer Care Committee; and

WHEREAS, Ms. Carasso was always highly adept in dealing with all areas of her responsibilities; and

WHEREAS, Ms. Carasso was held in high esteem by her supervisors and co-workers for her professional manner and dedication to the student aides she mentored, the students and other users of the Library through excellent customer service skills and in the proficient manner in which she carried out her duties as reflected by her performance evaluations; and

WHEREAS, the Director of Libraries, the Rockville Head Librarian, the Rockville Library Assistant Supervisor, the Chief Information Officer, and the President of the College recommend this public recognition of Ms. Beatrice Carasso 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. Beatrice Carasso for her service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and it be further

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

BKJ:abg

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

Resolution Number: **07-09-095**
Adopted on: **9/17/07**

Agenda Item Number: 6D
September 17, 2007

Subject: Retirement Recognition and Award of Emerita Status to Dr. Molly Abraham

WHEREAS, in her capacity as Professor of Chemistry, Dr. Molly Abraham has served Montgomery College, Rockville Campus with dedication and distinction for more than fourteen years, and retired on August 1, 2007; and

WHEREAS, she has contributed personally in many ways to the development of the College and to the academic success of countless students at the Rockville Campus and has served students, faculty, administrators, and staff with dedication and commitment; and

WHEREAS, Dr. Abraham has been beloved by her students and colleagues for her student focus, commitment to teaching, patience, and collegiality; and

WHEREAS, her teaching style has been described by a student as "... easy to follow and understand. I never have trouble keeping up in her class."; and

WHEREAS, Dr. Abraham organized and wrote several manuals for organic chemistry laboratory courses, and served on numerous Chemistry Department committees; and

WHEREAS, Dr. Abraham has been recognized on several occasions for teaching excellence in the publication "Who's Who Among American Teachers"; and

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

WHEREAS, the President of the College recommends this public recognition of Dr. Molly Abraham upon the occasion of her retirement; now therefore be it

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

Resolved, That the members of the Board of Trustees express their appreciation to Dr. Molly Abraham for her valuable contributions and service to the College, and also extend to her best wishes for 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 be forwarded to Dr. Molly Abraham.

BKJ:abg

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

Resolution Number: **07-09-096**
Adopted on: **9/17/07**

Agenda Item Number: 6E
September 17, 2007

**Subject: Retirement Recognition and Award of Emeritus Status to
Professor Terry L. Dyroff**

WHEREAS, Professor Terry Dyroff has served Montgomery College with enthusiasm and dedication for 14 years and retired on July 1, 2007; and

WHEREAS, as a distinguished member of the Physics, Engineering, and Geosciences Department since 1993, he is known by his colleagues and his students as a superior and dedicated teacher who has the expertise, creativity, and flexibility to teach a wide variety of courses in Geology, Meteorology, Physics, and Physical Sciences; and

WHEREAS, he enhanced the curriculum by designing and teaching new courses, including *Weather and Climate* and several honors courses on various topics within the fields of Geology and Meteorology; and

WHEREAS, he was actively involved in upgrading Meteorology courses, including writing and publishing a laboratory manual for the course, *Meteorology: An Introduction to Weather*, resultantly, enrollment in meteorology courses has increased over 400% during the last 14 years; and

WHEREAS, he served as sponsor of both the Geology and Meteorology Clubs; and

WHEREAS, he was a member of the Rockville Faculty Council, the Math-Science Center Advisory Committee, the Advising Committee, and the Sabbatical Leave Committee; and

WHEREAS, he has shown his professionalism by giving numerous talks to area schools and clubs, consulting on many National Geographic Educational Videos, exhibiting regularly at Rockville Science Day, leading field trips for rock and mineral groups, giving instruction in lapidary techniques to many students, faculty members, and outside groups, and serving as an adviser for area earth science teachers; and

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

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

Resolved, That members of the Board of Trustees express their sincere appreciation to Professor Terry Dyroff for his distinguished service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

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

BKJ:abg

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

Resolution Number: **07-09-097**
Adopted on: **9/17/07**

Agenda Item Number: 6F
September 17, 2007

Subject: Award of Bronze Medallion and Emerita Status to Dr. Kay L. Bosgraaf

WHEREAS, Dr. Kay Bosgraaf retired as of January 2, 2007, after 17 years of distinguished service to Montgomery College and its students; and

WHEREAS, Dr. Bosgraaf served as a respected faculty member in the Department of English Composition, Literature, and Professional Writing; and as faculty coordinator of the Rockville campus Writing and Reading Center; and

WHEREAS, she served as Administrative Associate to the Instructional Dean of Humanities and Social Sciences; Administrative Associate to the Office of Institutional Advancement; and MC/MCPS Partnership Coordinator; and

WHEREAS, Dr. Bosgraaf successfully completed a sabbatical project that included a distance-learning version of the creative writing of poetry course, and the publication of poems entitled *Song of Serenity*; and

WHEREAS, she was awarded sabbatical leave to complete a prestigious residency and Writer's Grant at the Vermont Studio Center; and

WHEREAS, Dr. Bosgraaf introduced innovative materials into her developmental writing courses; and

WHEREAS, she has been a dedicated instructor who enjoys challenging her students and integrating technology into the creative writing process; and

WHEREAS, Dr. Bosgraaf served on the Maryland Department of Higher Education Reading Professional Development Committee to implement statewide the new regulations for certification; and

WHEREAS, Dr. Bosgraaf worked with regional community colleges and public schools to develop four elementary courses in reading for in-service and pre-service teacher training; 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 the approval of the Board of Trustees"; and

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the community and the College; 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. Bosgraaf 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. Kay Bosgraaf for her many contributions to the College, and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Dr. Kay Bosgraaf be awarded the Bronze Medallion in recognition of her service to the College and community, and as an expression of gratitude of the College for her dedication and professional commitment to the College; and be it further

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

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and Bronze Medallion be presented to Dr. Kay Bosgraaf.

BKJ:abg

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

Resolution Number: **07-09-098**
Adopted on: **9/17/07**

Agenda Item Number: 6G
September 17, 2007

Subject: Award of Silver Medallion and Emerita Status to Dr. Gail I. Forman

WHEREAS, Dr. Gail Forman served Montgomery College and its students as a distinguished faculty member for 36 years and retired from the College on July 1, 2007; and

WHEREAS, Dr. Forman has been an inspiring and supportive teacher for the College's diverse student body in English as a Second Language, composition, literature, and honors courses; and

WHEREAS, Dr. Forman has served the Department of English Composition, Literature and Professional Writing in many capacities, including serving on the literature and evaluation committees; and

WHEREAS, in her role as director of International Education, Dr. Forman organized many exceptional collegewide events, including TheatreCafés, scholarly lectures, and international and humanities exhibits to increase cultural awareness and bring understanding to the Montgomery College community; and

WHEREAS, she was instrumental in leading and organizing faculty development seminars on globalization as part of a transformational Ford Foundation-funded American Council on Education *Global Learning for All* project; and

WHEREAS, Dr. Forman authored and successfully implemented a U.S. Department of Education Title VI-A *Internationalizing the Curriculum* grant project, which included an innovative Korean language and culture program; and

WHEREAS, Dr. Forman conducted an evaluation of global learning in the curriculum, and initiated and chaired an international education advisory committee; and

WHEREAS, she has a long history of bringing academic enrichment to the College community, including highly competitive funding from the Fund for the Improvement of Postsecondary Education and the National Endowment for the Humanities grants to develop inclusive curricula; and

WHEREAS, she epitomizes the true spirit of collaboration, hosting numerous programs with a diverse array of partners across the curriculum, including the Humanities Institute, Honors Program, Women's Studies, Marriott Hospitality Program, Center for Teaching and Learning, Cultural Diversity Committee, and others; and

WHEREAS, Dr. Forman coordinated the Study Travel/Study Abroad program and led trips to Vietnam, Cambodia, and several other countries; and

WHEREAS, Dr. Forman assisted in the development of two new literature courses - Special Topics in Literature with Study Travel Option and Asian American Literature, and she developed a course on film and literature; and

WHEREAS, Dr. Forman was awarded a Fulbright Faculty summer fellowship to India; and

WHEREAS, Dr. Forman's students hold her in high regard for her participatory teaching approaches and her encouragement of their critical thinking; and

WHEREAS, Dr. Forman participated in and supported college faculty development efforts, and encouraged faculty to apply for Fulbright fellowships by assisting them in preparing their proposals; and

WHEREAS, Dr. Forman, while a Smithsonian Fellow, completed research on the African Diaspora, focusing on African and Caribbean mythology, and developed museum-based activities; and

WHEREAS, Dr. Forman consistently assumed leadership roles in College activities, including the Presidential Inaugural Celebration, 40th Anniversary Committee, and Middle States Association self-study; and

WHEREAS, from 1995 -1998, Dr. Forman produced *Perspectives on Leadership*, a Montgomery College Cable Television program; and

WHEREAS, Dr. Forman has been active in professional organizations by maintaining her own currency, bringing new ideas to her colleagues, and representing Montgomery College in national, regional, and local associations and conferences; and

WHEREAS, Dr. Forman was recognized by the college as a recipient of the 2002 Faculty Outstanding Service Award; and

WHEREAS, Dr. Forman has been beloved by students and colleagues for her intellectual fervor, her tireless commitment to teaching, her generous collegiality, and her sound judgment; and

WHEREAS, the Board of Trustees' policy provides that "All faculty 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 President of the College recommends this public recognition of Dr. Gail Forman 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. Gail Forman for her many contributions to the College, and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Dr. Gail Forman be awarded the Silver Medallion in recognition of her outstanding service to the College and community, and as an expression of gratitude of the College for her dedication and professional commitment to the College; and be it further

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

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and Silver Medallion be presented to Dr. Gail I. Forman.

BKJ:abg

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

Agenda Item Number: 8A
September 17, 2007

PERSONNEL ACTIONS CONFIRMATION REPORT - REVISED

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: **07-09-099**
Adopted on: **9/17/07**

Agenda Item Number: 8A
September 17, 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 June 1, 2007, to and including August 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.

BKJ:abg

Attachments

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including June 1, 2007, to and Including June 30, 2007

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
06/11/07	Campbell, Ellamarie	Human Resources Specialist	J	Human Resources Office
06/25/07	Garvin, Rosemarie C	Dir of Corp & Found Relations	N	Institutional Advancement Facilities Maintenance
06/11/07	Hodge, Anthony R	Blg Service Worker	A	TP/SS
06/25/07	Luty, Carl E	Special Asst to the President	N	Office of the President
06/25/07	Micheli, Charyn J	Instructional Assoc	H	Mathematics Center RV VP Academic & Student
06/25/07	Norris, Karen W	Grants Manager	L	Svcs

STAFF SEPARATIONS

06/29/07	Barrett, Kenneth W ¹	Dir of Employee & Labor Rel	N	Human Resources Office
06/29/07	Bojonny, John S	Spec Asst, Deputy Chief Info O	O	Office of Info Tech
06/18/07	Dangerfield, Russell E	Plumber	H	Facilities Operations TP/SS
06/22/07	Fortney, Linda M	Librarian	K	IT Learning Center Admin RV Communication Arts
06/29/07	Henry, Shirley C ¹	Admin Aide	F	Technology
06/01/07	Howard, Daryl A	Blg Service Worker	A	Facilities Maintenance RV
06/22/07	Jean, James C	Accts Payable Tech	F	Aux Services Bookstore RV
06/22/07	Knaus, Jane C ¹	Creative Services Director	L	Inst Adv Creative Services Admissions & Records
06/29/07	Krusa, Lorraine I	International Student Coord	I	TP/SS
06/29/07	Markley, Rayner W ¹	Instructional Assoc	G	Humanities & Social Science
06/29/07	Morse, Ellen J ¹	Financial Rcds Asst	E	Finance Office
06/22/07	Neal, Erica C	Program Assistant	H	WD & CE
06/30/07	Nunley, Charlene R ¹	Former President	X	Office of the President
06/29/07	Stanley, Howard A ¹	Campus Dir Of Facilities	N	Facilities Operations TP/SS
06/29/07	Stevens, Kathryn E	Equity & Diversity Spec	K	Equity & Diversity
06/16/07	Warner, Ann C ¹	Asset Mgmt Spec FT	I	Office of Info Tech

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	3	0	0	0	0	3
Male	1	1	1	0	0	3
TOTAL	4	1	1	0	0	6

¹ Retirement

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	9	0	0	0	0	9
Male	3	4	0	0	0	7
TOTAL	12	4	0	0	0	16

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective Date	Name	Position Title	Location
06/15/07	Buckner, Ginny A	Professor	Education RV
06/29/07	Ellison, Duane C ¹	Professor	History/Political Science RV
06/29/07	Forman, Gail I ¹	Professor	English/Lit/Prof Writing RV
06/30/07	Todd, M. Travis ¹	Professor	Arts/Humanities/SocialSciences TP/SS

FACULTY SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

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

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
07/23/07	Antalan, Annalee R	Office Asst	E	Office of Info Tech
07/23/07	De Leon, Patricia	Child Care Head Start Tea Asst	E	Aux Services Child Care RV
07/09/07	DeLong, Karen B	Instructional Asst	H	Applied Technologies RV
07/09/07	Doucet, Isabelle M	Senior IT Project Spec	K	Office of Info Tech
07/09/07	Henley, Catherine L	Senior Accountant	K	Finance Financial Reporting
07/23/07	Jackson, Kamaria L	HR Systems & Reporting Mgr	M	Human Resources Office
07/09/07	Kresse, Amy H	Director of Investments	N	Finance Office
07/23/07	Mistry, Jagubhai H	Blg Equip Mechanic	H	Facilities Operations RV
07/09/07	Ryan, Andrew J	Manager of Tech Training & Res	L	Human Resources Office
07/23/07	Sellman, Viola	Office Asst	E	Office of Info Tech

STAFF SEPARATIONS

07/09/07	Dean, Robert L	Instructional Lab Coord	I	Physics/Eng/Geoscience RV
07/27/07	Denne, Thomas A	Video Producer/Director	I	IT Learn Ctr Instructional TV
07/13/07	Kresse, Amy H	Director of Investments	N	Finance Office
		Dir of Academic & Student Svcs	P	VP Academic & Student Svcs
07/13/07	Liss, Ronald	Svcs	P	Svcs
07/27/07	McGuigan, Roger L	Senior Project Mgr	K	Collegewide Cap Prjt/Oper
07/08/07	Nuzzo, Alessandro	Safety & Security Officer	E	Facilities Security/GT
		Bookstore Operations		
07/20/07	Osborne, Cheryl L	Assistant	E	Aux Services Bookstore RV
06/29/07	Rivas, James ¹	Network Services Spec	H	Information Technology RV
07/09/07	Robinson, Kenneth V ²	Customer Serv Asst	E	Financial Aid GT

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	4	2	1	1	0	8
Male	0	1	0	1	0	2
TOTAL	4	3	1	2	0	10

¹ Retirement

² Deceased

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	2	0	0	0	0	2
Male	5	1	1	0	0	7
TOTAL	7	1	1	0	0	9

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective Date	Name	Position Title	Location
07/31/07	Abraham, Molly ¹	Professor	Chemistry RV
07/31/07	Blocher, Jane O ¹	Professor	Humanities/Soc Sci/Educ GT
07/25/07	Van Saders, Lauren A	Associate Professor	Health Sciences TP

FACULTY SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

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

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
8/06/07	Abellard, Stephane H	Safety & Security Officer	E	Facilities Security TP/SS
8/20/07	Almonte, Transcie D	WD & CE Senior Program Asst	H	WD & CE/ ITI
8/06/07	Awkard, Kathy R	Instructional Asst	H	Health Sciences
8/20/07	Charles, Richelle L	Librarian	K	IT Learning Center TP/SS
8/20/07	Doyle, Shane M	Safety & Security Officer	E	Facilities Security TP/SS
8/06/07	Hauff, Andrew J	Instructional Asst/PT	G	Humanities/Soc Sci/Educ GT
8/20/07	O'Meara, Patricia B	Instructional Assistant	H	Health Sciences
8/06/07	Summers, Roland B	Blg Service Worker/PT	A	Facilities Maintenance GT
8/06/07	Thompson, Joseph E	Video Producer/Director	I	IT Learn Ctr Instructional TV

STAFF SEPARATIONS

8/01/07	Agwe, Julius F	Safety & Security Officer	E	Facilities Security TP/SS
8/14/07	Ball, Daniel T	Library Tech Asst	G	IT Learning Center Library GT Center for Teaching &
8/24/07	Emery, Kimberly M.	Instructional Asst	H	Learning
8/17/07	Hung, Anna	Blg Service Worker	A	Facilities Maintenance RV
8/03/07	Moore, Kayran C ¹	Dir of Development	O	Institutional Advancement
8/10/07	Sanchez, Victor R ¹	Blg Service Worker	A	Facilities Maintenance RV
8/17/07	de la Puente, Isabel C	Dir of Annual Giving & Fnd Rel	N	Institutional Advancement

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	2	0	1	0	4
Male	2	3	0	0	0	5
TOTAL	3	5	0	1	0	9

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	2	0	1	1	0	4
Male	1	1	1	0	0	3
TOTAL	3	1	2	1	0	7

¹ Retirement

FACULTY

FACULTY EMPLOYMENTS

Effective

Date	Name	Position Title	Location
8/20/07	Alston, Monique D	Assistant Professor	Health Sciences TP
8/20/07	Anderson, Edward J	Instructor	English/Lit/Prof Writing RV
8/20/07	Bennett, Nelson	Assistant Professor	Nat/App'l Sci,Bus/Mgt,Info Sci TP
8/20/07	Boyer, Justin	Assistant Professor	Music RV
8/20/07	Brown, Amira K	Assistant Professor	Humanities/Soc Sci/Educ GT
8/20/07	Brown, Andrea M	Assistant Professor	Psychology RV
8/20/07	Chabatar, Aksana	Assistant Professor	Chemistry RV
8/20/07	Chase, Michael B	Associate Professor	Biology RV
8/20/07	Coe, William W	Associate Professor	Math RV
8/20/07	Connor, Joseph G	Professor	Physics/Eng/Geoscience RV
8/20/07	DeGaytan, Catherine C	Associate Professor	Humanities/Soc Sci/Educ GT
8/20/07	Dehghan, Shoaleh	Assistant Professor	Chemistry RV
8/20/07	Eng, Kwan H	Assistant Professor	Read/ESL/Foreign Lang/Phil RV
8/20/07	Feng, Ching-Chuen	Associate Professor	Health Sciences TP
8/20/07	Fought, Leigh K	Associate Professor	Arts/Humanities/SocialSciences TP
8/20/07	Gallagher, Janis L	Associate Professor	Business/Science/Math/Tech GT
8/20/07	Gavilanez, Franklin H	Associate Professor	Math RV
8/20/07	Grinath, Arthur C	Associate Professor	Humanities/Soc Sci/Educ GT
8/20/07	Herst, Andrew N	Assistant Professor	Arts/Humanities/SocialSciences TP
8/20/07	Hildreth, Jacy K	Assistant Professor - N/T	Student Development GT
8/20/07	Kronstadt, Jill M	Assistant Professor	Humanities/Soc Sci/Educ GT
8/20/07	McWilliams, Lauralyn	Assistant Professor	Arts/Humanities/SocialSciences TP
8/20/07	Mohankumar, Girijadevi	Professor	Health Sciences TP
8/20/07	Moran, Michelle T	Associate Professor	History/Political Science RV
8/20/07	Narcisenfeld, Aimee J	Assistant Professor	Business & Econ RV
8/20/07	Portis, Rebecca M	Assistant Professor	English/Lit/Prof Writing RV
8/20/07	Rindler, Mercia O	Assistant Professor	English/Lit/Prof Writing RV
8/20/07	Robinson, Mary E	Assistant Professor	Humanities/Soc Sci/Educ GT
8/20/07	Rock, Carina J	Associate Professor	Read/ESL/Foreign Lang/Phil RV
8/20/07	Rosado, Emily K	Assistant Professor	English/Lit/Prof Writing RV
8/20/07	Rosenstein, Michal M	Assistant Professor	Read/ESL/Foreign Lang/Phil RV
8/20/07	Rudin, Kelly B	Assistant Professor	Humanities/Soc Sci/Educ GT
8/23/07	Schutz, William T	Instructor	Humanities/Soc Sci/Educ GT
8/20/07	Seed, Tonya B	Assistant Professor	Health Sciences TP
8/20/07	Sewell, Deborah M	Professor	Humanities & Social Science TP
8/20/07	Smith, Aubrey A	Assistant Professor	Biology RV
8/20/07	Smith, Corinne M	Associate Professor	Health Sciences TP
8/20/07	Stovall, Jennifer E	Instructor	Business/Science/Math/Tech GT
8/20/07	Sullivan, Karen J	Associate Professor	Health Sciences TP
8/23/07	Teklai, Solomon A	Associate Professor	Nat/App'l Sci,Bus/Mgt,Info Sci TP
8/20/07	Thomas, Wendell O	Assistant Professor	English/Lit/Prof Writing RV
8/20/07	Turnbow, Margaret M	Professor	Health/Exercise/PE RV
8/20/07	Venkatachalam, Padma	Professor	Business & Econ RV

8/20/07	Vosseller, Richard T	Assistant Professor	School of Art & Design MK
8/20/07	Wahl, Gregory R	Associate Professor	Arts/Humanities/SocialSciences TP
8/20/07	Wells, Wendy L	Assistant Professor	Health Sciences TP
8/20/07	Wesley, Gina D	Associate Professor	Biology RV
8/20/07	Weston, Charmaine L	Assistant Professor	English/Lit/Prof Writing RV
8/20/07	Williams, Hollis	Professor	Physics/Eng/Geoscience RV
8/20/07	Zook, Nathan N	Assistant Professor	History/Political Science RV

FACULTY SEPARATIONS

Effective

Date	Name	Position Title	Location
8/17/07	Kaldahl, Bradley G	Associate Professor	GITE RV
8/13/07	Taylor, Karen R	Assistant Professor	WD & CE - Community Education RV

FACULTY EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	19	9	1	3	0	32
Male	11	4	2	1	0	18
TOTAL	30	13	3	4	0	50

FACULTY SEPARATIONS: Ethnicity and Gender

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

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

Agenda Item Number: 8B
September 17, 2007

**GRADUATES RECEIVING THE ASSOCIATE DEGREE
AND THE ONE-YEAR PROGRAM CERTIFICATE IN SPRING 2007**

BACKGROUND

The attached lists of students have met all graduation requirements for their respective degree or certificate. This has been certified by the Director of Admissions, Records and Registration.

RECOMMENDATION

It is recommended that the Board of Trustees ratify these graduates as having met all requirements and recognize their receipt of their respective degree or certificate.

BACK-UP INFORMATION

Board Resolution

List of Graduates (Trustees only)

1. Germantown Campus Graduates
2. Rockville Campus Graduates
3. Takoma Park/Silver Spring Campus Graduates
4. School of Art and Design

RESOURCE PERSON

Mr. Helberg

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

Resolution Number: **07-09-100**
Adopted on: **9/17/07**

Agenda Item Number: 8B
September 17, 2007

Subject: Graduates Receiving the Associate Degree and the One-Year Program Certificate in Spring, 2007.

WHEREAS, it is necessary that the Board take action on the list of certified candidates attached herewith; and

WHEREAS, the students of Montgomery Community College, as listed on the attachments, have been certified by the Director of Admissions and Enrollment Management of the College to have completed the prescribed courses and curriculum, met all other requirements of the College, and received the degree or certificate for which he/she qualified; and

WHEREAS, the faculty has recognized the students of Montgomery Community College, as listed on the attachments, as having received their respective Associate Degree or One-Year Program Certificate; and

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

Resolved, That the Board of Trustees recognizes the students of Montgomery Community College, as listed on the attachments, as having received their respective Associate Degree or One-Year Certificate.

BKJ:abg

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

Agenda Item Number: 8C
September 17, 2007

REQUEST FOR APPROVAL OF THE ETHNIC SOCIAL STUDIES CERTIFICATE

BACKGROUND

Maryland has a large number of racial and ethnic minorities which represent over 35 percent of all students and 38 percent of undergraduates at Maryland colleges and universities. In the 2004 Maryland State Plan for Postsecondary Education, the State has strongly recommended that "campuses should offer ongoing programs that encourage cultural awareness."

Montgomery College has always taken pride in its diversity and, as articulated in the mission statement, is committed to being a place for intellectual, cultural, social, and political dialogue while serving a global community.

With the above points in mind, the history, political science, sociology, anthropology and criminal justice departments collaborated to design the new Ethnic Social Studies Certificate. This unique offering will provide interdisciplinary knowledge about ethnic groups and relations not only in the US society but in global contexts as well.

This program will be for first-time Montgomery College (MC) students as well as workers returning to College to increase their knowledge and skills for employment in an increasingly diverse work force. The local business community as well as current MC students have indicated their support of and interest in this certificate.

No new major expenses are needed to implement this program. Existing faculty, equipment and classroom space will be utilized.

RECOMMENDATION

The Board of Trustees is requested to approve the Ethnic Social Studies Certificate.

BACK-UP INFORMATION

Board Resolution
Ethnic Social Studies Curriculum

RESOURCE PERSONS

Dr. Twombly
Dr. Furgol

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

Resolution Number: **07-09-101**
Adopted on: **9/17/07**

Agenda Item Number: 8C
September 17, 2007

Subject: Request for Approval of the Ethnic Social Studies Certificate

WHEREAS, the Maryland Higher Education Committee has strongly recommended that campuses offer ongoing programs that encourage cultural awareness; and

WHEREAS, Montgomery College is committed to meet the needs of the State, the community, and its students, and has articulated a commitment in its mission statement to serving a global community; and

WHEREAS, Montgomery College, with its very diverse population, has a commitment to increasing mutual respect for all individuals and groups and in so doing seeks to serve as a model in community college education; and

WHEREAS, understanding across cultures is essential for students as they move through this world; and

WHEREAS, the study of different ethnicities shapes students' visions not only of themselves but of others whom they meet; and

WHEREAS, there is great interest in the local business communities for workers to receive the training offered in this certificate; and

WHEREAS, over sixty percent of 400 Montgomery college students surveyed indicated their interest in this certificate; and

WHEREAS, the Executive Vice President for Academic and Student Services and the President of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the Ethnic Social Studies Certificate.

BKJ:abg

Ethnic Social Studies Certificate

The faculty in the history, political science, sociology, anthropology and criminal justice departments collaborated to develop this program. This innovative curriculum will equip workers with the practical knowledge and skills for employment in an increasingly diverse work force.

Catalog Description:

This certificate curriculum emphasizes interdisciplinary knowledge about the role of ethnicity in its national and global contexts. The curriculum provides students with the tools to critically analyze: the history and politics of race and ethnicity within US society; the formation of cultural knowledge; and the study of power, community and social justice from an inter-ethnic perspective.

Courses		Credits
Required:		
AN 101	Introduction to Social and Cultural Anthropology	3
HS 136	Civil Rights in America	3
SO 208	Race and Ethnic Relations	3
Electives: Select three from the following courses from two separate disciplines:		
HS 129	The History of African Americans to 1865	3
HS 130	The History of African Americans Since 1865	3
HS 137	History of Asian Americans	3
HS 138	History of Latinos in the United States	3
PS 210	Race and Ethnicity US Politics	3
PS 250	Introduction to International Conflict Resolution	3
SO 240	Globalization Issues	3
Total Credits		18

Program outcomes:

- Apply knowledge of and an understanding of ethnic groups to their field of employment and/or area of academic study
- Access and research data and sources
- Utilize research skills in analyzing data on ethnic groups
- Identify and explicate the differences between ethnic groups and the creation and maintenance of ethnic group identities

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

Agenda Item Number: 8D1
September 17, 2007

**APPROVAL OF CHANGE ORDER
SCIENCE NORTH HVAC UNIT CONTROL SYSTEM
TAKOMA PARK/SILVER SPRING CAMPUS**

BACKGROUND

On March 20, 2007, the Board of Trustees awarded M & M Welding & Fabricators, Inc., Gaithersburg, Maryland, a \$1,140,000 contract for HVAC unit replacement and associated work for the Science North Building at the Takoma Park/Silver Spring Campus.

The control system as originally designed for the roof top units (RTUs), provided for the bare minimum of temperature sensors and controls that came with each of the four units. It has subsequently been determined that the number of monitoring points should be increased to more effectively monitor and control temperatures throughout the building. Additional sensors will be added on each floor. Further, there are other controls in Science North which should be organized by zones and brought to a central control point to avoid conflicts and increase ease of operation. The change order includes all labor and materials to provide, program, engineer and wire the additional space sensors and zone controllers for the RTUs; create control drawings, and the complete checkout and verification of all new sensors, programming and sequences. Pricing also includes a one-year warranty.

Board of Trustees approval is required for all construction change orders over \$25,000. The contractor's price for the work, \$56,680, 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 a change order be approved for Contract #500 with M & M Welding & Fabricators, Inc., Gaithersburg, Maryland, in the amount of \$56,680, for completing the extension of the direct digital control system at the Science North Building, 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: **07-09-102**
Adopted on: **9/17/07**

Agenda Item Number: 8D1
September 17, 2007

**Subject: Approval of Change Order, Science North HVAC Unit Control System,
Takoma Park/Silver Spring Campus**

WHEREAS, on March 20, 2007, by Board Resolution #07-03-027, the Board of Trustees awarded a contract for \$1,140,000 to M & M Welding & Fabricators, Inc. (Contract No. 500), for the roof top HVAC unit replacement and associated work for the Science North Building at the Takoma Park/Silver Spring Campus; and

WHEREAS, at the College's request, M & M Welding & Fabricators, Inc. submitted a change order proposal for additional temperature sensors and centralized controls for the HVAC units to more effectively control temperatures in various zones in the building and provide more efficient control monitoring; and

WHEREAS, College staff and consultants reviewed the submitted change order proposal and negotiated with M & M Welding & Fabricators, Inc. with regard to the fees for the work; and

WHEREAS, the Chief Facilities Officer recommends approval of a change order totaling \$58,680 for the requested work; and

WHEREAS, the Chief Business Officer certifies that sufficient funds are available in the FY2008 Capital Budget for this change order; and

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

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

Resolved, that a change order be approved to the construction contract with M & M Welding and Fabricators, Inc., Gaithersburg, Maryland, Contract #500, Takoma Park/Silver Spring Campus Science North, in the amount of \$58,680 for completing the extension of the direct digital control system; and be it further

Resolved, that the President of the College is authorized to sign this change order with M & M Welding & Fabricators, Inc., on behalf of the Board of Trustees.

BKJ:abg

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

Agenda Item Number: 8D2
September 17, 2007

**APPROVAL OF CHANGE ORDER FOR UNFORESEEN SITE CONDITIONS
CUTURAL ARTS CENTER, TAKOMA PARK/SILVER SPRING CAMPUS**

BACKGROUND

On January 16, 2007, the Board of Trustees awarded Ross Contracting, Inc., Mt. Airy, Maryland, a \$790,000 contract for site work related to the construction of the Cultural Arts Center at the Takoma Park/Silver Spring Campus. During the preparation and excavation of the site, several significant unforeseen subsurface conditions were uncovered that required additional excavation, removal, and backfill work on the part of Ross Contracting. The additional tasks ranged from removing and replacing unsuitable soil above the quantities indicated in the contract documents to removing previously unknown buried concrete structures. These items did not show up in earlier test borings of the site. The additional costs associated with this change request total \$173,977. College staff and consultants reviewed the submitted change order proposal, negotiated with Ross Contracting with respect to fees and a request for a 10-day time extension for the additional work, and recommend approval of the change order and time extension. Extending the contract performance time is not expected to alter the projected completion date for the building.

Board of Trustees approval is required for all construction change orders over \$25,000. Board approval of time extensions is only required for requests of 30 days or more. Sufficient funds are available for this work in the FY2008 Capital Budget Takoma Park Campus Expansion Project.

RECOMMENDATION

It is recommended that a change order for \$173,977 to Ross Contracting, Inc., be approved for unforeseen subsurface site conditions related to construction of the Cultural Arts Center.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Capp
Mr. Moore
Mr. Sorrell

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

Resolution Number: **07-09-103**
Adopted on: **9/17/07**

Agenda Item Number: 8D2
September 17, 2007

**Subject: Approval of Change Order for Unforeseen Site Conditions, Cultural Arts Center,
Takoma Park/Silver Spring Campus**

WHEREAS, on January 16, 2007, by Board Resolution #07-01-009, the Board of Trustees awarded a contract for \$790,000 to Ross Contracting, Inc. (Contract No. 462), for site work related to the construction of the Cultural Arts Center at the Takoma Park/Silver Spring Campus; and

WHEREAS, at the College's request, Ross Contracting submitted several change order proposals for various unforeseen subsurface site conditions requiring additional work on the project; and

WHEREAS, College staff and consultants have reviewed the submitted change order proposals and have undertaken negotiations with Ross Contracting with regard to the fees for the work; and

WHEREAS, the Chief Facilities Officer recommends approval of a change order totaling \$173,977 for the requested work; and

WHEREAS, the Chief Business Officer certifies that sufficient funds are available in the FY2008 Capital Budget for this change order; and

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

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

Resolved, That the Board of Trustees approves a change order to the contract with Ross Contracting, Inc., for additional work associated with unforeseen site conditions related to the construction of the Cultural Arts Center at the Takoma Park/Silver Spring Campus in the amount of \$173,977; and be it further

Resolved, That the President of the College is authorized to sign this change order with Ross Contracting, Inc., on behalf of the Board of Trustees.

BKJ:abg

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

Agenda Item Number: 8E
September 17, 2007

**AWARD OF CONTRACT
EMPLOYEE BENEFIT PROGRAMS (DENTAL, GROUP LIFE AND ACCIDENTAL DEATH
AND DISMEMBERMENT COVERAGE, LONG- AND SHORT-TERM DISABILITY
COVERAGE, FLEXIBLE SPENDING ACCOUNT ADMINISTRATION, AND VISION CARE
COVERAGE)
BID NO. 507-050**

BACKGROUND

The Chief Human Resources Officer has requested the award of contracts for the Employee Benefits Program, which is administered by the Office of Human Resources (OHR), and includes group life insurance, accidental death and dismemberment, long-term disability, short-term disability advice to pay, flexible spending account administration, and vision. This comprehensive program offers health and wellness benefits to College employees, retirees, and their dependents. In October 1997, the Board of Trustees awarded contracts for the College's employee health care programs (Board Resolution #97-136). Subsequently, in 2002, the Board of Trustees awarded multiple awards for medical, dental, group life insurance, accidental death and dismemberment, long-term disability and short-term disability advice to pay, flexible spending account administration, and vision care. The current contracts for employee health care benefits will expire on December 31, 2007. In order to be effective on January 1, 2008, new contracts must be awarded by October 1, 2007. Employee medical and pharmacy management services will be awarded separately.

After careful analysis of current industry benefits programs, and based upon the College's needs for cost-effective, quality patient-oriented care programs, OHR staff developed and coordinated bid specifications with the assistance of a health care professional consulting firm, Aon Consulting, Inc. (Aon). Aon Consulting is the sixth largest employee benefits consulting firm with 50 years of global experience consulting on benefits plans that help attract and retain employees. Aon provides similar services to Montgomery County Public Schools and Montgomery County Government.

A Request for Proposal (RFP) was advertised on June 6, 2007. Twenty-nine (29) responses were received, including one deemed non-responsive. All responses were evaluated based on established criteria. Qualified vendors submitting bids were required to meet specific rating standards, including those relative to service accessibility, financial stability, and compliance with proposal specifications. Quotations were requested on a full replacement of the current program structure as well as for alternative programs with specific plan modifications. Bidders were allowed to submit responses for more than one program, but all price quotes had to be available on a stand-alone basis. Program evaluation award of each healthcare category follows:

Dental

Seven responses were received for dental coverage. The responses for dental coverage were evaluated based on network superiority, administrative services, plan design, demonstrated experience and background, and competitive plan costs. Quotations were requested to provide a fully insured dental health maintenance organization (DHMO) and administer a self-insured indemnity/dental preferred provider organization program (DPPO). Delta Dental, Mechanicsburg, Pennsylvania, will replace CIGNA HealthCare. Delta Dental provided the highest evaluated response with a 24.5% reduction in DHMO rates and a two-year rate guarantee. The administrative cost for the DPPO plan being recommended represents an 18% reduction for 2008 with a three-year rate guarantee.

Group Life and Accidental Death and Dismemberment (AD&D)

Eight responses were received for group life and accidental death and dismemberment insurance. The proposals for group life and AD&D coverage were evaluated based on administrative services, experience, financial stability, and overall cost. The highest evaluated response for life and AD&D insurance is The Standard Insurance Company. The Standard Insurance Company will replace the current carrier, the Hartford Life and Accident Insurance Company. The Standard's quotation represents a 23% reduction in cost to the College and employees and provides for a three-year rate guarantee. For employee optional life insurance, amounts equal to one-, two-, and three-times employee earnings, were quoted at the current rates, also with a three-year guarantee.

Long-term and Short-term Disability

Seven responses were received for long-term disability and short-term disability advice to pay coverage. The evaluation process for long-term disability and short-term disability advice to pay coverage also focused on administrative services, experience, financial stability, and overall cost. The current carrier, The Standard Insurance Company, provided the most competitive quotation and is the recommended carrier to providing long-term disability and short-term disability advice to pay coverage. The current long-term disability plan will continue at an estimated savings of 34%, and the advice to pay program will continue at the current rate. These rates have been guaranteed for three years.

Flexible Spending Account Administration

Five responses were received for the flexible account administration. The flexible spending account administration proposals were evaluated in the areas of administrative services, demonstrated experience, plan design, and competitive cost. The current administrator, BeniSource/CBIZ, submitted the most competitive quote, with a two-year rate guarantee, and is recommended to continue to administer the flexible spending account programs.

Vision Care

Three responses were received for vision care coverage. The quotations were evaluated for network superiority, administrative services, plan design, and competitive costs. The current vendor, Vision Service Plan (VSP), is the recommended service provider and most capable of fully complying with plan specifications. The 2008 rates are quoted at a 14% reduction with a three-year rate guarantee. Under the vision care plan, employees will continue to pay for their coverage, and there will be no cost

to the College.

Additionally, according to industry data, health care costs nationwide are expected to continue to rise, affecting all employee benefits costs for employers such as Montgomery College. These increases are attributable to increased utilization and generally, a more educated workforce that takes advantage of the insurance coverage available. To help contain these costs, the College continues to identify and implement employee-supported health care initiatives such as the Wellness Program to promote good health, increase workforce productivity, and contribute to health plan savings.

Awards resulting from competitive sealed proposals valued above \$25,000 require approval of the Board of Trustees.

RECOMMENDATIONS

It is recommended that the Board of Trustees award contracts for employee health care services to the following responsible vendors having submitted the highest evaluated responses:

1. Delta Dental, Mechanicsburg, Pennsylvania for dental coverage for College employees, retirees and their dependents, with coverage beginning January 1, 2008, for a one-year period, for an annual estimated cost of \$920,000, dependent upon enrollment.
2. The Standard Life insurance Company, Lanham, Maryland, for group life and accidental death and dismemberment coverage for College employees and retirees, with coverage beginning January 1, 2008, for a one-year period, for an annual estimated cost of \$256,000, dependent upon enrollment.
3. The Standard Life Insurance Company, Lanham, Maryland, for the long-term disability and short-term disability advice to pay program for College employees, with coverage beginning January 1, 2008, for a one-year period, for an annual estimated cost of \$185,000, dependent upon enrollment;
4. CBIZ Benefits & Insurance, d/b/a CBIZ Benisource Calverton, Maryland, for flexible spending account administration, with coverage beginning January 1, 2008, for a one-year period, for an annual estimated cost of \$17,000, dependent upon enrollment;
5. Vision Service Plan (VSP), Columbia, Maryland, for the vision care plan for College employees, with coverage beginning January 1, 2008, for a one-year period, at no cost to the College.

It is further recommended that these contracts be renewed for four additional one-year periods, at the sole option of the College, dependent upon enrollment, under the same terms and conditions, provided that services are satisfactory, funding is available, and it is in the best interest of the College.

BACK-UP INFORMATION

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

RESOURCE PERSONS

Ms. Lawyer
Mr. Moore
Mr. Sorrell
Ms. von Bargaen
Ms. Wormack

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

Resolution Number: **07-09-104**
Adopted on: **9/17/07**

Agenda Item Number: 8E
September 17, 2007

SUBJECT: AWARD OF CONTRACTS, EMPLOYEE BENEFIT PROGRAMS (DENTAL, GROUP LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT COVERAGE, LONG- AND SHORT-TERM DISABILITY COVERAGE, FLEXIBLE SPENDING ACCOUNT ADMINISTRATION, AND VISION CARE COVERAGE), BID NO. 507-050

WHEREAS, the College offers employees, retirees, and their dependents patient-oriented health care programs through various health care providers; and

WHEREAS, the Chief Human Resources Officer is responsible for administering the health care and benefits program for College employees, retirees, and their dependents; and

WHEREAS, the current contracts for dental, group life and accidental death and dismemberment, long-term disability and short-term disability advice to pay coverage, the flexible spending account administration program, and vision care are scheduled to expire on December 31, 2007; and

WHEREAS, an analysis of the current College group insurance benefits was conducted by College staff, and the Director of Procurement certifies that specifications were developed by appropriate College staff and with the assistance a qualified healthcare benefits professional consulting firm, Aon Consulting, Inc., and the Chief Business Officer certifies that funds are available 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 June 6, 2007, and posted on the College Procurement, Montgomery County, and State of Maryland websites, mailed to twenty-nine (29) vendors; twenty-three (23) responses, including one bid deemed nonresponsive were received, read, and recorded, beginning at 3:00 p.m. on June 29, 2007; and

WHEREAS, upon evaluation of the proposals for dental coverage for College employees, retirees and their dependents, it was determined that Delta Dental, Mechanicsburg, Pennsylvania meets all College requirements, and is the highest evaluated responsible bidder; and

WHEREAS, upon evaluation of the proposals for basic group life and accidental death and dismemberment insurance, it was determined that The Standard Insurance Company, Lanham, Maryland, meets all College requirements, and is the highest evaluated responsible bidder; and

WHEREAS, upon evaluation of the proposals for long-term disability and short-term disability advice to pay programs, it was determined that The Standard Life Insurance Company, Lanham, Maryland, meets all College requirements, and is the highest evaluated responsible bidder; and

WHEREAS, upon evaluation of the proposals for flexible spending account administration, it was determined that CBIZ Benefits & Insurance, d/b/a CBIZ Benisource, Calverton, Maryland, meets all College requirements, and is the highest evaluated responsible bidder; and

WHEREAS, upon evaluation of the proposals for vision care, it was determined that VSP, Columbia, Maryland, meets all College requirements, and is the highest evaluated responsible bidder; and

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

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

Resolved, That a contract for dental coverage for College employees, retirees, and their dependents be awarded to Delta Dental, Mechanicsburg, Pennsylvania, with coverage beginning January 1, 2008, for a one-year period, for an annual estimated cost of \$920,000, dependent upon enrollment; and be it further

Resolved, That a contract for basic group life and accidental death and dismemberment coverage for College employees and retirees and their dependents be awarded to The Standard Insurance Company, Lanham, Maryland, with coverage beginning January 1, 2008, for a one-year period, for an annual estimated cost of \$256,000, dependent upon enrollment; and be it further

Resolved, That a contract for the long-term disability and short-term disability advice to pay programs for College employees be awarded to The Standard Life Insurance Company, Lanham, Maryland, with coverage beginning January 1, 2008, for a one-year period, for an annual estimated cost of \$185,000, dependent upon enrollment; and be it further

Resolved, That a contract for flexible spending account administration be awarded to CBIZ Benefits & Insurance, d/b/a CBIZ Benisource, Calverton, Maryland, with coverage beginning January 1, 2008, for a one-year period, for an annual estimated cost of \$17,000, dependent upon enrollment; and be it further

Resolved, That a contract for the vision care plan for College employees be awarded to Vision Service Plan (VSP) Columbia, Maryland, with coverage beginning January 1, 2008, for a one-year period, at no cost to the College; and be it further

Resolved, That these contracts may be renewed four times, on a year-by-year basis, at the sole discretion of the College, under the same terms and conditions, provided that services are satisfactory as determined by the College, 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: 8F1
September 17, 2007

**COOPERATIVE PROCUREMENT THROUGH OTHER AGENCY CONTRACT, AUTHORIZATION TO
AWARD CONTRACT FOR THE PURCHASE OF MANAGED CARE MEDICAL COVERAGE
THROUGH MONTGOMERY COUNTY PUBLIC SCHOOL CONTRACT NO. 4206.1**

BACKGROUND

The Chief Human Resources Officer has requested a contract for medical coverage from a qualified managed care organization since the current contract with CIGNA Healthcare will expire December 31, 2007. Managed care services provide PPO and POS programs for active employees, retirees under 65, retirees over 65 and COBRA participants. This year, the Montgomery County agencies (Montgomery County Public Schools (MCPS), Montgomery County Government, Maryland - National Capital Park and Planning Commission (M-NCCPC), and Washington Suburban Sanitary Commission (WSSC) and Montgomery College) pooled their combined populations to achieve synergies and administrative cost efficiencies and procure managed care services through a cooperative bidding effort.

The Montgomery County Public Schools, as the lead agency, issued a solicitation and 6 responses were received for medical coverage. The College with the assistance of a healthcare consultant, Aon Consulting, Inc., evaluated the responses based on established criteria. The evaluation process for medical coverage focused heavily on net competitive cost consideration, network superiority, benefit provisions, administrative and data management services. Quotations were requested based on a full replacement of the current program, a self-insured preferred provider organization (PPO) and point-of-service (POS) program.

Based on the evaluation, CIGNA HealthCare, was the highest ranked vendor meeting specifications and offering the greatest maximum benefit for medical coverage. The administrative fee structure for the recommended PPO and POS plans represents a 6% reduction in administrative costs for 2008 with a three-year rate guarantee.

The Montgomery County Public Schools competitive bidding procedures meets all College requirements and was bid under substantially the same procedures as required by Board policy. There would be no advantage to bidding the requirement separately. The total annual award amount is \$6,050,000. Awards resulting from competitive sealed proposals, including cooperative bidding, valued above \$25,000 require approval of the Board of Trustees.

RECOMMENDATION

It is recommended that the Board of Trustees award a contract to CIGNA Healthcare, Columbia, Maryland, for managed care medical coverage services, beginning January 1, 2008, for a three-year period, for an annual estimated cost of \$6,050,000. It is further recommended that the contract for managed care medical coverage be renewed for two additional years, one year at a time, under the same terms and conditions, provided that service is satisfactory and it is in the best interest of the College to do so.

BACK-UP INFORMATION

Board Resolution
Bidders List (Board Members Only)

RESOURCE PERSONS

Mr. Campbell
Mr. Moore
Ms. Wormack

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

Resolution Number: **07-09-105**
Adopted on: **9/17/07**

Agenda Item Number: 8F1
September 17, 2007

**SUBJECT: COOPERATIVE PROCUREMENT THROUGH OTHER AGENCY CONTRACT,
AUTHORIZATION TO AWARD CONTRACT FOR THE PURCHASE OF
MANAGED CARE MEDICAL COVERAGE THROUGH MONTGOMERY COUNTY
PUBLIC SCHOOL CONTRACT NO. 4206.1**

WHEREAS, the College offers employees, retirees, and their dependents patient-oriented managed care medical coverage as part of its employee benefits through managed care organization providers; and

WHEREAS, the Chief Human Resources Officer is responsible for administering the health care and benefits program for College employees, retirees, and their dependents; and the current contracts for managed care medical coverage are scheduled to expire on December 31, 2007; and

WHEREAS, the Montgomery County agencies pooled their combined populations to achieve synergies and administrative cost efficiencies and procure managed care services through a cooperative bidding effort;

WHEREAS, the Director of Procurement certifies that the terms and conditions of the Montgomery County Public Schools contract meet all College requirements, and was bid under substantially the same procedures as required by Board of Trustees' policy; and the Chief Business Officer certifies that funds are available in the FY2008 Operating Budget for these services; and

WHEREAS, upon evaluation of the proposals for managed care medical coverage, it was determined that CIGNA HealthCare, Columbia, Maryland, meets all College requirements, and is the highest evaluated responsible bidder; and

WHEREAS, Board policy states that the formal bidding process may be dispensed with in the event of a cooperative procurement through another agency contract; and

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

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

Resolved, That a contract for managed care medical coverage for College employees, retirees, and their dependents be awarded to CIGNA HealthCare, Columbia, Maryland, with coverage beginning January 1, 2008, for a three-year period, for an annual estimated cost of \$6,050,000, dependent upon enrollment; and be it further

Resolved, That this contract may be renewed two times, on a year-by-year basis, at the sole discretion of the College, under the same terms and conditions, provided that services are satisfactory as determined by the College, 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: 8F2
September 17, 2007

**COOPERATIVE PROCUREMENT THROUGH OTHER AGENCY CONTRACT, AUTHORIZATION TO
AWARD CONTRACT FOR THE PURCHASE OF PHARMACY MANAGEMENT SERVICES
THROUGH MONTGOMERY COUNTY PUBLIC SCHOOL CONTRACT NO. 4207.1**

BACKGROUND

The Chief Human Resources Officer has requested a contract for a prescription drug program from a pharmacy benefit management provider since the current contract will expire December 31, 2007. The College provides for active employees, retirees under 65, retirees over 65 and their dependents with prescription drug program benefits. This year, the Montgomery County agencies (Montgomery County Public Schools (MCPS), Montgomery County Government, Maryland - National Capital Park and Planning Commission (M-NCCPC), and Washington Suburban Sanitary Commission (WSSC) and Montgomery College) pooled their combined populations to achieve synergies and administrative cost efficiencies and procure pharmacy benefit management services for its prescription drug programs through a cooperative bidding effort. The primary objective of collaborating between agencies for the pharmacy management services is to identify an appropriate vendor to manage the prescription drug and other pharmacy services program for agency participants. Pharmacy management services includes providing participants with convenient and accessibility to a national pharmacy provider network and those utilized by the participants, performance targets, and favorable costs.

The Montgomery County Public Schools, as the lead agency, issued a solicitation and 9 responses were received for pharmacy benefit management services. The College with the assistance of a healthcare consultant, Aon Consulting, Inc., evaluated the responses based on established criteria. Based on the evaluation, Caremark, Northbrook, Illinois, was the highest ranked vendor meeting College requirements and offering the greatest maximum benefit for pharmacy benefit management services. The Montgomery County Public Schools competitive bidding procedures meets all College requirements and was bid under substantially the same procedures as required by Board policy. There would be no advantage to bidding the requirement separately. The total annual award amount is \$1,368,750 which represents annual savings of approximately \$200,000. Awards resulting from competitive sealed proposals, including cooperative bidding, valued above \$25,000 require approval of the Board of Trustees.

RECOMMENDATION

It is recommended that the Board of Trustees award a contract to Caremark, Northbrook, Illinois, for pharmacy benefit management of the prescription drug program services, beginning January 1, 2008, for a three-year period, for an annual estimated cost of \$1,368,750. It is further recommended that the contract for pharmacy benefit management services be renewed for two additional years, one year at a time, at the sole discretion of the College, under the same terms and conditions, provided that service is satisfactory and it is in the best interest of the College to do so.

BACK-UP INFORMATION

Board Resolution
Bidders List (Board Members Only)

RESOURCE PERSONS

Mr. Campbell
Mr. Moore
Ms. Wormack

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

Resolution Number: **07-09-106**
Adopted on: **9/17/07**

Agenda Item Number: 8F2
September 17, 2007

**SUBJECT: COOPERATAIVE PROCUREMENT THROUGH OTHER AGENCY CONTRACT,
AUTHORIZATION TO AWARD CONTRACT FOR THE PURCHASE OF PHARMACY
MANAGEMENT SERVICES THROUGH MONTGOMERY COUNTY PUBLIC SCHOOL
CONTRACT NO. 4207.1**

WHEREAS, the College offers employees, retirees, and their dependents a patient-oriented prescription drug program services as part of its employee benefits through medical benefit providers; and

WHEREAS, the Chief Human Resources Officer is responsible for administering the health care and benefits program for College employees, retirees, and their dependents; and the current contract for pharmacy benefit management is scheduled to expire on December 31, 2007; and

WHEREAS, the Montgomery County agencies pooled their combined populations to achieve synergies and administrative cost efficiencies and procure managed care services through a cooperative bidding effort;

WHEREAS, the Director of Procurement certifies that the terms and conditions of the Montgomery County Public Schools contract meet all College requirements, and was bid under substantially the same procedures as required by Board of Trustees' policy; and the Chief Business Officer certifies that funds are available in the FY2008 Operating Budget for these services; and

WHEREAS, upon evaluation of the proposals for pharmacy benefit management services, it was determined that Caremark, Northbrook, Illinois, meets all College requirements, and is the highest evaluated responsible bidder; and

WHEREAS, Board policy states that the formal bidding process may be dispensed with in the event of a cooperative procurement through another agency contract; and

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

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

Resolved, That a contract for pharmacy benefit management for College employees, retirees, and their dependents be awarded to Caremark, Northbrook, Illinois, with coverage beginning January 1, 2008, for a three-year period, for an annual estimated cost of \$1,368,750, dependent upon enrollment; and be it further

Resolved, That the contract may be renewed two times, on a year-by-year basis, at the sole discretion of the College, under the same terms and conditions, provided that services are satisfactory as determined by the College, 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: 9
September 17, 2007

SOLE SOURCE AWARD OF CONTRACT, RADIO ADVERTISEMENT SERVICES

BACKGROUND

The Vice President for Institutional Advancement has requested contracts for additional radio advertisement, on a sole source basis, to support the College's successful image-building *Endless Possibilities* campaign strategy. This image-advertising campaign, developed and launched in 1999 by the Office of Institutional Advancement, strategically targets current and prospective students and their parents during the peak enrollment periods of August, December/January, and May/June through radio advertisement and bus and print media. It also expands outreach of this message beyond the borders of Montgomery County, reaching out to the entire Washington, DC, metropolitan area.

Institutional Advancement has found that advertising on radio stations heightens public awareness of the College, enhances the College's image and reputation, and supports the College's goals and objectives. Based upon an analysis of station listenership and the College's various target markets, Institutional Advancement staff may utilize up to 15 different radio stations in the metropolitan area to carry its ads from year to year, and continually seeks stations that meet the targeted audience market. During each enrollment period, the College uses established, proven marketing and advertising techniques to determine which radio stations to advertise with depending on the targeted audience, the cost of the advertisement, and space availability; and from year to year may add/delete stations or increase/decrease advertisement with particular stations based upon their changes in ratings, rates, and format.

Previously, the Board of Trustees approved contract awards to eleven different radio stations since their award values exceeded \$25,000 and their award basis was sole source (Board Resolutions #00-56, #00-106, and #03-20). The sole source award for radio station advertising is justified since each station targets specific audiences meeting College needs and is advantageous to the College. Institutional Advancement has requested an award to one additional radio station, WIHT/HOT 99.5 for an estimated total of \$30,000, on a sole source basis. All radio advertising funding is within Institutional Advancement's current budget. Board approval is required for sole source procurements above \$25,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees award a contract to Clear Channel Communications, Rockville, Maryland, on a sole source basis, for radio advertising on WIHT/HOT 99.5, for an estimated annual amount of \$30,000, dependent upon actual need. It is further recommended that the contract be renewed for two years, one year at a time, at the sole discretion of the College, funding is available, the service is satisfactory, and it is in the best interest of the College.

RESOURCES PERSONS

Mr. Moore; Mr. Sears; Mr. Simon; Mr. Sorrell; Ms. Wormack

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

Resolution Number: **07-09-107**
Adopted on: **9/17/07**

Agenda Item Number: 9
September 17, 2007

Subject: Sole Source Award of Contract, Radio Advertisement Services

WHEREAS, in 1999 the Office of Institutional Advancement created the *Endless Possibilities* marketing campaign, designed to elevate the image of the College and to increase public awareness of the College's academic and extracurricular program offerings; and

WHEREAS, this collegewide campaign targets current and prospective students and their parents during the peak enrollment periods of August, December/January, and May/June; and

WHEREAS, the Board of Trustees previously awarded contracts to eleven radio stations for the collegewide marketing campaign since radio stations contribute substantially to awareness and image, and Institutional Advancement determines annually which of these stations to use to meet its needs; and

WHEREAS, based upon an analysis of radio station listenership, ratings, rates, and format, and the College's various target markets; and

WHEREAS, the Vice President for Institutional Advancement has requested a contract with an additional radio station for advertising as part of the collegewide, image-advertising strategy, on a sole source basis; and

WHEREAS, the Director of Procurement affirms that the sole source request for advertising with multiple radio stations is justified since each station targets specific audiences meeting College needs and is advantageous to the College; and the Chief Business Officer certifies that funds are available 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 for radio advertising be awarded, on a sole source basis, to Clear Channel Communications, WIHT, HOT 99.5, Rockville, Maryland, for an estimated annual amount of \$30,000, dependent upon actual need; and be it further

Resolved, That the contract may be renewed for two years, one year at a time, at the sole discretion of the College, funding is 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:10
September 17, 2007

FY2007 OPERATING FUND FUNCTIONAL TRANSFER

BACKGROUND

Over the last several years, the College administration has made a concerted effort to reallocate budget funding to support high priority College initiatives. During FY2007 the College reallocated additional resources to support the strategic facilities master plan and other high priority facilities management and College initiatives. These initiatives directly support the increasing needs of students and promote student success. A functional transfer is necessary to ensure that College expenditures do not exceed the functional appropriation approved by the Montgomery County Council. The Education Article of the Annotated Code of Maryland provides guidance on how this transfer is to be accomplished.

Since the College has sufficient expenditure authority in other functions, it is only necessary to request that the County Council approve a transfer between functions. The request is automatically approved after 30 days if the Council fails to take action.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the attached Operating Fund Functional Transfer Resolution for submission to the County Council for approval.

BACK-UP INFORMATION

Board Resolution
Section 16-304 of the Education Article of the Annotated Code of Maryland

RESOURCE PERSONS

Ms. Dimon
Mr. Moore

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **07-09-108**
Adopted on: **9/17/07**

Agenda Item Number:10
September 17, 2007

Subject: FY2007 Operating Fund Functional Transfer

WHEREAS, Section 16-304(c)(1), of the Education Article of the Annotated Code of Maryland, provides that a community college may not spend more on any major function than the amount appropriated for it; and

WHEREAS, Section 16-304(c)(2)(i) states that transfers of appropriations between major functions shall be submitted in writing and approved by the county governing body before they are made; and

WHEREAS, Section 16-304(c)(2)(i) further states that if the county governing body fails to act on a request for a transfer within 30 days, the request is automatically approved as requested; and

WHEREAS, the College has experienced increasing student enrollments over the last several years which impact student success and facilities requirements; and

WHEREAS, the College has always made a concerted effort to reallocate excess funding to support high priority institutional initiatives; and

WHEREAS, the College will exceed Montgomery County's approved functional appropriations if proper action is not taken; and

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

Resolved, That a functional budget transfer as listed below be authorized by the Board of Trustees, subject to Montgomery County Council approval; and be it further

Functional Category	Approved FY2007 Budget	Transfer From (-) To (+)	Amended FY2007 Budget
Instruction	\$ 67,340,520	-	\$ 67,340,520
Academic Support	\$ 25,676,404	-\$1,500,000	\$ 24,176,404
Student Services	\$ 23,909,468	-\$ 500,000	\$ 23,409,468
Plant Maintenance	\$ 23,811,464	+\$1,400,000	\$ 25,211,464
Institutional Support	\$ 35,317,482	-\$ 500,000	\$ 34,817,482
Scholarships	\$ 2,786,700	+\$1,100,000	\$ 3,886,700
	\$178,842,038	-	\$178,842,038

Resolved, That a copy of the resolution be transmitted to the County Executive and County Council for approval.

BKJ:abg

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

Agenda Item Number: 11
September 17, 2007

**ACCEPTANCE OF
THE MARYLAND HIGHER EDUCATION PERFORMANCE ACCOUNTABILITY REPORT**

BACKGROUND

In fall 1996, the Maryland Higher Education Commission (Commission) implemented its new accountability reporting system. This five-year reporting system is known as the Performance Accountability Report (PAR) and each community college and public four-year institution submits an annual report. Every five years, the community colleges have an opportunity to review the accountability process and make recommendations. In 2006, the Maryland Council of Community College Chief Executive Officers (the statewide presidents' group) recommended to MHEC that a value-added assessment model that was developed by a work team, established by the president's group, be incorporated in the accountability process. The Commission accepted that recommendation.

In addition to narrative reporting on significant student characteristics and performance issues, community outreach efforts, use of public funding, and cost containment efforts, the report contains recent trend data on 32 indicators of institutional effectiveness and associated benchmarks or goals that the College is committed to achieve by the end of the assessment period. Among these indicators is a set of degree progress measures that address the value added interest of the statewide presidents' group. The Commission considers the College's performance on these indicators and the College's progress towards its goals as the primary measures of assessing how effective the College is in meeting its mission and mandates as outlined in the *State Plan for Postsecondary Education*. It should also be noted that the Commission is not the only audience for this document. The ultimate consumers of the PAR are the analysts of the Governor's budget office and the General Assembly.

This year's report is the second of a new five-year cycle. A number of new performance indicators were implemented through collaborative efforts by the Commission and the community colleges, and the colleges set new benchmarks for their performance on all the indicators for the five-year assessment period. As the governing body of the College, the Performance Accountability Report, along with the indicator benchmarks, all of which become permanent this year, must be approved by the Montgomery College Board of Trustees.

Because of the importance of this report, the Board of Trustees will see data and information in the Trustee Information Program reports, where appropriate, throughout the current academic year.

RECOMMENDATION

The Board of Trustees is requested to review and accept the Montgomery College Performance Accountability Report and request the President to forward it to the Commission. This review and acceptance would include the benchmarks that have been established for each performance indicator.

BACK-UP INFORMATION

Board Resolution
2007 Performance Accountability Report (Trustees only)

RESOURCE PERSONS

Dr. Blaylock
Mr. Campbell
Dr. Lynch

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

Resolution Number: **07-09-109**
Adopted on: **9/17/07**

Agenda Item Number: 11
September 17, 2007

Subject: Maryland Higher Education Commission Performance Accountability Report, 2007

WHEREAS, the Maryland Higher Education Commission requires the submission of an annual Performance Accountability Report from the State's public colleges and universities; and

WHEREAS, the 2007 Performance Accountability Report provides a written analysis on a series of quantitative performance indicators with established benchmarks or goals that the College is committed to achieve by the end of the assessment period; and

WHEREAS, the performance indicators serve as the State of Maryland's assessment of institutional effectiveness in fulfilling its mission and mandates as outlined in the State Plan for Postsecondary Education; and

WHEREAS, the Office of Institutional Research and Analysis has coordinated contributions from a number of administrative offices, individual campuses, and Workforce Development and Continuing Education in the development of the report; and

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

Resolved, That the attached Montgomery College Performance Accountability Report and the benchmarks be accepted, effective September 17, 2007, and that the report be sent to the Maryland Higher Education Commission.

BKJ:abg

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

Agenda Item Number: 12
September 17, 2007

**ALTERNATIVE CERTIFICATION FOR EFFECTIVE TEACHERS:
A MONTGOMERY COLLEGE/MONTGOMERY COUNTY PUBLIC SCHOOLS PARTNERSHIP**

BACKGROUND

The number of new certified teachers graduating with bachelor's degrees from Maryland universities each year is fewer than the number of positions sought by the State's school systems. As a result, Maryland school systems seek new teachers from other sources. Many school systems recruit teachers from other states. In addition, alternative certification programs are becoming more common across the country. Such programs are designed for career-changing individuals who have earned bachelor's degrees (and possibly advanced degrees) in a content area but have not completed any professional education coursework. The focus of alternative certification programs is training in education and pedagogy coupled with an internship ("student teaching") experience.

Montgomery County Public Schools (MCPS) is the largest school system in the Maryland and hires hundreds of new teachers annually. In 2006, the College's Education Department and MCPS applied for and received grant funding from the Maryland State Department of Education (MSDE) to develop an alternative certification program in Montgomery County. The program, called Alternative Certification for Effective Teachers (ACET), was designed to train individuals with bachelor's degrees in high-demand fields for their secondary teaching certification. The high-demand fields are those determined by MCPS to be disciplines in which there is an acute shortage of teachers. These disciplines may change from year to year. Currently, the high-demand disciplines for high schools are biology, chemistry, English, mathematics, physics, Spanish, and technology education.

The College's Education Department, in coordination with Workforce Development & Continuing Education at the College, developed the ACET program. It is structured as a noncredit continuing education offering with 90 class hours in addition to a teaching internship. Interested candidates submit an application for admission into the program. MC and MCPS staffs review applications and interview candidates. Those who successfully complete ACET are considered very strong candidates for employment at MCPS. The ACET program has already provided about 20 new teachers to MCPS schools; program graduates and resident teachers are teaching this year at Argyle and Takoma Park Middle Schools, and Blake, Blair, Churchill, Einstein, Gaithersburg, Magruder, Northwest, Springbrook and Whitman High Schools. It is expected that the program will eventually generate between 25 and 30 new teachers per year.

The MSDE grant provided funding for the development and implementation of first ACET cohort. The program is now structured to be a WD&CE self-sustaining program. The MCPS expenses for the program (e.g., internship supervision, human resources processing, and institutional research activities) are expected to be \$24,720 in the current fiscal year and are contemplated to be reimbursed by the College to MCPS. College and MCPS staffs have developed a memorandum of understanding acceptable to each organization that outlines the implementation of the program. The revenue source for these payments to MCPS is the tuition and fees collected by WD&CE from the ACET students.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the President or his designee to enter into the Memorandum of Understanding between the College and MCPS to provide the Alternative Certification for Effective Teachers program and to authorize the payment of a portion of its associated expenses to Montgomery County Public Schools.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Dr. Cain
Dr. Montgomery
Ms. Poese
Dr. Ackerman
Mr. Payne

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

Resolution Number: **07-09-110**
Adopted on: **9/17/07**

Agenda Item Number: 12
September 17, 2007

**Subject: Alternative Certification for Effective Teachers: A Montgomery College/
Montgomery County Public Schools Partnership**

WHEREAS, the State of Maryland has an ongoing shortage of teachers for local public school systems; and

WHEREAS, Montgomery County Public Schools ("MCPS") is the largest school system in the State and must hire hundreds of new teachers every year; and

WHEREAS, the College and MCPS have developed an alternative certification program for individuals holding bachelor's degrees to earn their secondary school teaching certification; and

WHEREAS, the alternative certification program is expected to provide up to thirty new teachers annually for MCPS high schools in high-demand disciplines; and

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

Resolved, that the Board of Trustees authorizes the President or his designee to enter into a Memorandum of Understanding between the College and MCPS to provide the Alternative Certification for Effective Teachers program and to authorize the payment of a portion of its associated expenses to MCPS, up to a not-to-exceed amount of \$24,720 for FY2008.

BKJ:abg