

**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS  
December 10, 2007**

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

Resolution Number: **07-12-142**  
Adopted on: **12/10/07**

Agenda Item Number: 6A  
December 10, 2007

**Subject: Retirement Recognition for Mr. James Rivas**

WHEREAS, Mr. James Rivas has served Montgomery College in the Office of Information Technology (IT) with dedication and distinction for nearly eleven years and retired from the College on June 29, 2007; and

WHEREAS, Mr. Rivas was instrumental in creating and testing various procedures for the IT Network Operations Center; and

WHEREAS, he communicated in a professional manner with his colleagues and responded promptly when a situation arose; and

WHEREAS, Mr. Rivas was a team player and valued member of the IT Network Operations Center and at various times went above and beyond his responsibilities to troubleshoot and resolve problems; and

WHEREAS, Mr. Rivas continued to improve his skills to ensure he kept up with the constant change of technology in the IT Network Operations Center; and

WHEREAS, the Chief Information Officer and the President of the College recommend this public recognition of Mr. Rivas on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. James Rivas for his valuable contributions and service to the College, and also extend to him 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 Mr. James Rivas.

BKJ:abg

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

Resolution Number: **07-12-143**  
Adopted on: **12/10/07**

Agenda Item Number: 6B  
December 10, 2007

**Subject: Award of Bronze Medallion and Emeritus Status to Dr. Duane C. Ellison**

WHEREAS, Dr. Duane C. Ellison has served Montgomery College with dedication and distinction for 41 years as a full-time faculty member and retired as of July 1, 2007; and

WHEREAS, he distinguished himself as a dedicated, enthusiastic, and engaging teacher who devoted his considerable skills and abilities to the development of the History component of the History and Political Science Department; and

WHEREAS, during his tenure, he developed and taught courses that included Crises of the Twentieth Century and US Military History, as well as Business Law in the Department of Management Technology and Economics in the Department of Business Administration; and

WHEREAS, he received a National Education Achievement Award for the development of audio-visual instructional courses; and

WHEREAS, Dr. Ellison served as a reviewer for grant proposals in American History for the U.S. Department of Education and for The Teaching Company; and

WHEREAS, he was one of the first instructors in the Extended Learning Program at the College; and

WHEREAS, he developed and maintained the first web page for the Department of History and Political Science and participated in the campus' web committee; and

WHEREAS, Dr. Ellison served on the College Faculty Senate, once as vice-chair, and on various subcommittees; and

WHEREAS, he has served for ten years as President of the Maryland Association of Scholars, an affiliate of the National Association of Scholars; and

WHEREAS, he participated in several studies focusing on the quality and cost of higher education in Maryland public institutions; and

WHEREAS, Dr. Ellison was an active member and participant in the educational and legal activities of the Foundation for Individual Rights in Education; and

WHEREAS, the Board of Trustees' policy provides that all faculty 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 and title, subject to the approval of the Board of Trustees; and

WHEREAS, the College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, the Department Chair of History and Political Science, 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 Dr. Ellison 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. Duane Ellison for his many contributions to the College, and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Dr. Duane Ellison is awarded the Bronze Medallion in recognition of his distinguished service to the College, and as an expression of gratitude of the College for his exceptional dedication and professional commitment to further the goals of the College; and be it further

Resolved, That Dr. Duane Ellison 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 and the Bronze Medallion be presented to Dr. Duane C. Ellison.

BKJ:abg

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

Resolution Number: **07-12-144**  
Adopted on: **12/10/07**

Agenda Item Number: 6C  
December 10, 2007

**Subject: Award of Bronze Medallion and Emerita Status to Dr. Judith A. Prask**

WHEREAS, Dr. Judith A. Prask has served Montgomery College with enthusiasm and dedication for 14 years as a full-time faculty member and retired from the College as of June 1, 2007; and

WHEREAS, she is known by her colleagues and her students as a dedicated teacher and talented educator who has the expertise and flexibility to teach across the biological and allied health curricula in such diverse courses as Microbiology, Clinical Microbiology, Immunohematology, Clinical Rotation, Understanding Viruses, Principles of Biology, General Biology, and Freshman Seminar; and

WHEREAS, prior to her appointment as a faculty member in the Biology Department, Rockville Campus, she consistently exhibited exemplary organizational skills while serving as the director of the Medical Laboratory Technician Program at the Takoma Park/Silver Spring Campus; and

WHEREAS, she actively participated with determination, good humor, and aplomb in myriad leadership roles for the Biology Department, serving as the Microbiology Coordinator and as the chair of the Faculty Evaluation committee; and

WHEREAS, Dr. Prask was a consummate professional, maintaining currency in an ever-changing discipline by participating in numerous workshops, conferences, and professional meetings such as the American Society of Microbiology and the American Society for Clinical Pathology; and

WHEREAS, she has shown her dedication to her colleagues, the Campus, and College by serving as a negotiating team member and Rockville Campus vice-president of the American Association of University Professors (AAUP) chapter; and

WHEREAS, Dr. Prask demonstrated her commitment to the College by serving in various capacities such as a Curriculum committee reviewer/advisor and as a member of the Rockville Advising committee; and

WHEREAS, having authored the *College-Wide Microbiology Laboratory Safety Guidelines*, Dr. Prask has also been extremely valuable to the College and the surrounding community by serving as an immediate resource contact on matters relating to the handling of infectious materials, decontamination, biosafety, and bioterrorism; and

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

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, the Instructional Dean, the Vice President and Provost, the Executive Vice President for Academic and Student Services, and the President of the College recommend this public recognition of Dr. Prask 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. Judith Prask for her distinguished service 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. Judith Prask is awarded the Bronze Medallion in recognition of her distinguished service to the College, and as an expression of the gratitude of the College for her dedication and professional commitment to the College; and be it further

Resolved, That Dr. Judith Prask is granted the status of Professor Emerita, 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 part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Dr. Judith A. Prask.

BKJ:abg

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

Resolution Number: **07-12-145**  
Adopted on: **12/10/07**

Agenda Item Number: 6D  
December 10, 2007

**Subject: Retirement Recognition and Award of Emerita Status to Professor Arlene Sherburne**

WHEREAS, Professor Arlene Sherburne served Montgomery College with dedication and distinction as a faculty member at the Rockville campus for more than 28 years and retired from the College on June 30, 2007; and

WHEREAS, Professor Sherburne is recognized as a highly respected member of the Mathematics Department who excelled in teaching all levels of mathematics with outstanding student evaluations; and

WHEREAS, she is admired by countless students for creating a learning environment in which students were not only receiving knowledge, but also contributed to their own understanding; and

WHEREAS, Professor Sherburne served tirelessly as the part-time faculty coordinator in the Math Department for many years and as such recruited, hired, oriented, and mentored hundreds of adjunct faculty; and

WHEREAS, among her numerous department and collegewide committee roles, Professor Sherburne served as the American Association of University Professors (AAUP) representative on the Budget Review committee; as the Mathematics Department representative on the Math/Science Center Advisory committee; as a member of the Collegewide Calendar committee, the steering committee for Sonya Kovalevsky Day, the 40<sup>th</sup> Anniversary Gala planning committee, and the Hearts and Flowers committee; and

WHEREAS, Professor Sherburne served for one year in the Office of Institutional Advancement, planning the retirement party for President, Dr. Robert Parilla and the inauguration of the Sixth President, Dr. Charlene Nunley; and

WHEREAS, Professor Sherburne stayed abreast of trends in teaching and attended the American Mathematical Association of Two-Year Colleges (AMATYC) conferences annually, as well as the 2003 AMATYC Summer Institute; and

WHEREAS, the Board of Trustees' policy provides that all faculty 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 and title, subject to the approval of the Board of Trustees; and

WHEREAS, the Department Chair, 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 Sherburne 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 Arlene Sherburne 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 Professor Arlene Sherburne is granted the status of Professor Emerita, 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 Arlene Sherburne.

BKJ:abg

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

Resolution Number: **07-12-146**  
Adopted on: **12/10/07**

Agenda Item Number: 6E  
December 10, 2007

**Subject: Retirement Recognition and Award of Emerita Status to Professor Irene R. Salazar**

WHEREAS, Professor Irene R. Salazar has served Montgomery College with dedication and distinction for more than twenty-one years and retired on October 3, 2007; and

WHEREAS, she taught both part-time and full-time at all three Montgomery College campuses; and

WHEREAS, she was a tireless promoter of foreign languages whose effectiveness did not stop in the classroom; and

WHEREAS, she designed and taught both credit and non-credit courses, contractual courses at Bechtel, and children's programs for the College; and

WHEREAS, she won a Faculty Special Recognition award while teaching full-time at the Takoma Park/Silver Spring Campus; and

WHEREAS, Professor Salazar focused her 1994-1995 sabbatical work on distance learning and taught a class from the "Bell Atlantic" classroom between MC-Rockville and Anne Arundel Community College; and

WHEREAS, she provided special service to the College by creating original videos for the language lab, daycare center, and Millennium Scholars program; and

WHEREAS, Professor Salazar eagerly engaged in community service beyond the College by serving as Chair of the Gaithersburg Library Advisory Committee, Chair of the Montgomery County Committee for Ethnic Affairs, and for ten years, as a therapeutic (special needs) foster parent; and

WHEREAS, the Board of Trustees' policy provides that all faculty 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 and 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 Salazar 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 Irene R. Salazar for her contributions to the College and extend to her their best wishes; and be it further

Resolved, That Professor Irene R. Salazar is be granted Professor Emerita status in recognition of her dedication and professional commitment to the Foreign Languages 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 Irene R. Salazar.

BKJ:abg

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

Agenda Item Number: 8A  
December 10, 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: **07-12-147**  
Adopted on: **12/10/07**

Agenda Item Number: 8A  
December 10, 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 November 1, 2007, to and including November 30, 2007; and

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

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

Attachments

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

**STAFF**

**STAFF EMPLOYMENTS**

Effective Date	Name	Position Title	Grade	Location
11/12/07	Abebe, Feleke M	Blg Service Worker	A	Facilities Operations - TP/SS
11/26/07	Agashe, Pradnya M	Analyst/Programmer	L	Office of Info Tech
11/26/07	Almonor, Natasha D	Instructional Assoc	G	Arts/Humanities/SocialSciences
11/12/07	Castillo, Mirna R	Blg Service Worker	A	Facilities Operations - TP/SS
11/12/07	Hayward-Koert, Molly D	Director of Investments	N	Finance Office
11/12/07	Hernandez De Centeno, Car	Blg Service Worker	A	Facilities Operations - TP/SS
11/26/07	Lucido, Andrea F	Administrative Supp Spec	H	Office of the President
11/12/07	Rahman, Amina T	Instructional Assoc	G	Arts/Humanities/SocialSciences
11/12/07	Reichert, Gail A	Instructional Asst	G	Science, Engineering & Math

**STAFF SEPARATIONS**

		Human Resources Specialist		
11/09/07	Catron, Greg N	Specialist	K	Human Resources Office
11/09/07	Colmes, John E	Blg Service Worker Lead	D	Facilities Maintenance TP/SS
11/02/07	Jackson, Keonita L	Customer Serv Asst/PT	F	WD & CE
11/02/07	Jones, Stacey S	Customer Serv Asst	F	WD & CE
11/02/07	Kennedy, Gina C	Customer Serv Asst	F	WD & CE
11/27/07	Micheli, Charyn J	Instructional Assoc	H	Mathematics Center RV
11/01/07	Tamarkin, Thomas F	Instructional Asst/PT	G	Chemistry RV

*STAFF EMPLOYMENTS: Ethnicity and Gender*

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	3	2	2	1	0	8
Male	0	1	0	0	0	1
TOTAL	3	3	2	1	0	9

*STAFF SEPARATIONS: Ethnicity and Gender*

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

## FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

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

Agenda Item Number: 8B1  
December 10, 2007

**APPROVAL OF CHANGE ORDER  
WATER SERVICE AND STORMWATER MANAGEMENT  
CULTURAL ARTS CENTER, TAKOMA PARK/SILVER SPRING**

BACKGROUND

On January 16, 2007, the Board of Trustees awarded Ross Contracting, Inc., Mt. Airy, Maryland, a \$790,000 contract for site work for the Cultural Arts Center at the Takoma Park/Silver Spring Campus. The Washington Suburban Sanitary Commission (WSSC) and the Montgomery County Department of Permitting Services have requested various changes to the water service and the stormwater management system. WSSC directed that the water service connect into a larger water main on the west side of Georgia Avenue in lieu of smaller one on the east side. As a result, additional test pits to determine subsurface conditions, additional roadway demolition, installation of additional piping, additional fire hydrant, increased pipe sizes and related fittings, and repair of road surfaces to State and County standards are required. Work also requires additional traffic control measures and additional night (premium time) work. Alterations to the stormwater management system are required to satisfy newly updated regulations for manhole sizing and storm filters.

The construction manager's job site team and Central Facilities' project staff met with Ross Contracting to review the scope of work, ensure credit for original scope of work was properly reflected, and negotiated the change from an initial proposal of \$236,240 to a final request of \$231,006. Board of Trustees' approval is required for all construction change orders over \$25,000. The contractor's final price for the work is acceptable for the amount of work involved. No time extension is associated with this change order. Sufficient funds are available in the FY2008 Capital Budget Takoma Park Campus Expansion Project for this additional work.

RECOMMENDATION

It is recommended that a change order be approved for Contract 462 with Ross Contracting, Inc., Mt. Airy, Maryland, in the amount of \$231,006, for completing changes resulting from WSSC and County permitting reviews for water service and stormwater management 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: **07-12-148**  
Adopted on: **12/10/07**

Agenda Item Number: 8B1  
December 10, 2007

**Subject: Approval of Change Order, Water Service and Stormwater Management, 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., for site and associated 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, Inc. submitted a change order proposal for WSSC and County directed changes to the site water service and stormwater management system and associated work for the project; and

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

WHEREAS, the Chief Facilities Officer recommends approval of a change order totaling \$231,006 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 Ross Contracting, Inc., Mt. Airy, Maryland, Contract 462, for the Takoma Park/Silver Spring Campus Cultural Arts Center in the amount of \$231,006 for changes to site water service and stormwater management system; and be it further

Resolved, that the President 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: 8B2  
December 10, 2007

**APPROVAL OF CHANGE ORDER  
INFORMATION TECHNOLOGY REQUIREMENTS FOR CULTURAL ARTS CENTER  
TAKOMA PARK/SILVER SPRING CAMPUS**

BACKGROUND

On January 16, 2007, the Board of Trustees awarded T.A. Beach Corporation, Rockville, Maryland, a \$2,795,000 contract for electrical work for the Cultural Arts Center at the Takoma Park/Silver Spring Campus. After the contract was awarded, the Office of Information Technology (OIT) updated their infrastructure design standards. It is appropriate to implement the most current OIT standards for this new building project. Additional conduit and wiring to instructional workstations, additional conduit and wiring for ITV infrastructure and additional conduit and wiring to a new main fiber service point in the Cafritz Foundation Art Center building are required.

The construction manager's job site team and Facilities' project staff met with T.A. Beach to review the scope of work and negotiated the cost of the change to a final value of \$74,369.38. Board of Trustees' approval is required for all construction change orders over \$25,000. The contractor's final price 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 for this additional work.

RECOMMENDATION

It is recommended that a change order be approved for Contract 484 with T.A. Beach Corporation, Rockville, Maryland, in the amount of \$74,369.38, for completing changes to information technology 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: **07-12-149**  
Adopted on: **12/10/07**

Agenda Item Number: 8B2  
December 10, 2007

**Subject: Approval of Change Order, Information Technology Requirements for 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 \$2,795,000 to T.A. Beach Corporation, Contract 484, for electrical and associated work related to the construction of the Cultural Arts Center at the Takoma Park/Silver Spring Campus; and

WHEREAS, at the College's request, T.A. Beach Corporation submitted a change order proposal for changes to information technology infrastructure requirements and associated work based on revised Office of Information Technology design standards; and

WHEREAS, College staff and consultants have reviewed the submitted change order proposal and have undertaken negotiations with T.A. Beach Corporation with regard to the fees for the work; and

WHEREAS, the Chief Facilities Officer recommends approval of a change order totaling \$74,369.38 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 T.A. Beach Corporation, Rockville, Maryland, Contract 484, for the Takoma Park/Silver Spring Campus Cultural Arts Center in the amount of \$74,369.38 for changes to information technology infrastructure requirements; and be it further

Resolved, that the President is authorized to sign this change order with T.A. Beach Corporation, on behalf of the Board of Trustees.

BKJ:abg

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

Agenda Item Number: 9  
December 10, 2007

**SOLE SOURCE AWARD OF CONTRACT  
ENGINEERING DESIGN SERVICES FOR VARIOUS SYSTEMS REPLACEMENTS  
ROBERT E. PARILLA PERFORMING ARTS CENTER, ROCKVILLE CAMPUS**

**BACKGROUND**

In FY2007, Greenman-Pedersen, Inc. (GPI), a multi-discipline engineering design firm, was awarded purchase orders totaling \$160,000 on a task order contract basis, pursuant to Bid No. 603-007/Board Resolution #03-48, for project engineering services to replace 24-year old mechanical, electrical, and related systems in the Robert E. Parilla Performing Arts Center on the Rockville Campus. The 5-year authorization under which the purchase orders were issued expired June 30, 2007. A new RFP for similar services is being developed, but has not yet been advertised for bid. Due to unforeseen circumstances, additional services are required of GPI in order to complete the project as planned and, due to the expiration of the contract award basis, a sole source award of contract for the additional services required of GPI is necessary.

The overall project for mechanical and electrical systems investigations and replacements for the Parilla Center was conceived as two independent projects. Beginning in 2005, separate purchase orders were issued to GPI for electrical and to Benatec (formerly Wedgco) Associates for mechanical (\$84,880). As the two projects commenced work, it became apparent that a coordinated effort, leading to production of a combined set of construction contract documents, would provide a more comprehensive, better coordinated work product for the College and enable implementation under a single construction contract, thereby reducing construction schedule impact on the College. The respective entities undertook the work in a cooperative fashion in early 2007, with construction scheduled for summer 2008. The Parilla Center will be closed during this period.

In late summer 2007, project progress stalled on the mechanical portion of the work when Benatec's lead mechanical designer left the firm. A suitable replacement was not found and it became increasingly apparent that Benatec would be unable to fulfill their obligations in accordance with the College's schedule. On November 9, 2007, Benatec confirmed that their firm could not realistically meet the schedule requirements. It was agreed that all parties would be better served by canceling the balance of Benatec's purchase order. The College has taken custody of Benatec's partially completed documents in order to complete design through alternate means.

GPI, as a multi-discipline engineering firm that is very familiar with the project, is qualified and available to provide the necessary design completion services. They possess unique knowledge of the project's design criteria and expectations. No other mechanical design firm could provide such service without the schedule liability necessary to support a substantial learning curve. The project cannot accommodate any significant schedule extension without jeopardizing the construction window planned for summer 2008. Deferring the construction project to summer 2009 would have an adverse impact on the College. Equipment scheduled for replacement is in critical need of repair and unlikely to be able to serve the building for an additional year. It is

also too late for the building users to effectively plan a calendar of events for summer 2008 as the events the facility typically hosts are normally booked a year in advance.

A number of supplemental services and additional design and administrative work elements are required in order to enable the College to successfully complete the project. The contract scope of work needs to be expanded to include completing the design and documentation of mechanical systems, to include an acoustical engineering analysis and services necessary to provide additional catwalks above the ceiling, and provide for resolving a number of building deficiencies noted in the VFA deferred maintenance database, and to provide construction administration services for the entirety of the work.

Facilities' project staff met with Greenman-Pedersen, Inc. to review the scope of work and negotiated a final contract proposal of \$160,000. The consultant's final price for the work is acceptable for the amount of work involved. Sufficient funds are available in the FY2008 Capital Budget Planned Life Cycle Asset Replacement and Life Safety Systems projects for this additional design-related work. Board approval is required on sole source procurement contracts valued above \$25,000.

### RECOMMENDATION

It is recommended that the Board of Trustees award a contract for engineering design and related services for mechanical and electrical systems replacements and associated work for \$160,000, on a sole source basis, to Greenman-Pedersen, Inc., Rockville, Maryland.

### RESOURCES PERSONS

Mr. Capp  
Mr. Moore  
Ms. Wormack

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

Resolution Number: **07-12-150**  
Adopted on: **12/10/07**

Agenda Item Number: 9  
December 10, 2007

**Subject: Sole Source Award of Contract, Engineering Design-Related Services for Various Systems Replacements, Robert E. Parilla Performing Arts Center, Rockville Campus**

WHEREAS, the Chief Facilities Officer has requested a contract award on a sole source basis to Greenman-Pedersen, Inc., Rockville, Maryland, for the completion of mechanical and electrical engineering design and related services required for systems replacement work planned at the Robert E. Parilla Performing Arts Center, due to unforeseen circumstances, aging systems and a requirement to complete the replacements during summer 2008; and

WHEREAS, the mechanical engineer for the project, Benatec Associates, was unable to complete the College's requirements for this project in accordance with the College's schedule and Greenman-Pederson, Inc. (GPI), a multidiscipline engineering firm currently handling the electrical portion of the project, can take over the mechanical portion of the work; and

WHEREAS, the Director of Procurement affirms that the sole source request is justified because GPI is very familiar with the project, is qualified and available to provide the necessary design completion services and possesses unique knowledge of the project's design criteria and expectations and no other mechanical design firm could provide these services in accordance with the College's schedule; and

WHEREAS the Chief Business Officer certifies that funds are available in the FY2008 Capital Budget; and

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

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

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

Resolved, That a contract for \$160,000 for additional engineering design and related services for the replacement of mechanical and electrical systems in the Robert E. Parilla Performing Arts Center on the Rockville Campus be awarded, on a sole source basis, to Greenman-Pedersen, Inc., Rockville, Maryland; and be it further

Resolved, That the President of the College is authorized to sign a contract with Greenman-Pedersen, Inc., on behalf of the Board of Trustees.

BKJ:abg

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

Agenda Item Number: 10  
December 10, 2007

**APPROVAL OF TRANSACTION FOR THE DEVELOPMENT, CONSTRUCTION, AND  
LEASING OF A PARKING FACILITY, ACCESS ROAD IMPROVEMENT, AND A CHILLING  
FACILITY ON THE TAKOMA PARK/SILVER SPRING CAMPUS**

**BACKGROUND**

Montgomery College (the "College") has undertaken to build on its Takoma Park/Silver Spring Campus in Silver Spring, Maryland a parking facility adjacent to the recently constructed Cafritz Foundation Arts Center, access road improvements into the parking facility, and a chilling facility, (collectively, the "Project"). The Project will be financed and constructed by Montgomery College Foundation, Inc. (the "Foundation") through a lease financing transaction. To fund Project construction costs, the Montgomery County Revenue Authority (the "Issuer") will issue its revenue bonds in one or more series (the "Bonds") in the aggregate amount not to exceed \$26,000,000 and loan the Bond proceeds to the Foundation.

Because the Bond issuance is supported by a number of interlocking contracts and will be implemented through a public offering, it is desirable to have a single omnibus resolution of the College to provide for approval of the various agreements made in connection with the lease financing transaction and specifically authorize use of funds derived from transportation fees, parking fees, and other sources of revenue deemed as appropriate funds to be a source of payment for the College's lease obligations. To meet current practices in the municipal bond market, governmental entities that participate in bond financings adopt authorizing resolutions that are more extensive and legally specific than those usually adopted by similar entities for other transactions and purposes. Accordingly, this proposed omnibus resolution is drafted to conform to these practices and to meet the expectations of the municipal bond market.

This omnibus resolution:

- Authorizes the construction arrangements for the Project.
- Authorizes the lease arrangement and related agreements to be executed by the College.
- Specifically authorizes the use of funds derived from transportation fees, parking fees, or other sources of revenue as the sources of payment for the lease obligations.
- Approves the Bond-related documents and agreements to which the College will be a party.
- Authorizes an amendment to the underlying condominium documents and plats to further the funding and building of the Project and their recordation.

- Authorizes the President of the College, the Chair of the Board of Trustees or their designees to execute and/or deliver ancillary documents related to the issuance of the Bonds and lease financing transaction, as may be appropriate.

### RECOMMENDATION

It is recommended that the Board of Trustees authorize and approve an omnibus resolution for the lease financing transaction and direct and empower certain officers of the College to execute and deliver the College Documents (as defined in the attached Board Resolution) and any other agreements, documents, or certificates necessary to complete the transactions contemplated by the lease financing transaction.

### BACK-UP INFORMATION

Board Resolution

### RESOURCE PERSONS

Mr. Campbell  
Mr. Sorrell

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

Resolution Number: **07-12-151**  
Adopted on: **12/10/07**

Agenda Item Number: 10  
December 10, 2007

**Subject: Approval of transaction for the development, construction, and leasing of a parking facility, access road improvement, and a chilling facility on the Takoma Park/Silver Spring Campus**

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WHEREAS, Montgomery College (the "College") desires to construct a separate parking facility adjacent to the Morris and Gwendolyn Cafritz Foundation Arts Center (the "Cafritz Arts Center"), to improve access roads thereto and to a separate parking lot located nearby and to construct a chilling plant on its Takoma Park/Silver Spring Campus in Silver Spring, Maryland (the "Project");

WHEREAS, the Montgomery College Foundation, Inc. (the "Foundation"), a non-stock, nonprofit corporation that is exempt from federal income tax under Section 501(a) of the Internal Revenue Code of 1986, as amended (the "Code"), as an organization described under Section 501(c)(3) of the Code, desires to develop the Project for use by the College;

WHEREAS, in order to permit the Foundation to construct and own the Project, the College shall enter into amendments to the condominium documents and plats to further define the site for the Project (the "Project Site") and enter into the a lease of the Project Site (the "Project Site Lease") with the Foundation;

WHEREAS, the College shall enter into the Project Lease Agreement with the Foundation (the "Lease Agreement") pursuant to which the College will lease the Project upon its completion from the Foundation and act as the Foundation's construction agent during the construction of the Project;

WHEREAS, in connection with the financing of the Project it is desirable for the College to approve an omnibus resolution authorizing, approving, and ratifying each of the agreements the College has executed and will execute in connection with the financing of the Project, including any documents that may need to be executed by the College in connection therewith, as well as authorize the Project and use of funds from funds derived from transportation fees, parking fees, and other sources of revenue deemed, individually or in combination, to be the appropriate funds that hold or will hold the Designated Fees (as defined below) (the "Source Funds") to make lease payments in connection with the College's use of the Project;

WHEREAS, a memorandum of understanding (the "County MOU") between the College and Montgomery County (the "County") relates to this Project Site;

WHEREAS, the Montgomery County Revenue Authority (the "Issuer"), an instrumentality of the County and a public corporation, will issue its revenue bonds (the "Bonds") in the aggregate amount of up to twenty six million dollars (\$26,000,000), where such principal amount shall be approved by the President of the College, under a Trust Indenture between the Issuer and a trustee to be selected by the Issuer;

WHEREAS, the proceeds of the Bonds will be loaned to the Foundation pursuant to a Loan Agreement between the Issuer and the Foundation in order to finance the costs of the Project;

WHEREAS, the College has entered into a design contract with Aryers Saint Gross Architects of Baltimore, Maryland (the “Design Contractor”) for the design of the Project (the “Design Contract”), which may be assigned to the Foundation and in connection therewith, and where a Guaranty by the College for the benefit of the Design Contractor (the “Design Guaranty”) may be executed pursuant to which the College would guarantee the performance of the obligations of the Foundation under the Design Contract;

WHEREAS, the Foundation expects to enter into a construction contract with a contractor to be approved by the College (the “Construction Contractor”) for the construction of the Project (the “Construction Contract”) and where the College expects to enter into a Guaranty for the benefit of the Construction Contractor (the “Build Guaranty”) pursuant to which the College would guarantee the performance of the obligations of the Foundation under the Construction Contract;

WHEREAS, the Design Contractor will continue to consult with the Foundation and the College during the construction phase of the Project;

WHEREAS, the College has entered into a Project Management Agreement (the “Project Management Agreement”) with URS Corporation (the “Project Construction Manager”) pursuant to which the Project Construction Manager will act as an independent third party project management agent to monitor the Project during the Project’s construction phase;

WHEREAS, as security for the issuance of the Bonds, the Foundation will collaterally assign its interests under the Lease Agreement to the Trustee (the “Assignment”) and will provide the Trustee additional security in the form of a Deed of Trust encumbering the Project (the “Deed of Trust”);

WHEREAS, the College will enter into a Nondisturbance, Attornment and Consent to Assignment Agreement with the Foundation and the Trustee (the “Nondisturbance Agreement”) pursuant to which (i) the College will consent to the Foundation’s collateral assignment of the Lease Agreement to the Trustee, (ii) the Trustee will agree not to disturb the College’s rights under the Lease Agreement should the Trustee exercise its rights under the Lease Agreement and (iii) the College will agree to continue to lease the Project from any future owners of the Project;

WHEREAS, in connection with the issuance of the Bonds, the College will enter into a Continuing Disclosure Agreement pursuant to which the College will be obligated to provide financial information and disclose certain material events (the “Continuing Disclosure Agreement” and together with the Project Site Lease, the Lease Agreement, the Acknowledgement, the Construction Guaranty, the Project Management Agreement and the Nondisturbance Agreement, the “College Documents”);

WHEREAS, in connection with the issuance of the Bonds, certain information about the College will be set forth in a Preliminary Official Statement and an Official Statement for the Bonds; and

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

Resolved, that the College is hereby authorized to amend the underlying condominium documents and plats defining the Project Site and to lease the Project Site to the Foundation pursuant to the terms of the Project Site Lease. The Project Site Lease shall be for a term not to exceed forty (40) years, at a nominal rent for the entire term, paid in advance, and shall

require that Project Site be used by the Foundation in a manner that will not violate the restrictions contained in agreements with the County or others. The Project Site Lease shall allow the Foundation to encumber the Project Site for the purpose of obtaining financing for the Project; and it is further

Resolved, that the College is hereby authorized to lease the Project for College purposes, upon its completion, from the Foundation pursuant to the terms of the Lease Agreement, and, as an approved project, is authorized to utilize the Source Funds for all lease payment obligations. The Lease Agreement shall be for a term not to exceed forty (40) years after the completion of the Project and shall be a “triple net” lease agreement. The College shall pay semi-annual base rentals during the term, and the annual amount of the base rental shall not exceed such amounts as shall be determined to be appropriate by the Authorized Officers (as defined below) in order to meet all requirements of the Bonds. The base rentals will be made payable solely from transportation fees, parking fees and other special fees or sources of revenue as designated by the Authorized Officers established and imposed by the College in respect of enrolled credit hours or charges for non-credit courses and such other sources as the Authorized Officers (as defined below) designate (the “Designated Fees”). Under the terms of the Lease Agreement, the College must pay the costs of maintenance, insurance and taxes relating to the Project and these obligations shall not be limited to the Designated Fees. The President of the College is authorized to consent to or authorize for the maximum principle amount of the Bonds; such authorization shall not be in derogation of the rights of the issuer to establish the principle amount of the Bonds; and it is further

Resolved, that the College is hereby authorized to enter into covenants in the Lease Agreement requiring it to establish, collect and maintain the Designated Fees at prescribed levels and establish and maintain a fund or funds for the holding of the Designated Fees in order to ensure that such Designated Fees are applied for the payment of the base rentals and other limited purposes. The College is further authorized to pledge the Designated Fees to secure its obligation to make payments of base rentals under the Lease Agreement; and it is further

Resolved, that the College is hereby authorized to enter into both the Design Guaranty pursuant to which the College guarantees the performance of the obligations of the Foundation under the Design Contract and the Construction Guaranty pursuant to which the College guarantees the performance of the obligations of the Foundation under the Construction Contract; and it is further

Resolved, that the College is hereby authorized to enter into the Project Management Agreement in order to provide for an independent third party project management agent to monitor the Project; and it is further

Resolved, that the College is hereby authorized to enter into the Nondisturbance Agreement with the Trustee and the Foundation pursuant to which (i) the College will have the right to quiet and peaceful possession of the Project under the Lease Agreement in the event the Trustee exercises or enforces any of its rights under the Assignment or the Deed of Trust, (ii) the College will agree to continue to lease the Project from any future owners of the Project, including the Trustee, in the event ownership of the Project changes and (iii) the College will provide its consent to the Assignment; and it is further

Resolved, that the College is hereby authorized to enter into the Continuing Disclosure Agreement for the benefit of the holders of the Bonds pursuant to which the College will agree to disseminate certain financial information and disclose certain material events to the

information repositories identified therein as a requirement of the issuance of the Bonds; and it is further

Resolved, that the terms and conditions of the executed Design Contract and Project Management Agreement are hereby in all respects authorized, adopted, specified, accepted, ratified, approved and confirmed by the College; and it is further

Resolved, that in order to effectuate the transaction described herein, the Board hereby authorizes, directs and empowers the President, Dr. Brian K. Johnson, or his designee, or the Chair of the Board of Trustees or designee (each an "Authorized Officer") to execute and deliver the College Documents on behalf of the College (with such changes as an Authorized Officer shall determine to be necessary, proper, appropriate, advisable or desirable) and each of the College Documents are hereby in all respects authorized, adopted, specified, accepted, ratified, approved and confirmed as executed by the College; and it is further

Resolved, that an Authorized Officer is hereby authorized, directed and empowered to provide and certify information relating to the College, the Project Site and the Project, as it pertains to the issuance of the Bonds, as such information may be required for the preparation and distribution of an Official Statement for the Bonds. The use and distribution by the Issuer or its underwriters of a Preliminary Official Statement containing such information to solicit offers to purchase the Bonds is hereby approved; and it is further

Resolved, that the actions performed, representations, creation, execution and/or delivery of documents made by the College by and through any Authorized Officer as regards the Design Contract and the Project Management Agreement are hereby in all respects authorized, adopted, specified, accepted, ratified, approved and confirmed by the College; and it is further

Resolved, that the College is hereby authorized to enter into any agreements or amendments to agreements with the County, the Foundation, the Issuer or the Trustee which may be required by the leasing activities, the issuance of the Bonds or the construction of the Project and such authority and agreements are hereby authorized, adopted, specified, accepted, approved and confirmed by the College; and it is further

Resolved, that all agreements, documents and contracts of the College to be entered into in connection with the leasing activities, the issuance of the Bonds or the execution and delivery of the College Documents (the "Related Documents") as an Authorized Officer shall determine to be necessary, proper, appropriate, advisable or desirable, including but not limited to (i) any tax certificate necessary or desirable to be executed in connection with the establishment or preservation of the tax-exempt status of the Bonds, (ii) any easements or other interests in real property necessary or desirable for the development, operation or construction of the Project, (iii) any assignment of the construction contract for the Project, (iv) the College's undertaking the role of the Foundation's construction agent for the construction of the Project and the administration of the Construction Contract for the Project, (v) any financing statements or other instruments required to effect a security interest in the College's interests in the pledged fees to secure its lease obligations under the Lease Agreement, (vi) any agreements with the underwriter for the Bonds including a bond purchase agreement and letter of representation and (vii) any agreements with the Issuer relating to the Issuer's involvement in the Project and payment of fees and expenses and any matters relating to the procurement of the Trustee, paying agent or registrar for the Bonds or to the book entry arrangements relating to the Bonds; be and the same are hereby in all respects authorized, adopted, specified, accepted, ratified, approved and confirmed; and it is further

Resolved, that all actions heretofore taken by the College or an Authorized Officer in connection with the leasing and contract activities, the issuance of the Bonds, the College Documents and the Related Documents, including without limitation (i) the expenditure of funds, (ii) the selection, appointment and employment of engineers, consultants and advisors for the Project and the leasing activities, (iii) the filing of any applications for any regulatory approvals or permits, (iv) the acquisition of the Project Site, (v) the execution of the County MOU, and (vi) all other actions taken in connection with any of the foregoing, be and the same are hereby in all respects authorized, adopted, specified, accepted, ratified, approved and confirmed; and it is further

Resolved, that without in any way limiting the power, authority or discretion elsewhere herein granted or delegated, the College hereby (i) authorizes and directs all of the officers, employees and agents of the College to carry out or cause to be carried out, and to perform, such obligations of the College and such other actions as they, or any one of them, in consultation with the College's general counsel, in connection with the leasing activities, the issuance of the Bonds and the construction of the Project, shall consider necessary, advisable, desirable or appropriate in connection with this resolution, the College Documents, the Related Documents and related transactions, including, without limitation, and whenever appropriate, the execution and delivery thereof and of all other related documents, instruments, financing statements, certifications and opinions, (ii) delegates, authorizes and directs each Authorized Officer the right, power and authority to exercise his or her own independent judgment and discretion in determining and finalizing the terms, provisions, forms and contents of each of the College Documents, any agreement required by the County or amendments to agreements and the Related Documents herein identified and referred to and to execute and deliver any such documents and (iii) authorizes the Authorized Officers to execute certificates of the College. The execution and delivery by any such officers of the College of any of such documents, instruments, certifications and opinions, or the doing by them of any act in connection with any of the matters which are the subject of this resolution, shall constitute conclusive evidence of both the College's and their approval of all changes, modifications, amendments, revisions and alterations made therein and shall conclusively establish their absolute, unconditional and irrevocable authority with respect thereto from the College and the authorization, approval and ratification by the College of the documents, instruments, certification and opinions so executed and the actions so taken; and it is further

Resolved, that if any one or more provisions of these resolutions should be determined by a court of competent jurisdiction to be contrary to law, then such provisions shall be deemed severable from the remaining provisions hereof and the invalidity thereof shall in no way affect the validity of the other provisions of these resolutions. If any provisions of these resolutions shall be held or deemed to be or shall, in fact, be inoperative, or unenforceable or invalid in any particular case in any jurisdiction or jurisdictions, or in all cases, because it conflicts with any constitution or statute or rule or public policy, or for any other reason, such circumstance shall not have the effect of rendering the provision in question inoperative or unenforceable or invalid in any other case or circumstance, or of rendering any other provision or provisions wherein contained inoperative or unenforceable or invalid to any extent whatever.

BKJ:abg

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

Agenda Item Number: 11  
December 10, 2007

**AUTHORIZATION OF EXECUTION OF LEASE AGREEMENT  
INFORMATION TECHNOLOGY OFFICE SPACE  
2520 STANDISH PLACE, ROCKVILLE, MARYLAND**

**BACKGROUND**

In February 2000, the Board of Trustees approved an 8-year lease of 27,826 square feet of commercial office space at 7362 Calhoun Place, Rockville, Maryland for the Office of Information Technology. The lease for this space expires on June 30, 2008. IT operations have grown beyond the capabilities of this one-story office building and IT would either have to lease additional space in a separate building or move the entire operation to a larger location. The existing lease rate for 7362 Calhoun Place, \$25.83 per square foot plus utilities, is higher than the current market rate in this area and initial discussions with the current landlord did not result in a lower rate. As part of the formal lease review process, a total of nine (9) new locations were investigated. Requests for Proposals were sent out to eight (8) of those. Best and final lease proposals were solicited for four (4) locations including the current Calhoun Place location.

The property owner for 2520 Standish Place, Rockville, Maryland, (Metro Park II, LLC) has proposed a ten-year lease (with a 5-year buy out option) of approximately 40,000-42,000 square feet for a first year lease cost of approximately \$860,000-903,000. The final square footage will not be determined until the College's floor plan is approved and the owner's lobby renovation changes are factored into the calculation for the College's share of common space in the building. The College received an initial rate proposal of \$22.00 per square foot for this space. After negotiation (best and final offer), the lease rate was reduced to \$21.50 per square foot. Generally, rates for similar space are in the \$22.00 – \$26.00 range. The lease proposal from Metro Park is for a full-service lease, to include daily custodial service, refuse removal, and parking spaces with occupancy upon completion of the tenant improvements. The lease proposal includes an annual 3% escalation after the first year. Full turnkey build-out will be done at the Landlord's expense, per the space plans approved by both the College and the Landlord.

The lease and one-time start-up costs which include communications and computing infrastructure and office furniture will be addressed through the current year budgets. The relocation plan includes reusing existing moveable office furniture to the extent possible.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the President to negotiate and execute a ten-year lease agreement with Metro Park II, LLC (with a 5-year buy out option) for approximately 40,000-42,000 square feet of office space at 2520 Standish Place, Rockville, Maryland, for an annual lease amount not-to-exceed \$903,000, plus a 3% annual escalation after the first year.

BACK-UP INFORMATION: Board Resolution

RESOURCE PERSON(S):

Mr. Capp  
Mr. Moore  
Mr. Sorrell  
Ms. Wormack

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

Resolution Number: **07-12-152**  
Adopted on: **12/10/07**

Agenda Item Number: 11  
December 10, 2007

**Subject: Authorization of Execution of Lease Agreement for Information Technology Office Space, 2520 Standish Place, Rockville, Maryland**

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WHEREAS, the Executive Vice President for Administrative and Fiscal Services requests a lease agreement for rental of office space at 2520 Standish Place , Rockville Maryland for the purpose of providing expansion office and training space for the Office of Information Technology which has grown beyond the capabilities of its current off-site location; and

WHEREAS, the Chief Business Officer certifies that funds are available in the College's FY 2008 Operating Budget to enable the College to award a lease agreement as recommended; and

WHEREAS, the available space at 2520 Standish Place, Rockville, Maryland, meets all College requirements, and the Director of Procurement certifies that there appears to be no other rental space location that can meet the College needs within the desired radius and timetable; and

WHEREAS, the Chief Facilities Officer requested and received a proposal from Metro Park II, LLC that meets the College's requirements, at a reasonable cost, which is significantly less than the lease cost of the current off-site location; and

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

Resolved, That the President is authorized to negotiate and execute a ten-year lease for approximately 40,000-42,000 square feet of office space, with a 5-year buy out option, at 2520 Standish Place, Rockville, Maryland, to be awarded to Metro Park II, LLC at a cost not-to-exceed \$903,000 per year, plus a 3% annual escalation cost.

BKJ:abg