

**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS  
November 19, 2007**

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

Resolution Number: **07-11-125**  
Adopted on: **11/19/07**

Agenda Item Number: 6A  
November 19, 2007

**Subject: Retirement Recognition and Award of Emerita Status to Professor Jane O. Blocher**

WHEREAS, Professor Jane O. Blocher has served Montgomery College with dedication and distinction for thirty-seven years and retired as of August 1, 2007; and

WHEREAS, she worked as a counselor at the Takoma Park/Silver Spring Campus, dedicating herself to helping many Montgomery College students succeed both in academics and in their personal lives; and

WHEREAS, she served as dean of student development at the Takoma Park/Silver Spring Campus from 1986 to 1994, during which time she worked on many campus, College, and statewide committees; and

WHEREAS, she returned to school to study for a second master's degree in reading and became the Developmental Reading Coordinator at the Germantown Campus, where she was a 2003-2004 recipient of the Faculty Outstanding Service Award; and

WHEREAS, she generously gave of her time and talent in serving on the Maryland State Reading Committee; and

WHEREAS, she continued her exemplary service to the College, becoming an administrative associate in the Office of the Executive Vice President of Academic and Student Services on the Takoma Park/Silver Spring Campus, where she served as a representative to College groups, including the Academic Regulations and Calendar Committees, and became involved in planning and implementing several academic retreats; and

WHEREAS, she actively devoted herself to supporting the "Learning College" initiative while working in the Office of the Vice President for Learning and Academic Effectiveness on the Germantown Campus; and

WHEREAS, she became one of the primary authors of the monograph describing the identified objectives of the "Learning College;" and

WHEREAS, in addition to her extensive and devoted service to the College, she has also remained active in her church and community by serving on the Board of Trustees for the Woods Academy and on the Board for QUEST, which is a volunteer program for young women; and

WHEREAS, the Board of Trustees' policy provides that all faculty members holding faculty rank who retire with a minimum of ten years of 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, the Instructional Dean, the Vice President and Provost, the Executive Vice President for Academic and Student Services, and the President of the College recommend this public recognition of Professor Jane Blocher on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Jane O. Blocher for her many contributions to the College and extend to her their best wishes; and be it further

Resolved, That Professor Jane O. Blocher is granted the status of Professor Emerita in recognition of her devotion to the College and to her students, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

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

BKJ:abg

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

Resolution Number: **07-11-126**  
Adopted on: **11/19/07**

Agenda Item Number: 6B  
November 19, 2007

**Subject: Retirement Recognition of Professor Solveig G. Fisher**

WHEREAS, Professor Solveig G. Fisher has served Montgomery College with dedication and distinction for seven years and retired as of February 1, 2007; and

WHEREAS, she pursued her interest in linguistics by obtaining a master's of arts in linguistics from the University of Chicago and by taking courses at the Goethe Institute in Berlin, Germany, and the University of Geneva, Switzerland; and

WHEREAS, she utilized her skills as a distinguished linguist by teaching in the American English Language Program (AELP) and later serving as coordinator of the Germantown AELP; and

WHEREAS, she was instrumental in setting up the Speech program for AELP students; and

WHEREAS, Ms. Fisher served as a member of the Montgomery College/Montgomery County Public Schools liaison committee to articulate AELP and English as a Second Language courses, allowing students to move smoothly from one institution to another; and

WHEREAS, she served her profession outside the College by working as Associate Editor of the World Languages section of the *Encyclopedia Britannica* and as Assistant Pronunciation Editor for *Random House Dictionary*; and

WHEREAS, she exhibited a generous spirit in sharing her expertise with fellow faculty, contributing a fascinating article on teaching language through song for the December 2000 issue of the Center for Teaching and Learning's newsletter, *Focus on Faculty*; and

WHEREAS, the Instructional Dean, the Vice President and Provost, the Executive Vice President for Academic and Student Services, and the President of the College recommend this public recognition of Professor Solveig G. Fisher on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Solveig G. Fisher for her contributions to the College and extend to her their best wishes; and be it further

Resolved, That Professor Solveig G. Fisher be recognized for her dedication and professional commitment to the AELP program, to her students, and to her faculty colleagues; 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 Professor Solveig G. Fisher.

BKJ:abg

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

Resolution Number: **07-11-127**  
Adopted on: **11/19/07**

Agenda Item Number: 6C  
November 19, 2007

**Subject: Retirement Recognition and Award of Emeritus Status to Professor Arlen Fulwiler**

WHEREAS, Professor Arlen Fulwiler has served Montgomery College with tireless dedication and distinction for forty-five years and retired as of July 1, 2007; and

WHEREAS, he has served students and staff of the Takoma Park/Silver Spring and Germantown Campuses, as well as the larger Montgomery County community, as a faculty member, counselor, department chair, baseball coach, cheerleader coach, and valued mentor and colleague; and

WHEREAS, Mr. Fulwiler served as a full-time counselor and member of the advising cadre for both the Takoma Park/Silver Spring and Germantown Campuses, advising students, assessing students for proper placement, and serving as liaison between Poolesville High School and Montgomery College; and

WHEREAS, he provided effective leadership as department chair of the Germantown Communications Department from 1990 until 2007; and

WHEREAS, during his 45 years at the College, Mr. Fulwiler served the broader goals of the College by preparing the 1985 Middle States Self-Study, recruiting new students to the Germantown Campus when it first opened, delivering the 1982 commencement address, and serving extensively on campus committees; and

WHEREAS, he provided long and continued service to his faculty colleagues through his work on the Faculty Council and while serving as Faculty Council Chair; and

WHEREAS, he exhibited exemplary commitment to his profession by helping to found the Maryland Community College Reading Association and serving as its president in 1980-1981; and

WHEREAS, he was recognized by the College for his service and accomplishments by receiving the 2006-2007 Faculty Outstanding Service Award and bearing the College mace at the 2007 Commencement exercises; and

WHEREAS, the Board of Trustees' policy provides that all faculty members holding faculty rank who retire with a minimum of ten years of 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, the Instructional Dean, the Vice President and Provost, the Executive Vice President for Academic and Student Services, and the President of the College recommend this public recognition of Professor Arlen Fulwiler on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Arlen Fulwiler for his many contributions to the College and extend to him their best wishes; and be it further

Resolved, That Professor Arlen Fulwiler be granted the status of Professor Emeritus in recognition of his dedication to the College and to his students and colleagues, 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 a part of the minutes of this Board of Trustees meeting and a copy of this resolution be presented to Professor Arlen Fulwiler.

BKJ:abg

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

Resolution Number: **07-11-128**  
Adopted on: **11/19/07**

Agenda Item Number: 6D  
November 19, 2007

**Subject: Retirement Recognition and Award of Professor Emeritus Status to Dr. Wilbur Hildebrand**

WHEREAS, Dr. Wilbur Hildebrand served Montgomery College and its students with dedication and distinction for thirty-six years and retired from the College as of July 1, 2007; and

WHEREAS, he served as a full-time faculty member, teaching in the mathematics, engineering, and computer science disciplines; and

WHEREAS, Dr. Hildebrand was a founding member of the Germantown Campus in 1978 and helped to develop its mathematics discipline and facilities and served as the discipline coordinator; and

WHEREAS, for many years Dr. Hildebrand assisted the Science and Mathematics Cluster Instructional Dean in coordinating the hiring, evaluating, and scheduling of part-time faculty; and

WHEREAS, Dr. Hildebrand provided four years of leadership as the first Mathematics Department Chair at Germantown, leading the department responsibly and effectively; and

WHEREAS, Dr. Hildebrand served on committees including the Academic Affairs Committee; the Contract, Rank, and Tenure Committee; the Middle States Evaluation Report Committee; the Traffic Appeals Committee; and twice on the Sabbatical Leave Committee; and

WHEREAS, he also served on numerous faculty selection committees; and

WHEREAS, Dr. Hildebrand maintained his professional competence through conferences, scholarly activities, and publications, including two papers in the College Mathematics Journal; and

WHEREAS, Dr. Hildebrand was an active member of the Mathematical Association of America and the American Mathematical Association of Two Year Colleges where he presented a paper at a national meeting; and

WHEREAS, during a 1999 sabbatical Dr. Hildebrand wrote 40 tutorials for students using Scientific Notebook; and

WHEREAS, Dr. Hildebrand will be especially missed for his dedication to the mathematics discipline; 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 of 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, the President of the College recommends this public recognition of Dr. Hildebrand on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Wilbur Hildebrand for his contributions and 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 Dr. Wilbur Hildebrand 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 a part of the Minutes of this Board of Trustees meeting and a copy of this resolution be presented to Dr. Wilbur Hildebrand.

BKJ:abg

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

Agenda Item Number: 8A  
November 19, 2007

**PERSONNEL ACTIONS CONFIRMATION REPORT**

BACKGROUND

The Board of Trustees by State Law has the authority and the responsibility for appointments to the College. Each month the Board receives a summary of personnel actions from the Office of Human Resources on new hires and employees who have separated from the College.

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACK-UP INFORMATION

Board Resolution  
Personnel Actions Confirmation Report

RESOURCE PERSON(S)

Ms. Lawyer  
Ms. Bokor

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

Resolution Number: **07-11-129**  
Adopted on: **11/19/07**

Agenda Item Number: 8A  
November 19, 2007

**Subject: Personnel Actions Confirmation**

WHEREAS, by State Law the Board of Trustees has the authority and responsibility for appointments to the College; and

WHEREAS, the attached summary indicates related personnel actions taken by the College during the period from and including October 1, 2007, to and including October 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 October 1, 2007, to and Including October 31, 2007

**STAFF**

**STAFF EMPLOYMENTS**

Effective Date	Name	Position Title	Grade	Location
10/15/07	Baker, Kevin E	Blg Service Worker	A	Facilities Operations - TP/SS
10/15/07	Baugh, Jennifer L	Creative Services Director	L	Inst Adv Creative Services
10/15/07	Bonnycastle, Jeffrey J	Computer Support Spec	I	Information Technology GT Communication Arts Technology
10/01/07	Brink, Michelle D	Admin Aide	F	Financial Aid RV
10/15/07	Diaz, Lauren A	Customer Serv Asst	E	Facilities Operations - TP/SS
10/15/07	Griffin, Timothy G	Blg Service Worker	A	Facilities Maintenance RV
10/29/07	Huynh, Thanh T	Blg Service Worker	A	Facilities Security - GT
10/15/07	Jenkins, Paul K	Safety & Security Officer	E	Facilities Security - GT
10/29/07	Jones, James M	Safety & Security Officer	E	Facilities Operations - TP/SS
10/15/07	McCambley, Maurice	Campus Dir of Facilities	N	Facilities Operations - TP/SS
10/29/07	Perez, Amelia R	Blg Service Worker	A	Facilities Security - GT
10/29/07	Philips, Melvin C	Safety & Security Officer	E	Facilities Security - RV
10/29/07	Rodriguez, Yasmel Y	Safety & Security Officer	E	Science, Engineering & Math
10/29/07	Romano, Robert R	Instructional Asst	G	Institutional Advancement
10/01/07	Samaras, Valessia	Dir of Development	O	Arts/Humanities/SocialSciences
10/29/07	Semeraro, Dalva S	Admin Aide	F	Arts/Humanities/SocialSciences
10/15/07	Soto, Betty J	Instructional Assoc	G	Facilities Security - GT
10/29/07	Stratton, Matthew T	Safety & Security Officer	E	IT Learning Center Library RV
10/01/07	Wu, Shwuing H	Library Tech Asst	G	

**STAFF SEPARATIONS**

10/03/07	Liu, Darren H	Instructional Asst/PT	G	Humanities/Soc Sci/Educ GT
10/06/07	Roberts, Henry J	Blg Service Worker/PT	A	Facilities Maintenance RV
10/05/07	Shuey, Joshua M	Gen Maintenance Wkr	C	Facilities Operations - RV
10/12/07	Takahashi, Marie C <sup>1</sup>	Administrative Aide	G	IT Learning Center Admin RV

*STAFF EMPLOYMENTS: Ethnicity and Gender*

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	4	0	4	1	0	<b>9</b>
Male	5	3	1	1	0	<b>10</b>
<b>TOTAL</b>	<b>9</b>	<b>3</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>19</b>

<sup>1</sup> Retirement

*STAFF SEPARATIONS: Ethnicity and Gender*

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

**FACULTY**

FACULTY EMPLOYMENTS: None

*FACULTY SEPARATIONS*

Effective Date	Name	Position Title	Location
10/03/07	Salazar, Irene R <sup>1</sup>	Professor	Humanities/Soc Sci/Educ GT

*FACULTY SEPARATIONS: Ethnicity and Gender*

	<b>White</b>	<b>Black</b>	<b>Hispanic</b>	<b>Asian</b>	<b>American Indian</b>	<b>TOTAL</b>
Female	1	0	0	0	0	<b>1</b>
Male	0	0	0	0	0	<b>0</b>
<b>TOTAL</b>	1	0	0	0	0	1

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

Agenda Item Number: 8B1  
November 19, 2007

**SOLE SOURCE AWARD OF CONTRACT  
FOR ONLINE COURSE OFFERINGS AND  
SUPPORT SYSTEMS**

**BACKGROUND**

The Vice President of Workforce Development and Continuing Education has requested a contract to continue the utilization of noncredit online courses and support systems through the Education To Go program. Since 1999, Workforce Development and Continuing Education has partnered with Education To Go, Chicago, Illinois to offer online courses for Montgomery County residents. Initially, limited select course offerings were placed in College catalogs for students to test the effectiveness of the system and monitor their satisfaction with the different methodology for learning. Given the success of the limited course offering approach and the students' satisfaction, a full online course inventory is now available for students. Enrollment in the Education To Go course offerings continues to grow to a present level of approximately 500 registrations per year. The requirements for online course catalogs, pricing manuals, web-based enrollment and student user interface systems as well as competitive course pricing continue to be met with the Education To Go programs. Continuing the Education To Go Online courses is also consistent with College Goal 1, to offer academic and support programs that empower students to successfully attain their educational goals and College Goal II, to identify and maintain multiple pathways of access to higher education and to alternate instructional delivery.

The experience of Montgomery College with Education To Go has paralleled that of other community colleges in Maryland. The record of service and student satisfaction has made Education To Go the primary provider of noncredit online courses in Maryland's community colleges as well as throughout the United States. Local employers have also expressed interest in using this course delivery system to augment their employee professional development programs. Annual purchases for resale in dollar amounts for Education To Go courses have increased yearly. Anticipated expenditures are \$45,000 in FY2008; \$55,000 in FY2009, and \$65,000 in FY2010. Payments to Education To Go in FY2008 are based solely on actual course enrollments. Board approval is required for sole source procurements above \$25,000.

**RECOMMENDATION**

It is recommended that the Board of Trustees award a contract to Education To Go, Chicago, Illinois for noncredit online course offerings and support systems, on a sole source basis, for not-to-exceed, anticipated amounts of \$45,000 in FY2008, \$55,000 in FY2009 and \$65,000 in FY2010, for as long as the service is necessary and satisfactory, funding is available, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSON(S)

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

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

Resolution Number: **07-11-130**  
Adopted on: **11/19/07**

Agenda Item Number: 8B1  
November 19, 2007

**Subject: Sole Source Award of Contract for Online Course Offerings and Support Systems**

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WHEREAS, the Vice President of Workforce Development and Continuing Education has requested a contract award for the purchase of online course offerings and system support; and

WHEREAS, the Director of Procurement affirms that the sole source request is justified since the product is not available through any other source and is currently the only product that will meet College needs; and the Chief Business Officer certifies that funds are available in the FY2008 Workforce Development and Continuing Education Budget, and will be requested in the FY2009 and FY2010 Workforce Development and Continuing Education Budgets; and

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

WHEREAS, sole source awards 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 be awarded to Education To Go, Chicago, Illinois, for the purchase of noncredit online course offerings and support systems, on a sole source basis for not-to-exceed, anticipated amounts of \$45,000 in FY2008, \$55,000 in FY2009 and \$65,000 in FY2010, for as long as the service is necessary and satisfactory, funding is available and it is in the best interest of the College.

BKJ:abg

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

Agenda Item Number: 08B2  
November 19, 2007

**AMENDMENT TO SOLE SOURCE AWARD OF CONTRACT  
TRAINING AND INSTRUCTIONAL SUPPORT SERVICES FOR THE DELIVERY OF  
WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION HEALTHCARE SERVICE  
COURSES**

BACKGROUND

The Vice President for Workforce Development and Continuing Education has requested a contract amendment for training and instructional support services for the delivery of Workforce Development and Continuing Education Healthcare Service courses, awarded by the Board of Trustees under Board Resolution No. 04-73 in July 2004, on a sole source basis. Historically, the Office of Workforce Development and Continuing Education (WD&CE) has provided community-based training to employees of companies and governmental agencies in this region and has maintained contracts to provide this service. These training and educational opportunities, consistent with College Goal I, offer academic and support programs that empower students to successfully attain their educational goals; and support workforce development initiatives of Montgomery County through the provision of occupation-based training.

To provide training and instructional support to the College, a contractor was selected to deliver the customized courses and provide qualified instructors within the licensed professions. College staff confirmed with other community colleges and healthcare professional organizations that Condensed Curriculum International, Inc. (CCI), Fairfield, New Jersey, remains the only firm with the ability to obtain instructors capable of delivering instruction for courses such as ophthalmic assistant, pharmacy technician, dental assistant, histological technician, optician contact lens fitting, and optician spectacle dispensing. CCI will continue to provide qualified licensed instructors in the professions; order texts and materials; provide assistants to the instructors; and assist students who complete the program with job placement. The College will continue to review and approve all instructors, curricula, and instructional materials; provide the location and equipment in Montgomery County; set class schedules and register the students. Condensed Curriculum International, Inc. has performed satisfactorily in the past and is highly qualified to provide these services.

With the anticipated increase in the use of services based on two additional course offerings and an increase in student enrollment, a request is being made to increase the contract by \$105,000 for an annual estimated expenditure of \$230,000 until the contract expires in June 2008.

RECOMMENDATION

It is recommended that the Board of Trustees approve the amendment of the award for training support services for the delivery of Workforce Development and Continuing Education healthcare service courses to Condensed Curriculum International, Inc., Fairfield, New Jersey,

increasing the contract amount by \$105,000, to an annual estimated expenditure of \$230,000 until the contract expires in June 2008, dependent upon actual participation, at the same terms and conditions, if funding is available, performance is satisfactory, and it is in the best interest of the College.

#### BACK-UP INFORMATION

Board Resolution

#### RESOURCE PERSONS

Ms. Hanlon  
Mr. Moore  
Mr. Payne  
Ms. Pickwick  
Mr. Sorrell  
Ms. Wormack

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

Resolution Number: **07-11-131**  
Adopted on: **11/19/07**

Agenda Item Number: 08B2  
November 19, 2007

**Subject: Amendment to Sole Source Award of Contract, Training and Instructional Support Services for the Delivery of WD&CE Healthcare Service Courses**

WHEREAS, the Vice President of Workforce Development and Continuing Education has requested a contract amendment for training and instructional support services for the delivery of Workforce Development and Continuing Education Healthcare Service Courses, which was modified by the Board of Trustees under Board Resolution No. 04-73 in July 2004, on a sole source basis; and

WHEREAS, the Vice President anticipates an increase in the use of services based on the addition of two course offerings and increased student enrollment for Fall 2007; and

WHEREAS, the Director of Procurement affirms that the sole source request is justified since Condensed Curriculum International, Inc. (CCI), Fairfield, New Jersey, remains the only firm with the ability to obtain instructors capable of delivering instruction for courses such as ophthalmic assistant, pharmacy technician, dental assistant, histological technician, optician contact lens fitting, and optician spectacle dispensing; and the Chief Business Officer certifies that funds are available in the FY2008 Workforce Development and Continuing Education Budget; and

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

WHEREAS, Board approval is required for sole source procurements above \$25,000 and for contract modifications which increase the value of contracts.

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

Resolved, That the amended cost of this contract in the amount of \$105,000 be approved for instructional support services for the delivery of Workforce Development and Continuing Education Healthcare Service Courses to Condensed Curriculum International, Inc., Fairfield, New Jersey, on a sole source basis, for an annual estimated expenditure of \$230,000 through the end of the contract in June 2008, at the same terms and conditions, if funding is available, performance is satisfactory, and it is in the best interest of the College.

BKJ:abg

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

Agenda Item Number: 8B3  
November 19, 2007

**SOLE SOURCE AWARD OF CONTRACT  
HOSPITALITY SERVICES FOR THE PRESIDENT'S INAUGURATION PROGRAM**

BACKGROUND

The Vice President for Institutional Advancement has requested approval for the award and payment for hospitality services rendered for the President's inauguration program to the North Bethesda Marriott and Conference Center, Bethesda, Maryland, on a sole source basis. The Inauguration Planning Committee reviewed and considered several locations for this event including The Music Center at Strathmore Hall, The North Bethesda Marriott and Conference Center, the Robert E. Parilla Performing Arts Center on the Rockville Campus, and Indian Springs Country Club, which is now closed. The Committee determined that the North Bethesda Marriott and Conference Center was the only location meeting space considerations for this event.

Initially, the program was to be funded through the Montgomery College Foundation which exempted the contract from the College's formal bidding process and approval of the contract by the Board of Trustees. In this case, it should be noted that quotes were obtained from at least three bidders. The Montgomery College Foundation is contributing over \$30,000 for the inauguration event. The Foundation's funds were used to pay for the new mace, meeting expenses, the music, supplies, security for the event, meals, photography, and some of the print and design costs for the inauguration stationery and invitations. The College is responsible for payment of all other services including the host site. The total amount of the contract and payment is \$59,932. Payment for these services is funded from the Auxiliary Services budget. Board approval is required for sole source procurements valued above \$25,000.

RECOMMENDATION

It is recommended that the Board of Trustees award a contract and payment for the purchase of hospitality services for the president's inauguration program to the North Bethesda Marriott and Conference Center, Bethesda, Maryland, on a sole source basis, for a total price of \$59,932.

RESOURCES PERSONS

Mr. Sears  
Mr. Moore  
Mr. Sorrell  
Ms. Wormack

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

Resolution Number: **07-11-132**  
Adopted on: **11/19/07**

Agenda Item Number: 8B3  
November 19, 2007

**Subject: Sole Source Award of Contract, Hospitality Services for the President's  
Inauguration Program**

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WHEREAS, the Vice Presidents for Institutional Advancement has requested a contract and payment for the purchase of hospitality services rendered for the president's inauguration, on a sole source basis; and

WHEREAS, the Inauguration Planning Committee reviewed and considered several locations for this event including The Music Center at Strathmore Hall, The North Bethesda Marriott and Conference Center, the Robert E. Parilla Performing Arts Center on the Rockville Campus, and Indian Springs Country Club; and

WHEREAS, the Inauguration Planning Committee determined that the North Bethesda Marriott and Conference Center met College requirements; and

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

WHEREAS, the Director of Procurement certifies that the sole source request is justified since no other vendor can meet College space and price considerations; and the Chief Business Officer certifies that funds are available in the FY2008 Auxiliary Services budget; and

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

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

Resolved, That a contract be awarded for the purchase of hospitality services for the president's inauguration program to the North Bethesda Marriott and Conference Center, Bethesda, Maryland, on a sole source basis, for a total price of \$59,932.

BKJ:abg

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

Agenda Item Number: 8B4  
November 19, 2007

**SOLE SOURCE AWARD OF CONTRACT  
MUSEUM-BASED LEARNING AND HUMANITIES PROGRAMS  
FOR THE PAUL PECK HUMANITIES INSTITUTE**

**BACKGROUND**

In 1998, funded by a challenge grant from the National Endowment for the Humanities, Montgomery College, through the development of its Paul Peck Humanities Institute (PPHI), began a partnership with the Smithsonian Institution Center for Education and Museum Studies to complement each other's broad mission "to increase and diffuse knowledge" and to educate the public. In 2001 the College's Paul Peck Humanities Institute entered into a three-year agreement with the Smithsonian to conduct the first six-part series of humanities seminars entitled *American Identities: Representations and Misrepresentations*. As part of the agreement, the Smithsonian coordinates fellowships for Montgomery College faculty who integrate museum studies into their professional development, and into their teaching at Montgomery College. In 2001, the 3-to-1 challenge grant was met through matching funds from corporate and private donors, with the largest single donation from Mr. Paul Peck, a philanthropist and supporter of Montgomery College. The PPHI partnership with the Smithsonian has provided students, faculty, and the community with numerous opportunities for enrichment, including museum education with access to primary sources and exhibitions, research centers, and outreach initiatives.

Subsequently in 2004, the Board of Trustees approved an agreement to continue this partnership with the Smithsonian Institution, on a sole source basis, for another three-year term, at its April, 2004 meeting. As the current contract expired in June, 2007, the Director of the Paul Peck Humanities Institute has recommended continuing the relationship with the Smithsonian Institution, on a sole source basis, for three additional one-year terms. The program continues to meet the needs of students, faculty and the College providing fellowships that include six seminar-style meetings with Smithsonian experts. The sole source procurement is justified since no other source is able to provide the museum-based learning program and as the prime contractor of the challenge grant from the National Endowment for the Humanities plays a critical role in meeting the objectives of the Humanities Institute programs. Board approval is required for sole source procurements valued above \$25,000.

**RECOMMENDATIONS**

It is recommended that the Board of Trustees award a contract for the museum based learning and humanities programs to the Smithsonian Institution, on a sole source basis, for one-year, beginning November, 2007, for an annual estimated amount of \$25,000. It is further recommended that the contract be renewed for two additional years, one year at a time, at the sole option of the College, under the same terms and conditions, provided service is satisfactory, funding is available, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Dr. Schwartz-McKinzie  
Mr. Moore  
Ms. Terry  
Mr. Sorrell  
Ms. Wormack

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

Resolution Number: **07-11-133**  
Adopted on: **11/19/07**

Agenda Item Number: 8B4  
November 19, 2007

**Subject: Sole Source Award of Contract for Museum-Based Learning and Humanities Programs for the Paul Peck Humanities Institute**

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WHEREAS, in 1998, the College and the Smithsonian Institution Center for Education and Museum Studies, funded by a challenge grant from the National Endowment for the Humanities and private donations, developed a partnership to educate the public about arts and humanities programs and to provide Montgomery College faculty with a fellowship program connected to the Smithsonian's research environment; and

WHEREAS, in 2001, the College entered into a three-year agreement with the Smithsonian, which was named as part of the College's proposal for the challenge grant from the National Endowment for the Humanities, to facilitate and conduct the first six-part series of humanities seminars and lectures, including coordination of fellowships for Montgomery College faculty as part of the College's professional development program; and

WHEREAS, in 2004, the College entered into another three-year agreement with the Smithsonian to continue the six-part series of humanities seminars and lectures, including coordination of fellowships for Montgomery College faculty as part of the College's professional development program; the current contract expired in June 2007; and

WHEREAS, the Director of the Paul Peck Humanities Institute has requested continuation of the agreement with the Smithsonian, on a sole source basis; and

WHEREAS, the Director of Procurement affirms that the sole source request for the humanities series program is justified since no other source is able to provide the museum-based learning programs and as the prime contractor of the challenge grant from the National Endowment for the Humanities plays a critical role in meeting the objectives of the Humanities Institute programs; and the Chief Business Officer certifies that funds are available in the FY2008 Operating Budget; and

WHEREAS, Board policy states that the formal bidding process may be dispensed with in the event that it is not practicable or advantageous to the College; and

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

Resolved, That a contract be awarded to the Smithsonian Institution, on a sole source basis, for museum-based learning and humanities programs, beginning November 2007, for an annual estimated amount of \$25,000 and be it further

Resolved, That the contract be renewed for two additional years, one year at time, at the sole option of the College, under the same terms and conditions, provided service is satisfactory, funding is available, and it is in the best interest of the College.

BKJ:abg

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

Agenda Item Number: 8C1  
November 19, 2007

**AWARD OF CONTRACT  
SOURCEFIRE INTRUSION DETECTION SOFTWARE (IDS),  
BID NO. 508-009**

**BACKGROUND**

The Chief Information Officer has requested a contract to purchase security software that would provide essential critical intrusion detection capability on the college's infrastructure network. Institutions of higher education are data-rich environments of personal information. It is essential to implement the tools necessary to enhance the College's ability to proactively monitor its systems and networks to detect malicious threats of intrusion.

The Office of Information Technology is responsible for coordinating information technology assets of over 25,000 pieces of equipment, 9000 workstations and over 100 servers in two operating systems environments. The software being requested for installation on the network is intrusion detection software. This software reports unauthorized access to networks, misuse of peer to peer downloading and transferring of files. Furthermore, it monitors the system to insure compliance to existing policies and practices as well as providing direction in determining what actions, if any, need to be taken. Purchasing this software is a high priority recommendation of the Office of Information Technology's security assessment and is included in the ITSP, and supports College Goal IV, to provide state-of-the market information technology resources that facilitate communication and support our learning organization.

On September 12, 2007, a solicitation was issued for the purchase of intrusion detection software. Three (3) responses including one (1) no bid were received on October 10, 2007. ePlus Technology, Inc., Herndon, Virginia, was the lowest responsible bidder meeting College requirements. The total price for the intrusion detection software is \$210,297 and includes support and maintenance for a one year period. Board approval is required for competitive sealed bid awards valued above \$100,000.

**RECOMMENDATIONS**

It is recommended that the Board of Trustees award a contract for the purchase, delivery and installation of intrusion detection software to ePlus Technology, Inc., Herndon, Virginia, for a total price of \$210,297.

**BACK-UP INFORMATION**

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

## RESOURCE PERSONS

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

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

Resolution Number: **07-11-134**  
Adopted on: **11/19/07**

Agenda Item Number: 8C1  
November 19, 2007

**Subject: Award of Contract, Sourcefire Intrusion Detection Software (IDS), BID NO. 508-009**

WHEREAS, the Chief Information Officer has requested a contract to purchase security software that would protect the College's infrastructure network from abuse; and

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

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), an invitation to bid was publicly advertised in a County newspaper on September 12, 2007, and posted on the College Procurement, Montgomery County, and State of Maryland websites, mailed to two (2) vendors, downloaded by thirty-seven (37) vendors; three (3) responses including one (1) no bid, were received, read aloud, and recorded, beginning at 3:00 p.m. on October 10, 2007; and

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

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

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

Resolved, That a contract be awarded for the purchase, delivery and installation of intrusion detection software to ePlus Technology, Inc., Herndon, Virginia, for a total price of \$210,297.

BKJ:abg

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

Agenda Item Number: 8C2  
November 19, 2007

**AWARD OF CONTRACT  
PHILIPS UTLRASOUND SYSTEM  
BID NO. 508-010**

**BACKGROUND**

The Dean of Health Sciences has requested the purchase of a Philips Ultrasound system for use in the Diagnostic Medical Sonography (DMS) program being offered at the Takoma Park/Silver Spring campus. In 2003, when the Health Science Center was built, five scanning stations were included in the DMS lab; however, only the purchase of three ultrasound units was funded at that time. The purchase of a fourth HD11 ultrasound system will be used in the scanning Lab, which will allow additional availability for students and faculty to scan during scheduled lab times and open scan labs. Consistent with College Goal I, offer academic and support programs that empower students to successfully attain their educational goals, this system will allow students to work with an ultrasound machine that meets today's industry standard, including echocardiography, vascular, abdominal and obstetrical sonography.

On September 26, 2007, a solicitation was issued for the procurement of one Philips ultrasound system. Two (2) responses including one (1) no bid, were received on October 17, 2007. Philips Medical Systems, Bothell, Washington, submitted the sole response, and is therefore, the lowest responsible bidder meeting College requirements, with a total price \$111,215 including delivery, installation, and one-year of maintenance. Board of Trustees approval is required for competitive sealed bids awards valued above \$100,000.00.

**RECOMMENDATIONS**

It is recommended that the Board of Trustees award a contract for the purchase of one Philips HD11 Ultrasound system to Philips Medical Systems, Bothell, Washington, for a total price of \$111,125.

**BACK-UP INFORMATION**

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

**RESOURCE PERSONS**

Mr. Tony Hawkins  
Mr. Moore  
Ms. Pickwick  
Ms. Wormack

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

Resolution Number: **07-11-135**  
Adopted on: **11/19/07**

Agenda Item Number: 8C2  
November 19, 2007

**Subject: Award of Contract, Philips Ultrasound System, Bid No. 508-010**

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WHEREAS, the Dean of Health Sciences has requested the purchase of one Philips HD11 Ultrasound system for use in the Diagnostic Medical Sonography (DMS) program being offered at the Takoma Park/Silver Spring campus; and

WHEREAS, the Director of Procurement certifies that specifications were developed by appropriate College staff, and the Chief Business Officer certifies that funds are available in the FY2008 Restricted Funds Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), an invitation to bid was publicly advertised in a County newspaper on September 26, 2007, and posted on the College Procurement, Montgomery County, and State of Maryland websites, mailed to five (5) vendors, downloaded by twenty three (23) vendors; two (2) responses including one (1) no bid, were received, read aloud, and recorded, beginning at 3:00 p.m. on October 17, 2007; and

WHEREAS, upon evaluation it was determined that the only bid submitted by Philips Medical Systems, Bothell, Washington, met all college specifications and is therefore the lowest responsible bidder; and

WHEREAS, awards resulting from competitive sealed bid awards valued above \$100,000 require approval of the Board of Trustees; and

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

Resolved, That a contract be awarded for the purchase of one Philips HD11 Ultrasound System to Philips Medical Systems, Bothell, Washington, for a total price of \$111,125.

BKJ:abg

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

Agenda Item Number: 8D  
November 19, 2007

**MULTIPLE AWARDS OF CONTRACT  
LIBRARY CONTRACTING SERVICES  
BID NO. 508-003**

BACKGROUND

The Chief Information Officer has requested multiple contract awards for Library Contracting Services. Since the College has a significant investment in its libraries and services that are provided to faculty, staff, and students, it was determined that awarding multiple contracts would offer the Library a more flexible means of recruiting highly skilled personnel for short and long term assignments. These contracts are for individuals with specific expertise to meet front-line and reference requests by students on a Collegewide basis and help enable the libraries to maintain adequate staffing levels to satisfy these requests. These are essential services consistent with College Goal I to offer academic and support programs that empower students to successfully attain their educational background.

On September 12, 2007, a request for proposal was issued for library contracting services. Four (4) responses including two (2) no bids were received on September 28, 2007. An evaluation committee consisting of Head Librarians, reviewed, evaluated and ranked all responses based established criteria. Library Associates Companies, Rockville, Maryland and Progressive Technology Federal Systems Inc., Bethesda, Maryland were the highest evaluated bidders meeting college specifications. Vendors will be awarded work under this contact, on an as needed basis, based the qualifications of the staffing personnel, the hourly rate, and their ability to fulfill the College requirements.

RECOMMENDATION

It is recommended that the Board of Trustees award multiple contracts for library contracting services to Library Associates Companies, Rockville, Maryland and Progressive Technology Federal Systems Inc., Bethesda, Maryland for a three-year contract beginning December 1, 2007, for a not-to-exceed amount of \$200,000 in the first year. It is further recommended that the contract be renewed for three additional one-year terms, under the same terms and conditions, at the sole discretion of the College, provided that service is satisfactory, funding is available, and it is in the best interest of the College.

BACK-UP INFORMATION

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

RESOURCE PERSONS

Mr. Leurig      Ms. Mehok      Mr. Moore      Ms. Wormack

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

Resolution Number: **07-11-136**  
Adopted on: **11/19/07**

Agenda Item Number: 8D  
November 19, 2007

**Subject: Award of Contract, Library Contracting Services, Bid No. 508-003**

WHEREAS, the Chief Information Officer has requested multiple contract awards for Library Contracting Services; and

WHEREAS, the Libraries will have a more flexible means of recruiting highly skilled personnel for short and long term assignments with specific expertise as it pertain to services offered by libraries; and

WHEREAS, the Director of Procurement certifies that specifications were developed by appropriate College staff; and the Chief Business Officer certifies that funds are available in the FY2008 Operating Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a competitive sealed proposal was publicly advertised in a County newspaper on September 12, 2007, and posted on the College Procurement, Montgomery County, and State of Maryland websites, mailed to six (6) vendors, downloaded by forty four (44) vendors; and

WHEREAS, four (4) responses including two (2) no bids, were received, read aloud, and recorded, beginning at 3:00 p.m. on September 28, 2007; and

WHEREAS, upon evaluation it was determined that the proposals submitted by Library Associates Companies, Rockville, Maryland and Progressive Technology Federal Systems, Inc, Bethesda, Maryland were the highest evaluated bidders meeting College specifications; and

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

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

Resolved, That multiple contract awards for Library Contracting Services be awarded to Library Associates Companies, Rockville, Maryland and Progressive Technology Federal Systems, Inc, Bethesda, Maryland, for a three- year contract, beginning December 1, 2007, for a total not-to- exceed annual amount of \$200,000.

Resolved, That the contract be renewed for three (3) additional one-year terms, under the same terms and conditions, at the sole option of the College, provided that services are satisfactory, funding is available, the need continues, and it is in the best interest of the College.

BKJ:abg

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

Agenda Item Number: 8E  
November 19, 2007

**APPROVAL OF CHANGE ORDER  
MECHANICAL COORDINATION REQUIREMENTS  
CULTURAL ARTS CENTER  
TAKOMA PARK/SILVER SPRING**

**BACKGROUND**

On January 16, 2007, the Board of Trustees awarded Shapiro & Duncan, Inc., Rockville, Maryland, a \$3,950,000 contract for mechanical and plumbing work for the Cultural Arts Center at the Takoma Park/Silver Spring Campus. During the mechanical/electrical/plumbing coordination drawing preparation process (a contract requirement administered by Shapiro & Duncan, Inc. to coordinate their work with the work of related trade contractors), it became apparent that the structural, plumbing, electrical, mechanical and fire protection systems designed to be located in the project's confined ceiling spaces could not be installed in accordance with the contract documents without adverse impact on program requirements. Re-routing roof drain piping from the 1st and 2nd floor ceilings has been recommended by the design team as the most effective coordination solution. Additional length of pipes with fittings, increased pipe sizes and additional vent pipe stacks are required to implement this coordination solution.

The construction manager's job site team, the architect's in-house mechanical estimators and Facilities' project staff met with Shapiro & Duncan to review the scope of work and negotiated the change from an initial proposal of \$87,000 to a final request of \$46,000. Board of Trustees' approval is required for all construction change orders over \$25,000. The contractor's final price for the work, \$46,000, is acceptable for the amount of work involved. No time extension is associated with this change order. Sufficient funds are available in the Facilities FY2008 Capital Budget Takoma Park Campus Expansion Project for this additional work.

**RECOMMENDATION**

It is recommended that a change order be approved for Contract 482 with Shapiro & Duncan, Inc., Rockville, Maryland, in the amount of \$46,000, for completing mechanical coordination requirements at the Cultural Arts Center, 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: **07-11-137**  
Adopted on: **11/19/07**

Agenda Item Number: 8E  
November 19, 2007

**Subject: Approval of Change Order, Mechanical Coordination Requirements, Cultural Arts Center, Takoma Park/Silver Spring Campus**

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WHEREAS, on January 16, 2007, by Board Resolution # 07-01-009, the Board of Trustees awarded a contract for \$3,950,000 to Shapiro & Duncan, Inc., Contract 482, for mechanical and plumbing and associated work related to the construction of the Cultural Arts Center at the Takoma Park/Silver Spring; and

WHEREAS, at the College's request, Shapiro & Duncan, Inc. submitted a change order proposal for mechanical coordination requirements and associated work; and

WHEREAS, College staff and consultants have reviewed the submitted change order proposal and have undertaken negotiations with Shapiro & Duncan, Inc. with regard to the fees for the work; and

WHEREAS, the Chief Facilities Officer recommends approval of a change order totaling \$46,000 for the requested work; and

WHEREAS, the Chief Business Officer certifies that sufficient funds are available in the FY2008 Capital Budget Takoma Park Campus Expansion Project 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 Shapiro & Duncan, Inc., Rockville, Maryland, Contract 482, for the Takoma Park/Silver Spring Campus Cultural Arts Center in the amount of \$46,000 for mechanical coordination requirements; and be it further

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

BKJ:abg

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

Agenda Item Number: 8F  
November 19, 2007

**NATIONAL AWARENESS MONTH CELEBRATIONS 2007**

**BACKGROUND**

The Office of the President of the United States has designated and proclaimed several months throughout the year as a national awareness month to recognize and celebrate America's diversity. The national awareness months specifically provide an opportunity to honor women; individuals with a disability; Americans of African heritage, Asian Pacific heritage, Hispanic/Latino heritage, and Native American heritage; and to celebrate their contributions to the world. Montgomery College is a multi-ethnic, multi-cultural, and international learning community that supports activities to foster an academic environment and campus community that acknowledges and celebrates the contributions of its diverse constituents. The designated national awareness months are opportunities to acknowledge and celebrate the world contributions of our diverse students, faculty, and staff.

**RECOMMENDATION**

It is recommended that the Board of Trustees support Montgomery College's activities in commemoration of national awareness months and the nation's diversity, and continue to encourage members of the College community to participate in campus and community activities. The Board is respectfully asked to adopt the attached resolution.

**BACK-UP INFORMATION**

Board Resolution

**RESOURCE PERSON(S)**

Dr. Scott

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

Resolution Number: **07-11-138**  
Adopted on: **11/19/07**

Agenda Item Number: 8F  
November 19, 2007

**Subject: National Awareness Month Celebrations 2008**

WHEREAS, The Office of the President of the United States has designated and proclaimed several days and months throughout the year for national awareness to recognize and celebrate America's ethnic diversity and cultural heritages; and

WHEREAS, The designated national awareness days and months specifically provide an opportunity to honor women; individuals with a disability; Americans of African heritage, Asian Pacific heritage, Hispanic/Latino heritage, and Native American heritage; and to celebrate their contributions to the world; and

WHEREAS, Montgomery College is a multi-ethnic, multi-cultural, and international learning community that supports activities to foster an academic environment and campus community responsive to the needs of its diverse constituents; and

WHEREAS, Montgomery College supports activities that acknowledge and celebrate the world contributions of its diverse students, faculty, staff, and members of surrounding communities; and

WHEREAS, the Vice Presidents and Provosts shall establish campus-based committees to plan activities in commemoration of national awareness month celebrations; and

WHEREAS, the College will plan various events and host speakers for national awareness month celebrations; and

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

Resolved, That the Board of Trustees hereby endorses national awareness month celebrations; and be it further

Resolved, That the Board of Trustees hereby supports the work of the College through campus-based committees, Center for Teaching and Learning, Disability Support Services, International Education Programs, Office of Equity and Diversity, Paul Peck Humanities Institute, Women's Studies, and other College departments in planning activities for national awareness month celebrations; and be it further

Resolved, That the Board of Trustees hereby encourages all members of the Montgomery College community to participate in observances of national awareness months by attending programs, ceremonies, and activities.

BKJ:abg

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

Agenda Item Number: 9  
November 19, 2007

**APPROVAL OF THE COLLEGE'S  
SELF-STUDY REPORT TO THE MIDDLE STATES COMMISSION ON HIGHER EDUCATION**

**BACKGROUND**

The College undergoes the process of reaffirmation of accreditation by the Middle States Commission on Higher Education (MSCHE) every ten years. In consultation with representatives from the MSCHE, the College developed a comprehensive design and conducted a self-study that:

- focused on the College as one institution rather than separate, autonomous campuses while noting unique campus differences,
- focused on assessment and institutional improvement in all areas of the College,
- provided a comprehensive review and analysis of the College and its operations in accordance with the standards articulated by the Commission in *The Characteristics of Excellence*, and
- cited institutional strengths and recommendations for improvement

The self-study process established five work groups comprised of faculty, staff, administrators and students under the leadership of Dr. Karen Roseberry and Dr. Sharon Fechter.

A comprehensive communications plan was developed as part of the self-study design, approved by the Board of Trustees in fall 2006. Draft self-study reports were reviewed by a broad cross-section of the College community, 21 open forums were held, and feedback was received from many individuals and numerous collegewide and campus groups. The final report also reflects the comments made by the Board of Trustees at its November 2, 2007 Retreat. The chair of the MSCHE accreditation team visited Montgomery College on October 26, 2007. He complimented the College on its report and found the College ready to host an accreditation team in spring, 2008.

The official self-study process will culminate with the site visit of the MSCHE Evaluation Team from March 2-5, 2008. The Commission will forward its formal recommendation regarding reaccreditation in early summer, 2008.

**RECOMMENDATIONS**

The Board of Trustees is requested to accept the Middle States Association Self-Study Report.

**BACK-UP INFORMATION**

MSCHE Self-Study Report

**RESOURCE PERSONS:** Dr. Roseberry      Dr. Fechter

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

Resolution Number: **07-11-139**  
Adopted on: **11/19/07**

Agenda Item Number: 9  
November 19, 2007

**Subject: Approval of the College's Middle States Commission on Higher Education  
Self-Study Report**

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WHEREAS, the College undergoes the process of reaffirmation of accreditation by the Middle States Commission on Higher Education (MSCHE) every ten years; and

WHEREAS, in consultation with representatives from the MSCHE, the College developed a comprehensive self-study design and conducted a self-study that focused on the College as one institution rather than separate, autonomous campuses; and

WHEREAS, the collegewide report reflects the efforts and input of scores of individuals from across the College; and

WHEREAS, draft self-study reports were reviewed by a broad cross-section of the College community; and

WHEREAS, the Board of Trustees has received periodic updates on self-study activities and progress; and

WHEREAS, the draft of the Self-Study Report was presented to the Board of Trustees on November 2, 2007, for review; and

WHEREAS, the Self-Study Report reflects comments made by the Board of Trustees; and

WHEREAS, the Board will be briefed in the spring on the process for reviewing and implementing recommendations identified in this report; and

WHEREAS, Montgomery College's President recommends that the following action be taken; now therefore be it

Resolved, That the Board of Trustees accepts the Self-Study Report with the understanding that the President will forward it to the Middle States Commission on Higher Education.

BKJ:abg

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

Agenda Item Number: 10  
November 19, 2007

**SUPPLEMENTAL APPROPRIATION REQUEST  
FY 2008 MAJOR FACILITIES RESERVE FUND  
LEASE PAYMENTS FOR THE CAFRITZ FOUNDATION ARTS CENTER**

**BACKGROUND**

On October 20, 2005, in conjunction with the Montgomery County Revenue Authority and the Montgomery College Foundation, the College participated in its first bond offering in the amount of \$33,000,000 for the renovation and construction of The Morris and Gwendolyn Cafritz Foundation Arts Center (formerly the King Street Art Center/Giant Food Bakery) at the Takoma Park/Silver Spring Campus. As the College, by law, cannot borrow funds, the Montgomery College Foundation borrowed the funds on behalf of the College via the Montgomery County Revenue Authority. The Revenue Authority then loaned the proceeds of the bond sale to the Montgomery College Foundation. Subsequently, the Foundation set up a trust with these proceeds to fund the construction and renovation of this facility. A lease/lease-back arrangement between the College and the Foundation allows the College to ultimately lease the completed building from the Foundation with the College's lease payments over the next 25-years used to pay the debt service on the bonds. The source of funds for the College's lease payments is the Major Facilities Reserve Fund (MFRF) as authorized in the various documents related to the bond sale. Board Resolution #05-114, approved on October 10, 2005, (copy attached) outlines the entire process for this transaction.

Construction of the Cafritz Foundation Arts Center was recently completed and the building opened for classes on September 5, 2007. The first of two annual lease payments to the Foundation (\$741,178.13) was made in October. The second lease payment (\$1,611,178.13) is due in April 2008. The County Office of Management and Budget recently confirmed that, even though the source of funds for the lease payments was documented in the agreement with the Revenue Authority, the County Council still needed to specifically appropriate the funds for this purpose even though no additional County funds are required. Since this appropriation authority had not been included in the College FY 08 Operating Budget, a supplemental appropriation for \$2,400,000 is required. As an interim measure, until Council approval is received, the College made the first payment out of currently available operating funds which will be reimbursed once the MFRF appropriation is approved. Thereafter, the College's operating budget requests will include these annual lease payments.

If approved by the Board of Trustees, this request will be submitted to the County Executive for review and recommendation, before being forwarded to the County Council for public hearing(s) and final action on amending the College's approved FY2008 Operating Budget.

## RECOMMENDATION

It is recommended that a supplemental appropriation request amending the Approved FY2008 Operating Budget in the amount of \$2,400,000 (no additional County funds required) be submitted to the County for consideration in order to provide sufficient appropriation authority in the Major Facilities Reserve Fund for lease payments to the Montgomery College Foundation for The Morris and Gwendolyn Cafritz Foundation Arts Center in order for the Foundation to pay the debt service on the revenue bonds that were issued for the construction of this facility.

## BACK-UP INFORMATION

Board Resolution

## RESOURCE PERSONS

Donna Dimon  
David Sears  
David Capp  
Marshall Moore

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

Resolution Number: **07-11-140**  
Adopted on: **11/19/07**

Agenda Item Number: 10  
November 19, 2007

**Subject: Supplemental Appropriation Request, FY 2008 Major Facilities Reserve Fund,  
Cafritz Foundation Arts Center Lease Payments**

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WHEREAS, on June 18, 2007, by Board Resolution #07-06-085, the Board of Trustees authorized the President to implement the FY2008 Current Fund and Special Funds Budgets, as amended, approved and appropriated by the Montgomery County Council pursuant to Council Resolution #16-166, adopted May 24, 2007; and

WHEREAS, the FY2008 Current Fund and Special Funds Budgets did not include appropriation authority in the Major Facilities Reserve Fund for lease payments to the Montgomery College Foundation for The Morris and Gwendolyn Cafritz Foundation Arts Center in order for the Foundation to pay the debt service on the revenue bonds that were issued for the construction of this facility; and

WHEREAS, the College desires to amend the FY2008 Current Fund and Special Funds Budgets and provide for a supplemental appropriation of \$2,400,000 in the Major Facilities Reserve Fund for lease payments to the Montgomery College Foundation for the College's use of the Morris and Gwendolyn Cafritz Foundation Arts Center; and

WHEREAS, the Chief Business Officer certifies that contingent upon County approval of the additional appropriation authority (no additional county funds required), sufficient funds are available in the Major Facilities Reserve Fund for the proposed purpose; and

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

Resolved, That the Board amends the FY2008 Current Funds and Special Funds Budget to include a supplemental appropriation request of \$2,400,000 for lease payments to the Montgomery College Foundation for the College's use of the Morris and Gwendolyn Cafritz Foundation Arts Center on the Takoma Park/Silver Spring Campus with funding provided by the College's Major Facilities Reserve Fund with no additional County funds required; and be it further

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

BKJ:abg

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

Agenda Item Number 11  
November 19, 2007

**ADOPTION OF FY 2009-2010 BIENNIAL CAPITAL BUDGET**

**BACKGROUND**

The Proposed FY2009-2010 Biennial Capital Budget and six-year FY2009-2014 Capital Improvement Program was presented and discussed at the October 15, 2007 Board of Trustees meeting. The requests for FY2009 and FY2010 total \$119,961,000 and \$168,816,000 respectively, and include recommendations made during the President's review held in early October as well as updated estimates for several projects. The six-year capital improvement program totals \$561,247,000. A copy of the Proposed Capital Budget was distributed to the Board at the October meeting. Attached is a summary table which includes proposed FY2009 and FY2010 requests, as well as the FY2008 project appropriations.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the FY2009-2010 Biennial Capital Budget which requests a total of \$119,961,000 in FY2009 and \$168,816,000, in FY2010 and authorize the transmittal of the budget to the County.

**BACK-UP INFORMATION**

Board Resolution  
FY2009-2010 Biennial Capital Budget Summary

**RESOURCE PERSON(S)**

Mr. Capp

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

Resolution Number: **07-11-141**  
Adopted on: **11/19/07**

Agenda Item Number: 11  
November 19, 2007

**Subject: Adoption of the FY 2009-2010 Biennial Capital Budget**

WHEREAS, on the basis of the College's Facilities Master Plan and future enrollment projections, the Proposed FY2009-2010 Biennial Capital Budget and Six-Year FY2009-2014 Capital Improvement Program has been developed by appropriate College personnel; and

WHEREAS, the Proposed FY2009-2010 Biennial Capital Budget and Six-Year FY2009-2014 Capital Improvement Program must be transmitted to the Montgomery County Government for inclusion in the County Executive's recommended Capital Improvements Program; and

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

Resolved, That the Board of Trustees adopt the Proposed FY2009-2010 Biennial Capital Budget and Six-Year FY2009-2014 Capital Improvement Program and authorize the President of the College to transmit the Project Description Forms to the County Executive for review and recommendation to the Montgomery County Council.

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