

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
January 22, 2008**

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**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **08-01-01**
Adopted on: **1/22/08**

Agenda Item Number: 6A
January 22, 2008

Subject: Retirement Recognition for Mr. David J. Smithson

WHEREAS, Mr. David J. Smithson served Montgomery College as a Programmer/Scheduler in the Instructional Television Unit in the Office of Information Technology on the Rockville Campus with dedication for 17 years and retired as of September 7, 2007; and

WHEREAS, he began his association with the College as a Temporary Employee in 1987 and was the epitome of the College's internal spirit; and

WHEREAS, for over 17 years, Mr. Smithson worked as the Programmer/Scheduler who acquired, scheduled, and monitored programs over the College's cable channel; and

WHEREAS, in support of the Cable Television channel, Mr. Smithson assisted with the development of a handbook to provide staff and student aides information about the operation and maintenance of the automated playback system for the College Television station; and assisted with the installation and maintenance of the first automated playback system for Montgomery College; and

WHEREAS, Mr. Smithson was always highly adept in dealing with all areas of his responsibilities; and in 1991, Mr. Smithson was selected as the Employee of the Month within Instructional Television for being an exemplary employee who consistently provided outstanding service to the College; and

WHEREAS, in 2003 he received a Special Recognition Award for providing significant support to the Unit's recognized accomplishment of exceeding original programming hours; and in 2005 he received a Special Recognition Award for providing excellent customer service; and

WHEREAS, Mr. Smithson was held in high esteem by his supervisors and co-workers for his dedication to the Montgomery College Television channel, the academic programming aired on the channel, excellent customer service skills and proficient manner in which he carried out his duties as reflected by his performance evaluations; and

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

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

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

BKJ:abg

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

Agenda Item Number: 8A
January 22, 2008

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: **08-01-02**
Adopted on: **1/22/08**

Agenda Item Number: 8A
January 22, 2008

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 December 1, 2007, to and including December 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 December 1, 2007, to and Including December 31, 2007

STAFF

STAFF EMPLOYMENTS: None

Effective Date	Name	Position Title	Grade	Location
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STAFF SEPARATIONS

12/31/07	Campbell, William E ¹	Ex Vice Pres Admin Fiscal Svcs	S	VP Admin & Fiscal Services
12/31/07	Gear, Rosemary R ¹	Aide to the VP/Provost	H	Provost GT
12/21/07	Gloster, Ashley N	Safety & Security Officer	E	Facilities Security - TP/SS
12/21/07	Green, John E	Safety & Sec Officer Lead	F	Facilities Security - TP/SS
12/07/07	Hodge, Anthony R	Blg Service Worker	A	Facilities Maintenance TP/SS
12/31/07	Jackson, Glenn N ¹	Blg Service Worker	A	Facilities Maintenance RV
12/31/07	Kaneshiro, Gail Y ¹	Budget Analyst	K	Budget Office
12/31/07	Kelso, George H ¹	Dir of IT Resources Management	N	Office of Info Tech
12/08/07	Sheladia, Alpa K	Instructional Assoc	H	Nat/Apppl Sci,Bus/Mgt,Info Sci

STAFF SEPARATIONS: *Ethnicity and Gender*

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

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: *None*

¹ Retirement

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

Agenda Item Number: 8B
January 22, 2008

**REQUEST FOR APPROVAL OF THE INFORMATION SECURITY SYSTEMS
ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S.) AND CERTIFICATE**

BACKGROUND

In the 2004 Maryland State Plan for Postsecondary Education, the State has strongly recommended that “campuses should offer ongoing programs that meet Maryland’s changing workforce needs.” As articulated in its mission statement, Montgomery College takes the lead in meeting “economic and workforce development needs.”

With the current climate in our nation, there is a well-publicized workforce need for homeland and information security. Aware of this need, Montgomery College (MC) in 2004 joined with several other institutions of higher learning in Maryland and Virginia in requesting a \$3,000,000 grant from the National Science Foundation for the CyberWATCH Center in 2005. Originally composed of a consortium of five community college grant partners and four four-year institutions, the CyberWATCH Center now includes eight community colleges and eight four-year institutions. One of the requirements under the CyberWATCH grant was to develop programs and curricula for member institutions. That task for Montgomery College has now been accomplished with the creation of the Information Security Systems Associate of Applied Science Degree and Certificate.

While the primary emphasis of the proposed A.A.S. degree is to prepare the student for the workforce, the program has been designed also to support transfer into several Maryland state baccalaureate-granting institutions. The certificate prepares traditional students for entry-level careers in information systems security as well as supporting adult students seeking to advance their careers. Local employers have indicated interest in establishing internships for the students and in hiring graduates of the program.

No additional major expenses are needed to implement this program. Existing faculty and classroom space will be utilized. The additional equipment needs will be covered by the course fees. All of the initial outlays for new equipment and early updates and repair are already covered by CyberWATCH NSF funds and MC Matching Funds.

RECOMMENDATION

The Board of Trustees is requested to approve the Information Security Systems A.A.S degree and certificate.

BACK-UP INFORMATION

Board Resolution
Information Security Systems A.A.S. degree and certificate

RESOURCE PERSONS

Professor Hall
Dean Michaelian

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

Resolution Number: **08-01-03**
Adopted on: **1/22/08**

Agenda Item Number: 8B
January 22, 2008

Subject: Request for Approval of the Information Security Systems Associate of Applied Science Degree (A.A.S.) & Certificate

WHEREAS, the Maryland Higher Education Committee has strongly recommended that campuses offer ongoing programs that meet Maryland's changing workforce needs by providing preparation for initial employment, career enhancement and career changes; and

WHEREAS, Montgomery College is dedicated to address the needs of the State, the community, and its students and has articulated this commitment in its mission statement to meet "economic and workforce development needs"; and

WHEREAS, Montgomery College has joined CyberWATCH Center, a consortium of higher learning institutions, federal and state agencies and businesses, to address the need for an expanded and better educated workforce in information and network security; and

WHEREAS, Montgomery College as a member of the consortium was to develop a curriculum built around a common core of technical courses; and

WHEREAS, the Information Security Systems Associate of Applied Science Degree and Certificate meet the guidelines established by the CyberWATCH Center and help meet the well publicized work force need in homeland and information security; and

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

Resolved, That the members of the Board of Trustees approve the Information Security Systems A.A.S. Degree & Certificate

BKJ:abg

Information Security Systems Associate of Applied Science Degree (A.A.S.) and Certificate

Information Systems Security A.A.S.

This program prepares students for entry-level careers in information systems security. The program emphasizes computer security and information assurance concepts augmented with current industry standard techniques. Topics cover threats and vulnerabilities, prevention at the technical (hardware and software) and human levels, detection, response, and management aspects of security.

Requirements: Students must meet the general education, diversity and computing and information technology degree requirements while completing the specific requirements outlined below.

First Semester

CS 110	Computer Concepts	3
NW 127	Microcomputer Control Programs	3
	<i>English Foundation</i>	3
NW 151	Introduction to Networking	3
NW 252	Cisco Routers and Routing Basics	3
	<i>Health foundation</i>	1

Second Semester

	<i>Math Foundation</i>	3
NW 253	Cisco Router Configuration and Management II	3
NW 254	Cisco Router Configuration and Management III	3
NW 173	Network Security	4
	Technical elective from approved list*	3

Third Semester

NW 245	Hardening the Infrastructure	3
	<i>Speech foundation</i>	3
NW 203	Microsoft Windows Server	3
	<i>Natural sciences lab distribution</i>	4
MG 288	Disaster Recovery and Risk Management	3

Fourth Semester

	<i>Social and Behavioral sciences</i>	3
NW 261	Managing Network Security I	
or	or	
NW 262	Managing Network Security II	4
	Network Defense and	
NW 246	Countermeasures	3
	<i>Arts or humanities distribution</i>	3
NW 270	Information Security Capstone	3

Total credit hours 64

Information Systems Security Certificate

This certificate prepares students for entry-level careers in information systems security. The program emphasizes computer security and information assurance concepts augmented with current industry standard techniques. Topics cover threats and vulnerabilities, prevention at the technical (hardware and software) and human levels, detection, response, and management aspects of security.

First Semester

CS 110	Computer Concepts	3
NW 127	Microcomputer Control Programs	3
NW 151	Introduction to Networking	3
NW 252	Cisco Routers and Routing Basics	3

Second Semester

NW 253	Cisco Router Configuration and Management II	3
NW 254	Cisco Router Configuration and Management III	3
NW 173	Network Security	4

Third Semester

NW 245	Hardening the Infrastructure	3
NW 203	Microsoft Windows Server	3
MG 288	Disaster Recovery and Risk Management	3

Fourth Semester

NW 261	Managing Network Security I	
or	or	
NW 262	Managing Network Security II	4
NW 246	Network Defense and Countermeasures	3
NW 270	Information Security Capstone	3

Total credit hours 41

Program outcomes:

- Apply software patches to operating systems and applications
- Assess a computer system's security vulnerabilities using appropriate resources
- Use standard software tools to detect attempted security breaches of computer systems
- Implement computer network security defenses
- Earn a CCNA (Cisco Certified Network Administrator) certificate

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

Agenda Item Number: 9
January 22, 2008

**AWARD OF CONTRACT
MECHANICAL AND ELECTRICAL SYSTEMS REPLACEMENT
ROBERT E. PARILLA PERFORMING ARTS CENTER, ROCKVILLE CAMPUS
BID NO. 608-003**

BACKGROUND

This project is for the replacement of certain mechanical and electrical systems in the Robert E. Parilla Performing Arts Center. This performance facility opened in January 1984 and its major systems have exceeded their useful life. The electrical service entrance equipment and the primary heating, ventilating, and air conditioning (HVAC) equipment will be replaced and the building will be connected to the Campus' central chilled water/hot water loop to improve energy efficiency. Lastly, improvements to life safety and lighting systems will also be accomplished at this time. Some equipment items have long lead times for delivery and must be ordered as soon as possible. All work must be completed before the start of the fall semester 2008. The theater schedule has been arranged to accommodate this work over the summer.

Project specifications were prepared by engineering consultants and Facilities staff. The project was advertised for bid on December 5, 2007. The bid package was structured with several add and deduct alternates because the funds available for this project were limited. Bids were opened in the Office of Procurement on December 21, 2007, and one (1) bid was received for \$3,987,000 for the base bid. The estimated construction cost of this project was \$4,036,440. Sufficient funds are currently available in the FY2008 Capital Budget Planned Life Cycle Asset Replacement, Life Safety Systems, and Energy Management projects and in the FY2008 Operating Budget for a contract award of \$3,630,000. This award is based on accepting add alternate #2 for \$4,000 and accepting deduct alternates #3-6 for \$361,000 (see attachment, Summary of Bids). However, the intention is to add some of the alternates back to the base contract as change orders contingent upon the approval of the FY2009 Capital Budget by the County Council and/or additional funds coming available in the FY2008 Operating Budget before the fiscal year ends on June 30, 2008.

Contractor references have been checked and are satisfactory. Board approval is required for competitive sealed bids valued above \$100,000. Board approval is also required for Capital Budget change orders in excess of \$25,000 or 15% of the original contract award.

RECOMMENDATION

It is recommended that an award of contract for \$3,630,000 be made to M&M Welding and Fabricators, Inc., Gaithersburg, Maryland as the recommended low bidder for replacing mechanical and electrical systems at the Robert E. Parilla Performing Arts Center on the Rockville Campus. It is further recommended that, contingent upon approval of the FY2009 Capital Budget or available year-end FY2008 Operating Budget funds, the Board approve change orders not-to-exceed \$303,000 to add back deduct alternate items 4, 5 and 6 from the summary of bids.

BACK-UP INFORMATION

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

RESOURCE PERSON(S):

Mr. Capp
Ms. Wormack
Mr. Moore

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

Resolution Number: **08-01-04**
Adopted on: **1/22/08**

Agenda Item Number: 9
January 22, 2008

Subject: Award of Contract, Mechanical and Electrical Systems Replacement, Robert E. Parilla Performing Arts Center, Rockville Campus, Bid No. 608-003

WHEREAS, the Associate Vice President for College Facilities requests approval of a contract for replacing mechanical and electrical systems which have exceeded their useful life at the Robert E. Parilla Performing Arts Center on the Rockville Campus; and

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

WHEREAS, pursuant to Md. (Educ.) Ann. Sec. 16-311, invitations to bid were publicly advertised on December 5, 2007, in the *Baltimore Sun*, the *Washington Post* and the *Washington Examiner*; listed by two (2) reporting agencies; and posted on the Montgomery College Procurement web site and on the Montgomery County web site; and

WHEREAS, thirty (30) firms received bid documents, and one (1) bid for this project was received in the Office of Procurement and was publicly opened, read aloud, and recorded beginning at 10:00 a.m. local time on December 21, 2007; and

WHEREAS, after analysis of the bid, it was determined that the low bid of \$3,630,000, which is based on accepting add alternate #2 and accepting deduct alternates #3-6, as submitted by M & M Welding and Fabricators, Inc., Gaithersburg, Maryland, meets all College specifications and is therefore the responsive bid; and

WHEREAS, contingent upon availability of year-end FY2008 Operating Budget funds and/or approval of the FY2009 Capital Budget, sufficient funds will be available to add bid alternates 4, 5 and 6 totaling \$303,000 back to the contract as change orders; and

WHEREAS, Board approval is required for competitive sealed bids valued above \$100,000, and for Capital Budget change orders in excess of \$25,000 or 15% of the contract; and

WHEREAS, the Interim Chief Business Officer certifies that funds are available in the FY2008 Capital Budget to enable the College to award the contract as recommended and, contingent upon the availability of year end FY 2008 Operating Budget funds and/or approval of the FY 2009 Capital Budget, sufficient funds will be available to award change orders for bid alternates 4, 5 and 6; and

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

Resolved, That a contract for providing all necessary materials, labor, equipment, and insurance for replacing mechanical and electrical systems in the Robert E. Parilla Performing Arts Center at the Rockville Campus be awarded to M & M Welding and Fabricators, Inc., Gaithersburg, Maryland, at the firm's bid price of \$3,630,000 for the base bid plus add alternate #2 and less deduct alternates #3-6; and be it further

Resolved, That contingent upon availability of year- end FY2008 Operating Budget funds and/or approval of the FY2009 Capital Budget, change orders totaling \$303,000 for bid alternates 4, 5 and 6 are approved for the contract with M:&M Welding and Fabricators, Inc., Gaithersburg, Maryland, and be it further

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

Resolved, That contingent upon funding availability and required budget approvals, the President is authorized to sign the change order(s) for bid alternates 4, 5 and 6 on behalf of the Board of Trustees.

BKJ:abg

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

Agenda Item Number: 10
January 22, 2008

**AWARD OF CONTRACT
ELECTRICAL AND MECHANICAL EQUIPMENT INSTALLATION
RELOCATION OF IT NETWORK OPERATIONS CENTER
MORRIS AND GWENDOLYN CAFRITZ FOUNDATION ARTS CENTER
BID NO. 608-001**

BACKGROUND

This project is for the installation of electrical and mechanical equipment in The Morris and Gwendolyn Cafritz Foundation Arts Center to serve the Office of Information Technology's new and expanded Network Operations Center (NOC). The NOC is relocating from the former main computer room in the Computer Science Building at the Rockville Campus as part of the overall information technology infrastructure plan for the College. The IT Help Desk will also move from its present location in the Office of Information Technology Building to the Cafritz Center as part of this first project phase. Other phases of the project include the purchase and installation of servers, equipment, and furnishings for the NOC. The Network Operations Center is a separately funded project in the FY2008 Capital Budget.

Project specifications were prepared by an outside engineering firm, Facilities and IT staff. The project was advertised for bid on October 29, 2007. Bids were opened in the Office of Procurement on November 30, 2007, and two (2) bids were received ranging from \$1,850,000 to \$2,710,000. The estimated construction cost of this project was \$1,930,000. Sufficient funds are available in the FY2008 Capital Budget for this work. Contractor references have been checked and are satisfactory. Board approval is required for competitive sealed bids valued above \$100,000.

RECOMMENDATION

It is recommended that an award of contract for \$1,850,000, be made to Arica Consulting & Contracting, LLC, Jessup, Maryland, as the recommended low bidder for installing electrical and mechanical equipment as part of the relocation of IT Network Operations Center to the Morris and Gwendolyn Cafritz Foundation Arts Center on the Takoma Park/Silver Spring Campus.

BACK-UP INFORMATION

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

RESOURCE PERSON(S):

Mr. Capp; Ms. Wormack; Mr. Moore

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

Resolution Number: **08-01-05**
Adopted on: **1/22/08**

Agenda Item Number: 10
January 22, 2008

**Subject: Award of Contract, Electrical and Mechanical Equipment Installation,
Relocation of IT Network Operations Center, Morris and Gwendolyn Cafritz
Foundation Arts Center, Takoma Park/Silver Spring Campus, Bid No. 608-001**

WHEREAS, the Associate Vice President for College Facilities requests approval of a contract for installing electrical and mechanical equipment necessary for the relocation of the Information Technology Network Operations Center from the Rockville Campus to the Takoma Park/Silver Spring Campus; and

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

WHEREAS, pursuant to Md. (Educ.) Ann. Sec. 16-311, invitations to bid were publicly advertised on October 29, 2007, in the *Baltimore Sun*, the *Washington Post* and the *Washington Examiner*; listed by two (2) reporting agencies, and posted on the Montgomery College Procurement Web site, two State of Maryland Web sites, and the Montgomery County Web site; and

WHEREAS, eighty-five (85) firms received bid documents, and two (2) bids for this project were received in the Office of Procurement and were publicly opened, read aloud, and recorded beginning at 3:00 p.m. local time on November 30, 2007; and

WHEREAS, after analysis of the bids, it was determined that the low bid of \$1,850,000 submitted by Arica Consulting & Contracting, LLC, Jessup, Maryland, meets all College specifications and is therefore the responsive bid; and

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

WHEREAS, the Interim Chief Business Officer certifies that funds are available in the FY2008 Capital Budget to enable the College to award the contract as recommended; and

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

Resolved, That a contract for providing all necessary materials, labor, equipment, and insurance for the installation of electrical and mechanical equipment in the Morris and Gwendolyn Cafritz Foundation Arts Center for the relocation of Network Operations Center at the Takoma Park/Silver Spring Campus be awarded to Arica Consulting & Contracting, LLC, Jessup, Maryland, at the firm's base bid price of \$1,850,000 and be it further

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

BKJ:abg

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

Agenda Item Number: 11
January 22, 2008

**AUTHORIZATION OF EXECUTION OF LEASE AGREEMENT FOR
ADDITIONAL ADMINISTRATIVE OFFICE SPACE
40 WEST GUDE DRIVE, ROCKVILLE, MARYLAND**

BACKGROUND

Additional space is needed in the Mannakee Building for expanded academic and student services administrative functions and it has been determined that the Office of Institutional Research and Analysis (OIRA) currently housed on the third floor of Mannakee and portions of the Office of Institutional Advancement (IA) from the second floor can be relocated to off campus leased office space at 40 West Gude Drive, Rockville, Maryland where two office suites are available for lease on the second floor.

In November 2005, the Board approved a 10-year lease of 20,084 square feet at 40 West Gude Drive for offices for the Central Facilities unit and offices and training rooms for Human Resources' Center for Professional and Organizational Development. These moves freed up space in Mannakee and the Office of Information Technology building. In February 2007, the lease of an additional 5,493 square feet was authorized by the Board to provide office space for Auxiliary Services, the College's Response Center, the Admissions, Records and Registration unit's Banner system support team and IT support. These moves freed up space for Rockville Campus needs in the Campus Center, Gudelsky Institute, and Student Services buildings.

The West Gude property owner, Washington Real Estate Investment Trust (WRIT) has proposed an eight-year lease of 4,185 square feet (Suite 220) for a first year lease cost of \$103,160.25 based on a proposal of \$24.65 per square foot. The owner has also proposed an eight-year lease of 4,514 square feet (Suite 230) for a first year total lease cost of approximately \$111,270.10 based on a proposal of \$24.65 per square foot. Generally, rates for similar space are in the \$22.00 – \$26.00 range. Total square footage is 8,699 and total combined annual cost is \$214,430.35. The lease proposals by WRIT are for a full-service lease, to include daily custodial service, refuse removal, and parking spaces for each suite with occupancy upon completion of the tenant improvements. Both lease proposals 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 build out of this space will not only provide offices for IA and ORIA, it will also provide a few extra offices for other College needs, as yet to be determined.

The lease and one-time start-up costs, which include office furniture and some communications and computing infrastructure, will be addressed through current year budgets. If these lease authorizations are approved, the College will have about 97% of the available space on the second floor of 40 West Gude and 42% of the space on the first floor.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the President to negotiate and execute an eight-year lease agreement with Washington Real Estate Investment Trust, LLP for a total of 8,699 square feet of office space in suites 220 and 230 at 40 West Gude Drive, Rockville Maryland, for an annual lease amount not-to-exceed \$214,430.25, plus a 3% annual escalation after the first year.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSON(S)

Mr. Capp
Mr. Moore
Ms. Wormack

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

Resolution Number: **08-01-06**
Adopted on: **1/22/08**

Agenda Item Number: 11
January 22, 2008

**Subject: Authorization of Execution of Lease Agreement for Additional
Administrative Office Space, 40 West Gude Drive, Rockville, Maryland**

WHEREAS, the Vice President for Administrative and Fiscal Services requests a lease agreement for rental of office space at 40 West Gude Drive, Rockville, Maryland for the purpose of providing expansion space for academic and student services and other administrative functions in the Mannakee Building by moving some central functions to off campus leased space; and

WHEREAS, the Interim Chief Business Officer certifies that funds are available in the College's FY2008 Operating Budget to enable the College to award a lease agreement as recommended; and

WHEREAS, the 4,185 square feet of available space in Suite 220 and the 4,514 square feet in Suite 230 at 40 West Gude Drive, Rockville, Maryland, meet all College requirements for the College's Office of Institutional Research and Analysis and portions of the Office of Institutional Advancement, and the Acting Director of Procurement certifies that this location meets the College's needs for location and timetable and also provides economies of scale due to the existing IT infrastructure and consolidation with other College units at this location; and

WHEREAS, the Associate Vice President for College Facilities requested and received a proposal from Washington Real Estate Investment Trust, LLP that meets the College's requirements, at a reasonable cost; 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 an eight-year lease for 4,185 and 4,514 square feet of office space (8,899 total square feet), at Suite 220 and 230, 40 West Gude Drive, Rockville, Maryland, to be awarded to Washington Real Estate Investment Trust at a cost not-to-exceed \$214,430.35 per year, plus a 3% annual escalation cost.

BKJ:abg

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

Agenda Item Number: 12
January 22, 2008

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

BACKGROUND

On December 10, 2007, the Board of Trustees authorized the execution of a lease agreement for the rental of space at 2520 Standish Place, Rockville, Maryland for office space for the College's Office of Information Technology. On December 14, 2007, the College was notified by the property owner that the current tenant at 2520 Standish Place, the Food and Drug Administration, will delay their move out of this building for two years and the space is no longer available for College use. The property owner, Metro Park II, LLC, has offered the College an option to lease space at another comparable building in the same vicinity. As a result, the December lease authorization must be rescinded. A separate resolution for the lease of space in the alternate building is on the January Board agenda for consideration. The Board was apprised of these circumstances in a memorandum dated December 19, 2007.

RECOMMENDATION

It is recommended that the authorization to execute a lease agreement under Board Resolution #07-12-152 be rescinded in its entirety.

BACK-UP INFORMATION

Board Resolution
Board Resolution #07-12-152

RESOURCE PERSON(S)

Mr. Capp
Mr. Sorrell

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

Resolution Number: **08-01-07**
Adopted on: **1/22/08**

Agenda Item Number: 12
January 22, 2008

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

WHEREAS, the Board of Trustees on December 10, 2007 (Board Resolution #07-12-152), made an authorization for an execution of a lease agreement for the rental of space at 2520 Standish Place, Rockville, Maryland, for use as office space for the College's Office of Information Technology; and

WHEREAS, the College was notified by the property owner, Metro Park II, LLC, that the space is no longer available because the current tenant has delayed their move for another two years; and

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

Resolved, That the authorization to execute a lease agreement by the Board of Trustees in Board Resolution #07-12-152 is rescinded in its entirety.

BKJ:abg

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

Agenda Item Number: 13
January 22, 2008

**AUTHORIZATION OF EXECUTION OF LEASE AGREEMENT
INFORMATION TECHNOLOGY OFFICE SPACE
15400 CALHOUN PLACE, ROCKVILLE, MARYLAND**

BACKGROUND

On December 10, 2007, the Board of Trustees authorized the President to negotiate and execute a ten-year lease for approximately 40,000 to 42,000 square feet of office space at 2520 Standish Place, Rockville, Maryland, for the move of the College's Office of Information Technology at an annual not-to-exceed amount of \$903,000. Several days later, the property owner notified the College that the current tenant was delaying their move for two years and the space was no longer available for College use. An item to rescind the December lease action is on the Board's January agenda for action.

The property owner, Metro Park II, LLC, offered the College an option to lease space at another of their buildings in the same vicinity at the same rate and under the same conditions agreed to for 2520 Standish Place. The new property, at 15400 Calhoun Place, is a better quality building with better quality space than the Standish Place property. Both Facilities and Information Technology believe that this new space is an upgrade from the Standish Place location and that the owner is acting in good faith to compensate for this rather abrupt change.

The Office of Information Technology's current lease of commercial office space at 7362 Calhoun Place, Rockville, Maryland 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 the formal best and final lease proposal from the landlord did not result in a lower rate. The final negotiated lease rate for the 2520 Standish Place property, \$21.50 per square foot, was the lowest proposal received.

A preliminary space layout of the building leads to the conclusion that the Office of Information Technology needs are best met by increasing the previously approved total square feet up to 43,500 square feet. This will increase the previously approved annual cost of to a not-to-exceed amount of \$935,250, based upon the offered lease rate of \$21.50 per square foot. The property owner has proposed a ten-year full service lease (with a 5-year buy out option) which includes 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 43,500 square feet of office space at 15400 Calhoun Place, Rockville, Maryland, for an annual lease amount not-to-exceed \$935,250, 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: **08-01-08**
Adopted on: **1/22/08**

Agenda Item Number: 13
January 22, 2008

Subject: Authorization of Execution of Lease Agreement for Information Technology Office Space, 15400 Calhoun Place, Rockville, Maryland

WHEREAS, the Vice President for Administrative and Fiscal Services requests a lease agreement for rental of office space at 15400 Calhoun 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 Acting Chief Business Officer certifies that funds are available in the College's FY2008 Operating Budget to enable the College to award a lease agreement as recommended; and

WHEREAS, the available space at 15400 Calhoun 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 Associate Vice President for College Facilities 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 for the Office of Information Technology; 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 43,500 square feet of office space, with a 5-year buy out option, at 15400 Calhoun Place, Rockville, Maryland, to be awarded to Metro Park II, LLC at a cost not-to-exceed \$935,250 per year, plus a 3% annual escalation cost.

BKJ:abg

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

Agenda Item Number: 14
January 22, 2008

**CONTRACT MODIFICATION
ARCHITECTURAL AND ENGINEERING SERVICES
ROCKVILLE CAMPUS SCIENCE CENTER**

BACKGROUND

In June 2006, Burt Hill, Inc., multi-disciplinary architectural firm, was awarded a contract to provide architectural and engineering services for the new Science Center and the Science East and Science West building renovations on the Rockville Campus. Subsequent discussions on the Germantown Campus indicated the need for an additional chemistry lab to house the rapidly growing science programs on that Campus. In order to prepare appropriate renovation plans for a new chemistry lab in the Science and Applied Studies Building as an interim measure to accommodate near-term enrollment growth in the sciences, Burt Hill was asked to provide lab planning and design services on the Germantown Campus. The proposed lab will allow for expanded course offerings until the new Bioscience Education Center is opened in mid-2010. At the time that the need for these additional lab design services arose, the Bioscience Center's design contract with The Lukmire Partnership had not been finalized. If it had been, the College would have sought these supplemental design services through Luckmire. However, both Burt Hill and Lukmire are using the same lab design consulting firm, so there were no design concerns arranging for the work through Burt Hill.

In order to complete this project as planned, the Procurement Office has requested that the Facilities Office seek Board of Trustees approval for a modification to the supplemental services clause of the Burt Hill contract for the Rockville Science Center in order to specifically authorize them to perform supplemental design services for the science lab renovation on the Germantown Campus because the contract was originally authorized only for the Rockville Campus. In addition, Facilities' staff met with Burt Hill to review the scope of work and negotiated a final contract proposal of \$102,440 for this work. The consultant's final price for the work is acceptable for the amount of work involved. Sufficient funds are available in the FY2008 Operating Budget for this additional design-related work.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the contract modification to allow for an additional category of supplemental design services to be provided by Burt Hill, Inc., Washington, D.C., for a science lab renovation in the Science and Applied Studies Building on the Germantown Campus and to approve the fee of \$102,440 for such services to Burt Hill, Inc., Washington DC.

RESOURCES PERSONS: Mr. Capp, Mr. Moore, Ms. Wormack

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

Resolution Number: **08-01-09**
Adopted on: **1/22/08**

Agenda Item Number: 14
January 22, 2008

**Subject: Contract Modification, Architectural and Engineering Services,
Rockville Campus Science Center**

WHEREAS, the Associate Vice President for College Facilities has requested a modification to the contract awarded to Burt Hill, Inc., Washington DC, by the Board of Trustees (Resol. #03-48) on June 19, 2006, in order to specifically authorize them to provide supplemental architectural and engineering design services for a science laboratory renovation in the Science and Applied Studies Building on the Germantown Campus; and

WHEREAS, the Acting Director of Procurement affirms that the contract modification is justified because Burt Hill, Inc., is familiar with the project, is qualified and available to provide the necessary architectural and engineering design services and possesses unique knowledge of the project's design criteria and expectations and no other design firm could provide these services in accordance with the College's schedule; and

WHEREAS, College staff have negotiated a fee with Burt Hill, Inc., for supplemental design and related services associated with a science laboratory renovation in the Science and Applied Studies Building on the Germantown Campus; and

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

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

Resolved, That the College's contract with Burt Hill, Inc. (Contract #451) approved by the Board of Trustees on June 19, 2006 (Resol. 03-48), is modified to include supplemental design and related services for the renovation of a science laboratory in the Science and Applied Studies Building on the Germantown Campus; and be it further

Resolved, That the fee of \$102,440 for the supplemental design and related services for a science laboratory renovation in the Science and Applied Studies Building on the Germantown Campus to Burt Hill, Inc., Washington DC is approved.

BKJ:abg

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

Agenda Item Number: 15
January 22, 2008

**AMENDMENT TO SOLE SOURCE AWARD OF CONTRACT FOR
COMMERCE MANAGEMENT SYSTEM SOFTWARE**

BACKGROUND

The Chief Information Officer has requested an amendment to an existing contract award for commerce management. On June 19, 2006, the Board of Trustees approved a contract award, on a sole source basis, to TouchNet for the purchase of an integrated software solution for commerce management of campus billing and payment processing (Board Resolution number 06-06-055). No other vendor could meet College requirements and no other vendor provides this product due to its proprietary nature

Additional hosting services from the current vendor are necessary to support the Finance Office in handling the majority of credit card transactions at Montgomery College. TouchNet's hosting services will provide many benefits, the most important being legal conformance to certified PCI DSS (Payment Card Industry Data Security Standards). The PCI DSS is a multifaceted security standard that includes requirements for security management, policies, procedures, network architecture, software design, and other critical protective measures. Failure to adhere to the PCI DSS security standard could result in fines up to \$50,000 for each credit card data breach.

Hosting computer operations outside of the College is a choice many educational institutions make. It reduces the need for expensive technical skills on campus, it reduces the risks associated with storing sensitive payment data on campus and maintenance on those servers, and it provides 24X7 monitoring. It also helps solve the problem of remaining compliant with industry rules and regulations for information security and protection. The TouchNet DataCenter meets the stringent requirements of major bankcard companies such as Visa CISP (Cardholder Information Security Program), as well as the requirements of the NACHA Network, the Electronics Payment Association, which develops operating rules for electronic payment, for information protection. The hosting services provided by TouchNet are consistent with College needs.

The existing contract will be amended to include hosting for those solutions, as follows:

- Payment Gateway Credit
- Payment Gateway ACH
- Bill+Payment Student
- Bill+Payment Installments
- Marketplace

The total fee for hosting, one-time licensing, and data migration services are \$80,782 for the first year. After the first year, the annual hosting fee will be subject to a ten percent annual increase beginning in years two through the termination of the contract. Board approval is required for modification to contracts valued above \$50,000. No other vendor can meet the College requirements and no other vendor provides this product due to its proprietary nature.

RECOMMENDATION

It is recommended that the Board of Trustees approve an amendment to the contract award to include hosting services to TouchNet of Lenexa, Kansas, for the term of the existing contract, for a hosting service fee of \$43,692 the first year, subject to a ten percent annual increase in years two through the termination of the contract, and for a one-time licensing and data migration fee of \$37,090.

BACK-UP INFORMATION

Board of Resolution

RESOURCE PERSONS

Mr. Johnson
Mr. Leurig
Mr. Moore
Mr. Sorrell

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

Resolution Number: **08-01-10**
Adopted on: **1/22/08**

Agenda Item Number: 15
January 22, 2008

**Subject: Amendment to Sole Source Award of Contract for Commerce Management
System Software**

WHEREAS, on June 19, 2006, the Board of Trustees approved a contract award for commerce management of the College's billing and payment processing program, on a sole source basis, (Board Resolution no. 06-06-055); and

WHEREAS, the Chief Information Officer has requested an amendment to an existing contract award for TouchNet's Commerce Management System services to include hosting services; and

WHEREAS, the Acting Director of Procurement affirms that the amendment for the additional services is justified since TouchNet Information Systems, Inc., Lenexa, Kansas, is the publisher of software purchased, and the only source for any related software, services or upgrades; and, in addition, its datacenter meets the stringent requirements of major bankcard companies such as Visa Cardholder Information Security Program (CISP), as well as the requirements of the NACHA Network, the Electronics Payment Association, for information protection; and

WHEREAS, the Interim Chief Business Officer certifies that funds are available in the FY2008 budget; and

WHEREAS, Board of Trustees approval is required for all contract modifications that exceed \$50,000; and

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

Resolved, That the Board of Trustees approve the amendment of the Commerce Management 2006 contract award to include hosting services to TouchNet of Lenexa, Kansas, on a sole source basis, for the term of the existing contract, for a hosting service fee of \$43,692 the first year, subject to a ten percent annual increase in years two through the termination of the contract, and for a one-time licensing and data migration fee of \$37,090.

BKJ:abg

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

Agenda Item Number: 16
January 22, 2008

ADOPTION OF THE FY2009 CURRENT, ENTERPRISE AND OTHER FUNDS BUDGETS

BACKGROUND

On December 10, 2007, the Proposed Operating Budget was presented to the Board of Trustees. This budget provides for an increase in costs for compensation and enrollment growth, half-year funding for the Takoma Park/Silver Spring Cultural Arts Center, off campus leasing costs, some additional funding for the Goldenrod building in Germantown, increases in costs for benefits and utilities and an increase for scholarships. The budget includes \$1.7 million in new requests, with \$750,000 in the administrative area, \$750,000 in the academic and student services areas and \$200,000 for BOT grants. All of these requests are well justified and meet critical needs. Most of these requests are related to enrollment growth, instructional support, scholarships, safety and security, or the Learning College.

The budget includes 90.25 new positions for the Operating Budget as follows: 18 faculty for enrollment growth, 38 positions for new facilities which includes the Takoma Park/Silver Spring Cultural Art Center, expansion at Gude, the Network Operation Center and a few positions for the Goldenrod building, 14 temporary with benefits positions converted to regular ones and 20.25 other new positions. In the Enterprise Funds, CIP, and Cable fund there are a total of 14.5 new positions.

The proposed budget includes a \$3/\$6/\$9 per credit hour tuition increase. The Board of Trustees acts on tuition and fee increases in April.

RECOMMENDATION

The Board of Trustees is requested to adopt the FY2009 Current Fund, Enterprise and Other Funds Budgets.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Ms. Dimon
Mr. Moore

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

Resolution Number: **08-01-11**
Adopted on: **1/22/08**

Agenda Item Number: 16
January 22, 2008

Subject: Adoption of the FY2009 College Operating Budget

WHEREAS, on December 10, 2007 the FY2009 Proposed Operating Budget was presented to the Board; and

WHEREAS, the budget includes the operating budget impact of the Takoma Park/Silver Spring Cultural Art Center and off-site leased space plus the increase in utilities and benefits; and

WHEREAS, the College has included \$1.7 million of priority items for funding related primarily to enrollment growth, instructional support, scholarships, safety and security, or the Learning College; and

WHEREAS, the College still has over \$8 million in unrequested well justified needs; and

WHEREAS, during budget deliberations the Board's first priority was to the College's mission of academic excellence, access, and student success; and

WHEREAS, every effort was made to maintain the quality of programs and services at Montgomery College while realizing the need to conserve public funds and maintain reasonable tuition and fee rates; and

WHEREAS, the Board of Trustees held a public hearing to present the budget to the College and the community; and

WHEREAS, appropriate changes to the Proposed Budget have been made in compliance with Board of Trustees action; now therefore be it

Resolved, That the Board of Trustees adopts the Fiscal Year 2009 Operating Budget in the amounts of \$215,035,603 for the Current fund, \$14,380,330 for the Workforce Development and Continuing Education Fund, and \$5,790,519 for the Auxiliary Enterprises Fund. These amounts are subject to funding and appropriate action by the Montgomery County Government. The amounts are subject to further technical refinement before the budget is submitted for recommendation to the County Executive and the County Council.

BKJ:abg

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

Resolution Number: **08-01-12**
Adopted on: **1/22/08**

Agenda Item Number: 16
January 22, 2008

Subject: FY2009 Budget Approval - Other Funds

WHEREAS, the College endeavors to obtain funding from external sources for specific purposes in keeping with its mission and goals; and

WHEREAS, the exact funding of special College projects and/or proposals is not certain; and

WHEREAS, amounts shown in the budget document for Student Activities and Athletics, Cable TV, Emergency Plant Maintenance and Repair Fund, Major Facilities Reserve Fund, Montgomery College 50th Anniversary Endowment Fund, Transportation Fund, and Federal, State, and Private Grants and Contracts are the best estimates at this time and actual amounts may be more or less than the budgeted amounts; and

WHEREAS, it is essential to the success of these special programs for the President to have flexibility to deal with the changing external circumstances associated with these programs; now therefore be it

Resolved, That the Board of Trustees hereby approves the aforementioned sections of the budget as presented with the understanding that the amounts are not fixed; and be it further

Resolved, That the President is hereby authorized to negotiate for, accept, and expend such "other funds" as indicated in the budget and as may become available during FY2009, provided expenditures do not exceed revenues.

BKJ:abg