

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
October 13, 2008**

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

Resolution Number: **08-10-104**
Adopted on: **10/13/08**

Agenda Item Number: 6A1
October 13, 2008

Subject: Tribute to Anita P. Groover

WHEREAS, the death on July 22, 2008 of Ms. Anita P. Groover, a Workforce Development and Continuing Education staff member who worked for the College in the Health Sciences programming area for seven years, has deeply saddened the College community; and

WHEREAS, during her service to the College, Ms. Groover was a vital part of the Health Sciences non-credit programs; as a dedicated member of the Health Sciences unit, she stepped in, rolled up her sleeves and worked with students, faculty, and staff alike; and

WHEREAS, Ms. Groover was a professional who loved her chosen career and considered her work at the College a special calling to help others; and

WHEREAS, Ms. Groover was a professional who loved life and did many things for her church, where her father is the Bishop, including volunteering time for church activities, homeless efforts, as well as maintaining the church website; and

WHEREAS, during her time in the Health Sciences area, Ms. Groover functioned as a Program Assistant and was meticulous in her demonstration of her expertise in computer skills and documents, therefore winning compliments from the Maryland Board of Nursing for the complete and professional applications submitted; and

WHEREAS, Ms. Groover loved challenging the students, staff, and faculty, while demonstrating her caring with her warm laugh and big smile; and

WHEREAS, Ms. Groover's untimely death represents a profound loss for friends, colleagues, and students at Montgomery College that loved, respected, and admired her; and

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

Resolved, That the members of the Board of Trustees express their sincere sorrow at the passing of Ms. Anita Groover and extend their deepest sympathy to her family, friends, and colleagues; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and that a copy be forwarded to the family of Ms. Anita Groover.

BKJ:abg

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

Resolution Number: **08-10-105**
Adopted on: **10/13/08**

Agenda Item Number: 6A2
October 13, 2008

Subject: Tribute and Posthumous Silver Medallion Award to Mr. Gary C. Hong

WHEREAS, the death on May 25, 2008 of Mr. Gary C. Hong, Program Director of the Institute of Lifelong Learning, Community Education & Extended Learning Services, Workforce Development and Continuing Education (WD&CE), has deeply saddened the College community; and

WHEREAS, Mr. Hong worked for the College as a part-time director from March '98 until January '00 and assumed the position as the College's first full-time program director of the Institute as of September 2000; and

WHEREAS, throughout his tenure, Mr. Hong shared his expertise and commitment to provide increased educational, recreational, and social opportunities for adults so as to maintain and enhance their mental and physical abilities; and

WHEREAS, Mr. Hong partnered with local and State agencies and committees to deliver services and opportunities to seniors in creative, efficient, and effective ways and greatly expanded the outreach of the College; and

WHEREAS, Mr. Hong served on various campus committees including Germantown's 25th Anniversary Committee and the Collegewide Curriculum Committee; and

WHEREAS, he continued to enhance his connections with and knowledge of the College and the County as a member of Leadership Montgomery's Class of 2005 and Montgomery College's Leadership Development Institute Class of 2007; and

WHEREAS, Mr. Hong created new programs that provide an enviable standard for enriching the lives of seniors such as his "Conversations with Remarkable People" lecture series; and

WHEREAS, he gave generously of his time to ensure that the Institute's students were celebrated and could contribute in their unique ways including facilitating the selection of several student paintings as covers of the WD&CE schedule; and

WHEREAS, Mr. Hong shared his passion for sports and photography with internal and external constituencies; and

WHEREAS, Mr. Hong spearheaded the annual Collegewide collection of hats, gloves, scarves, and slippers to enhance the well-being of seniors throughout the community; and

WHEREAS, he was the recipient of the 2003 Staff Outstanding Service Award as well as statements of appreciation from those he served; and

WHEREAS, Mr. Hong's untimely death represents a profound loss for friends and colleagues at Montgomery College and throughout the County and State who loved, respected, and admired him; and

WHEREAS, College policy provides for the awarding of a Silver Medallion posthumously to recognize outstanding service to the College; and

WHEREAS, the President of the College recommends this public recognition of Mr. Hong; now therefore be it

Resolved, that the members of the Board of Trustees express their sincere appreciation of Mr. Gary Hong for his valuable contributions and service to the College and community, express their sincere sorrow at his passing, and extend their deepest sympathy to his family, friends, and colleagues; and be it further

Resolved, That Mr. Gary Hong is awarded the Silver Medallion posthumously, in recognition of his outstanding 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 this resolution become a part of the minutes of this Board of Trustees meeting, and that a copy of this resolution and the Silver Medallion be presented to the family of Mr. Gary Hong.

BKJ:abg

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

Resolution Number: **08-10-106**
Adopted on: **10/13/08**

Agenda Item Number: 6B1
October 13, 2008

Subject: Retirement Recognition and Award of Emerita Status to Professor Trudy Cohen

WHEREAS, Professor Trudy Cohen has served Montgomery College with dedication and distinction part-time for six years and full-time for more than eighteen years and retired from the College as of September 1, 2008; and

WHEREAS, Ms. Cohen worked as Professor in the Health Sciences Unit, specifically Nursing, to teach the knowledge, skills, and attitudes of the discipline of Nursing to Montgomery College nursing students; and

WHEREAS, Ms. Cohen contributed to the Nursing Department by participating on the Nursing Department Faculty Committee, the nursing curriculum committee, and the nursing evaluation committee; and

WHEREAS, Ms. Cohen demonstrated her commitment to the ideals and standards of education in Associate Degree Nursing by serving as the course coordinator for the second year medical-surgical nursing courses, as well as being instrumental in integrating gerontological nursing throughout the curriculum; and

WHEREAS, Ms. Cohen demonstrated her commitment to Montgomery College by serving on the faculty council and through her involvement in American Association of University Professors (AAUP), including being Vice-President and Member At-Large; and

WHEREAS, Ms. Cohen demonstrated her commitment to the community by continuing to work as an Adult Nurse Practitioner for the underserved of Montgomery County since 1998, both as an employee and a volunteer; and

WHEREAS, Ms. Cohen promoted a positive environment for student learning through her use of humor, use of questioning to promote critical thinking, and respect for others; and

WHEREAS, Ms. Cohen demonstrated the high standards of professionalism through her membership in various nursing and professional organizations and her professional behavior; and

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

WHEREAS, the President of the College recommends this public recognition of Professor Trudy Cohen 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 Trudy Cohen 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 Trudy Cohen is granted the status of Professor Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

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

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

Resolution Number: **08-10-107**
Adopted on: **10/13/08**

Agenda Item Number: 6B2
October 13, 2008

Subject: Retirement Recognition and Award of Emeritus Status to Dr. Peter Nair

WHEREAS, Dr. Peter Nair has served Montgomery College with dedication and commitment for more than 28 years; and

WHEREAS, he is known by his colleagues in the economics discipline at the College and most specifically in the Social Sciences Department at the Takoma Park/Silver Spring Campus as an individual who is extremely well informed in his discipline and continually connects the theories of the discipline with day-to-day life for his students; and

WHEREAS, throughout his Montgomery College career, Dr. Nair readily availed himself of professional development focused on active learning in economics, with the goal of enriching his classes which were always registered to full capacity; and

WHEREAS, during his tenure at the College, he earned his Ph.D. in economics from the University of Calicut in India, having worked on a dissertation relating to economic development; and

WHEREAS, he was one of the first Takoma Park/Silver Spring Campus faculty members to incorporate honors modules opportunities into his courses, thereby providing these opportunities to high achieving students; and

WHEREAS, as the only full-time economics faculty member at Takoma Park/Silver Spring, he advocated for the discipline, assuring its important role in the social sciences at the campus and College; and

WHEREAS, he also provided valuable assistance to his department chairs in terms of providing staffing for economics classes on-campus, consequently creating a rich pool of adjunct faculty from whom students could learn; and

WHEREAS, in his many years on the campus, he served on numerous search committees and added breadth to discussions during these processes; and

WHEREAS, the College was able to utilize Dr. Nair's economics expertise in its studies regarding incremental cost analysis as associated with tuition setting and also in his work on groups such as the Longitudinal Student Success Study Advisory Committee; and

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

WHEREAS, the Instructional Dean, the Vice President and Provost, and the President of the College recommend this public recognition of Dr. Nair on the occasion of his retirement; now therefore be it

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

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

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

BKJ: abg

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

Resolution Number: **08-10-108**
Adopted on: **10/13/08**

Agenda Item Number: 6B3
October 13, 2008

Subject: Retirement Recognition and Award of Emerita Status to Professor Sandra Schuler

WHEREAS, Professor Sandra Schuler has served Montgomery College with dedication and distinction for more than twenty-four years and retired from the College as of January 4, 2008; and

WHEREAS, Ms. Schuler worked as Professor in the Health Sciences Unit, specifically Nursing, to teach the knowledge, skills, and attitudes of the discipline of Nursing to Montgomery College nursing students; and

WHEREAS, Ms. Schuler contributed to the Nursing Department by participating on the Nursing Department Faculty, Evaluation, and Curriculum Committees, and was instrumental in the early development of the critical thinking concept for the nursing curriculum; and

WHEREAS, Ms. Schuler demonstrated her commitment to the ideals and standards of education in Associate Degree Nursing by serving as the course coordinator for the psychiatric nursing course, developed an orientation manual for nursing faculty, as well as participated in revising the nursing curriculum; and

WHEREAS, Ms. Schuler demonstrated her commitment to Montgomery College by serving as the Vice-Chair for Academic Assembly, serving on Academic Regulations, and being a member of the American Association of University Professors (AAUP) Leave and Incentive Increases Committees; and

WHEREAS, Ms. Schuler demonstrated her commitment to the community by serving on the board for Community Clinics, Inc. and participating in various church organizations; and

WHEREAS, Ms. Schuler promoted an atmosphere where nursing students felt supported, appreciated, valued, and free to experiment with their learning styles; and

WHEREAS, Ms. Schuler demonstrated high standards of professionalism through her participation on professional and nursing organizations and her professional behavior; and

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

WHEREAS, the President of the College recommends this public recognition of Professor Sandra Schuler 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 Sandra Schuler 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 Sandra Schuler is granted the status of Professor Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

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

BKJ:abg

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

Resolution Number: **08-10-109**
Adopted on: **10/13/08**

Agenda Item Number: 6B4
October 13, 2008

Subject: Retirement of Mr. Rudolph Sydnor

WHEREAS, Mr. Rudolph Sydnor has served Montgomery College with dedication and distinction for more than twelve years and retired from the College as of July 7, 2008; and

WHEREAS, in his capacity as a Building Service Worker and a Building Service Worker Lead, Office of Facilities (1995 - 2007), he provided a valuable service to faculty, staff, and students through his assistance in the daily upkeep of the facilities on the Takoma Park/Silver Spring Campus; and

WHEREAS, Mr. Sydnor was an asset to the Office of Facilities, and often exceeded standards whether assigned outside or inside of buildings to ensure a professional appearance of the Takoma Park/Silver Spring Campus; and

WHEREAS, the President of the College recommends this public recognition of Mr. Sydnor 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. Rudolph Sydnor 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 this resolution become a part of the minutes of this Board of Trustees meeting and a copy be presented to Mr. Rudolph Sydnor.

BKJ:abg

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

Resolution Number: **08-10-110**
Adopted on: **10/13/08**

Agenda Item Number: 6C1
October 13, 2008

Subject: Award of Silver Medallion and Emeritus Status to Dr. O. Robert Brown, Jr.

WHEREAS, Dr. O. Robert Brown, Jr. served Montgomery College and its students with dedication and distinction for thirty-six years and retired from the College on May 16, 2008; and

WHEREAS, he excelled in several roles during his tenure at the College as Dean of Instruction at the Germantown Campus, Registrar at the Germantown Campus, Provost at the Takoma Park/Silver Spring Campus, and Mathematics Faculty Member at both the Germantown and Takoma Park/Silver Spring Campuses; and

WHEREAS, Dr. Brown inspired leadership, commitment, and professionalism among students and his colleagues and strived to create and maintain a student-centered environment in all aspects of his administration; and

WHEREAS, as Dean of Instruction at the Germantown Campus, Dr. Brown made outstanding contributions in the areas of Academic Organization of the Campus, Curriculum Design, Physical Plant Design, Collective Bargaining, Faculty Recruitment, Advising, and Student Support Services; and

WHEREAS, such contributions include planning and scheduling initial offerings of on-campus courses; planning and teaching MC off-campus courses at Seneca Valley High School and Bechtel; collaborating on campus design decisions, including the water tower design; guiding the first accreditation visit; serving on the Administrative Team when the faculty union (AAUP) was organized; and

WHEREAS, as Provost at the Takoma Park/Silver Spring Campus, Dr. Brown made outstanding contributions by serving on the President's Cabinet, serving on the Collegewide Benefits Review Committee, serving on the Collegewide Blue Ribbon Committee, serving on the National Review Board of the National Association of Clinical Laboratory Sciences, serving on Middle States Accreditation (MSA) Visitation Teams for other colleges, serving on NSF proposal reading panels, representing the Campus in the Silver Spring Rotary Club; and

WHEREAS, such contributions included reestablishing the department chair structure at the Takoma Park/Silver Spring Campus, redefining types of faculty appointments which led to the current rolling term clauses and evaluation time frames, keeping faculty governance viable, revising the Health Sciences offerings and programs, maintaining important clinical size ratios in the Nursing Program, guiding the MSA self study, assuring a smooth transition from a majority White campus to a racially-integrated campus; and

WHEREAS, he worked on Honors and General Education Programs, guided the Campus through budget cutbacks, and participated in every 4th of July parade in Takoma Park as the Montgomery College Representative; and

WHEREAS, Dr. Brown served on the Board of Trustees of the Maryland College of Art and Design and the Board of Trustees of Lancaster Theological Seminary; and

WHEREAS, during his tenure as Professor of Mathematics at the Takoma Park/Silver Spring Campus, Dr. Brown served as Director of the Millennium Scholars Program, participated in an NSF grant for interactive teaching of prealgebra, initiated the use of e-text in teaching precalculus classes online, taught precalculus honors modules, considered establishing a new course, Building Connections, that helped foment the First Year Experience Program, in collaboration with the Counseling Department taught DS 112, Building Math Confidence; and

WHEREAS, he sponsored student clubs including the Rotary Student Club and the Student Math Club, served as a mentor to new faculty, and served on professional development panels: Faith and Science, and Working with New Students; and

WHEREAS, Dr. Brown was awarded a Smithsonian Fellowship, an Outstanding Faculty Service Award, and a National Institute for Staff and Organizational Development (NISOD) award; and

WHEREAS, he served the larger community through his participation in the Rotary Club and Church activities; and

WHEREAS, Dr. Brown was a strong advocate for students, Montgomery College, and community colleges in general; and

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

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

WHEREAS, the Takoma Park/Silver Spring Campus Vice President and Provost, the Executive Vice President for Academic and Student Services, and the President of the College recommend this public recognition of Dr. O. Robert Brown, Jr. 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. O. Robert Brown, Jr. for his contributions and service to the College, and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

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

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

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to Dr. O. Robert Brown, Jr.

BKJ:abg

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

Resolution Number: **08-10-111**
Adopted on: **10/13/08**

Agenda Item Number: 6C2
October 13, 2008

Subject: Retirement Recognition and Award of Bronze Medallion to Mr. George H. Kelso

WHEREAS, Mr. George H. Kelso has served Montgomery College with dedication and distinction for twenty-four years and retired from the College as of December 31, 2007; and

WHEREAS, in his capacity as Director of Information Technology Resources Management for the Office of Information Technology, Mr. Kelso contributed significantly through his technical knowledge, resourcefulness, and dedication to the administration and management of his office during the phenomenal growth of the information technology department at the College; and

WHEREAS, Mr. Kelso directed and managed the information technology budgets for seventeen years while the office grew exponentially from forty staff members to over two hundred staff members and contractors; and

WHEREAS, Mr. Kelso led various projects including the network operating system conversion and providing connectivity of the administrators and their staffs from various College locations; and

WHEREAS, Mr. Kelso led the initiative of installing computer work stations on every faculty member's desk and trained faculty, staff, and several computer science classes in the use of the internet and the network; and

WHEREAS, Mr. Kelso received an Outstanding Service Award (1990) and two Special Recognition Awards; one from outside his department and compliments from county government committees; and

WHEREAS, Mr. Kelso chaired the Rockville Budget Policy Review Team 6 focusing on Organizational Structure (1995), served on the committee that developed the Administrative Review and Performance Management Procedures, the Tobacco Usage Committee, and the Collegewide MC Picnic committee every year the picnic has been held since 1987; and

WHEREAS, he served as the Acting Director of Computing Services on several occasions; and

WHEREAS, Mr. Kelso created and managed, for eighteen consecutive years, the Information Technology Employee of the Year Award, which is special because is it awarded by peers who work with the nominees; and

WHEREAS, Mr. Kelso taught CPR for the American Heart Association and Time Management to both staff and community organizations and is the treasurer of three different community organizations including his local citizens association for over thirty-four years; and

WHEREAS, he has bequeathed to the College various personal items related to Maryland State and Montgomery County, which are currently displayed in the Office of Information Technology Building; and

WHEREAS, Mr. Kelso published three departmental newsletters over the course of nineteen years – *Inside CS*, *Dateline CS*, and *Dateline IT*; and initiated and led a number of “Internal Spirit” activities including the Dell Derwood Derby, Flag Days, Elvis birthday parties, Fund-A-Fish, Halloween Celebrations, Information Technology’s 10th Anniversary Celebration, Junk Food Festivals, Maryland Day, office picnics, and has assisted Santa Claus for twenty-three years including 15 years at the Breakfast with Santa held by the Rockville Student Activities Office; and

WHEREAS, the Board of Trustees’ policy provides that all administrative staff who retire with a minimum of ten years service as an administrator with Montgomery College shall be designated administrator emeritus(a) with appropriate 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 Chief Information Officer and the President of the College recommend this public recognition of Mr. George Kelso 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. George H. Kelso 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 Mr. George H. Kelso is awarded the Bronze Medallion in recognition of his distinguished service to the College and as an expression of gratitude by the College for his exceptional dedication and professional commitment to further the goals of the College; and be it further

Resolved, That Mr. George H. Kelso is granted the status of Director of Information Technology Resources Management Emeritus and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Mr. George H. Kelso.

BKJ:abg

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

Agenda Item Number: 8A
October 13, 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: **08-10-112**
Adopted on: **10/13/08**

Agenda Item Number: 8A
October 13, 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 September 1, 2008, to and including September 30, 2008; 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 September 1, 2008, to and Including September 30, 2008
STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
09/15/2008	Bond, Annell P	Analyst/Programmer	I	WD & CE
09/03/2008	Bosser, Diane L	Writer/Editor PT	I	Inst Adv Creative Services
09/15/2008	Byrd, Robert C	Blg Service Worker	A	Facilities Maintenance GT
09/15/2008	Greeley, Charles E	General Maintenance Worker	C	Facilities Maintenance GT
09/29/2008	Hernandez, Jose M	Painter	F	Facilities Operations TP/SS
09/15/2008	Patel, Jatin A	Building Service Worker	A	Facilities Maintenance GT
09/15/2008	Sharif, Mary E	Instructional Assistant	G	Chemistry RV
09/15/2008	Steiner, Merle J	Asst to Dir of Gov't Relations	L	Office of the President
09/15/2008	Tarpley, Robert A	Building Service Worker	A	Facilities Maintenance GT
09/15/2008	Wright, Shawn A	General Maintenance Worker	C	Facilities Operations RV

STAFF SEPARATIONS

09/30/2008	Dyer, Louise K ¹	Office Asst/10 Mos	E	Humanities/Soc Sci/Educ GT
09/06/2008	Hayes-Hunter, Margaret L ¹	Student Info System Spec	I	Admissions & Records RV
09/05/2008	Johnson, Janet H	High School Partnership	M	Provost Office RV
09/19/2008	Maloy, Karen E	Instructional Assoc	G	Arts/Humanities/SocSci TP/SS
09/04/2008	Plummer, Rochelle D	Customer Serv Asst	E	Financial Aid GT
09/29/2008	Woodward, Leon D ¹	Blg Equip Mechanic	F	Facilities Operations GT

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	4	0	0	0	0	4
Male	2	2	1	1	0	6
TOTAL	6	2	1	1	0	10

STAFF SEPARATIONS: Ethnicity and Gender

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

FACULTY

FACULTY EMPLOYMENTS:

Effective Date	Name	Position Title	Location
09/03/2008	Levine, Joel T	Assistant Professor	Nat/Appl Sci,Bus/Mgt,Info Sci TP/SS

FACULTY SEPARATIONS: None

¹ Retirement

FACULTY EMPLOYMENTS: Ethnicity and Gender

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

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

Agenda Item Number: 8B1
October 13, 2008

**APPROVAL OF CHANGE ORDER FOR SCHEDULE ACCELERATION
ROCKVILLE CAMPUS SIDEWALK REPLACEMENT AND RELATED WORK**

BACKGROUND

On May 19, 2008, the Board of Trustees awarded a contract for \$2,381,860 to Consolidated Construction & Engineering, Inc. for replacing the badly deteriorated concrete stairs/ramp in front of the Technical Center Building and surrounding sidewalks in accordance with current Americans with Disabilities Act (ADA) standards. The contract also included replacing sidewalks and utility trench lids in front of the Campus Center south entrance and the Physical Education Building in order to reduce potential tripping hazards.

In the conduct of the project, a number of unforeseen conditions were encountered prompting additional work requirements and delaying anticipated project progress. To mitigate the impact of those delays, the College requested that the Contractor accelerate his progress by working both overtime and weekend hours. This acceleration was required in order to make a significant portion of the work, primarily in heavy student traffic areas, ready before the start of fall classes.

This change order provides for additional costs associated with schedule acceleration requested by the College. The contractor's final price for this work, \$50,175.78, is acceptable. The unit costs and quantities have been validated by the project team. No time extension is associated with this change order. Sufficient funds are available in the FY2009 Capital Budget Site Improvements project for this work. The Board of Trustees must approve all Capital Budget change orders over \$25,000.

RECOMMENDATION

It is recommended that a change order be approved for Contract 520 with Consolidated Construction & Engineering, Inc., in the amount of \$50,175.78, for schedule acceleration costs associated with concrete replacement and related work on the Rockville Campus.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS:

Mr. Capp
Mr. Sheeran

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

Resolution Number: 08-10-113
Adopted on: 10/13/08

Agenda Item Number: 8B1
October 13, 2008

Subject: Approval of Change Order for Rockville Campus Sidewalk Replacement and Related Work Schedule Acceleration

WHEREAS, on May 19, 2008, by Board Resolution #08-05-044, the Board of Trustees awarded a contract for \$2,381,860 to Consolidated Construction & Engineering, Inc., for replacing badly deteriorated concrete sidewalks, ramps and stairs on the Rockville Campus; and

WHEREAS, College staff requested the contractor, Consolidated Construction & Engineering, Inc., to submit a change order proposal for schedule acceleration; and

WHEREAS, appropriate College staff reviewed the submitted change order proposal and have undertaken negotiations with Consolidated Construction & Engineering, Inc., with regard to the quantities and type of work; and

WHEREAS, the Associate Vice President for College Facilities recommends approval of a change order totaling \$50,175.78 for the requested work; and

WHEREAS, the Chief Business Officer certifies that sufficient funds are available in the FY2009 Capital Budget Site Improvements 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 for \$50,175.78 to Contract #520 with Consolidated Construction & Engineering, Inc., Laurel, Maryland, for schedule acceleration costs associated with campus sidewalk replacement and additional related work on the Rockville Campus; and be it further

Resolved, that the President is authorized to sign this change order with Consolidated Construction & Engineering, Inc., on behalf of the Board of Trustees.

BKJ:abg

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

Agenda Item Number: 8B2
October 13, 2008

**APPROVAL OF CHANGE ORDER
CHILLED AND HOT WATER DISTRIBUTION SYSTEM REPAIRS
ROCKVILLE CAMPUS SIDEWALK REPLACEMENT AND RELATED WORK**

BACKGROUND

On May 19, 2008, the Board of Trustees awarded a contract for \$2,381,860 to Consolidated Construction & Engineering, Inc. for replacing the badly deteriorated concrete stairs/ramp in front of the Technical Center Building and surrounding sidewalks in accordance with current Americans with Disabilities Act (ADA) standards. The contract also included replacing sidewalks and utility trench lids in front of the Campus Center south entrance and the Physical Education Building in order to reduce potential tripping hazards.

In the conduct of the project, deteriorated conditions were discovered in chilled and hot water distribution systems in the contractor's work area that merited repair. Consolidated was asked to accomplish this work. In some instances, further investigation discovered corrosion so complete that attempts to re-secure piping prompted pipe breaks that necessitated immediate replacement. The chilled water/hot water main infrastructure provides for air conditioning and domestic hot water service to most campus buildings and had to be made ready for continued safe and sanitary operation of the College, as well as for the start of fall semester classes. To mitigate delays in restoration of these critical utility services, the College requested that the contractor accelerate his progress by working both overtime and weekend hours.

This change order provides for additional costs associated with chilled/hot water distribution system repairs and repair schedule acceleration requested by the College. The contractor's final price for this work, \$55,956.27, is acceptable and the unit costs and quantities have been validated by the project team. No time extension is associated with this change order. Sufficient funds are available in the FY2009 Capital Budget Planned Life Cycle Asset Replacement project for this deferred maintenance work. The Board of Trustees must approve all Capital Budget change orders over \$25,000.

RECOMMENDATION

It is recommended that a change order be approved for Contract 520 with Consolidated Construction & Engineering, Inc., in the amount of \$55,956.27 for chilled/hot water distribution system work and associated schedule acceleration costs on the Rockville Campus.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS:

Mr. Capp
Mr. Sheeran

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

Resolution Number: **08-10-114**
Adopted on: **10/13/08**

Agenda Item Number: 8B2
October 13, 2008

Subject: Approval of Change Order for Chilled and Hot Water Distribution System Repairs - Rockville Campus Sidewalk Replacement and Related Work

WHEREAS, on May 19, 2008, by Board Resolution #08-05-044, the Board of Trustees awarded a contract for \$2,381,860 to Consolidated Construction & Engineering, Inc., for replacing badly deteriorated concrete sidewalks, ramps and stairs on the Rockville Campus; and

WHEREAS, College staff requested the contractor, Consolidated Construction & Engineering, Inc., to submit a change order proposal for chilled water and hot water distribution system repairs and related schedule acceleration; and

WHEREAS, appropriate College staff reviewed the submitted change order proposal and have undertaken negotiations with Consolidated Construction & Engineering, Inc., with regard to the quantities and type of work; and

WHEREAS, the Associate Vice President for College Facilities recommends approval of a change order totaling \$55,956.27 for the requested work; and

WHEREAS, the Chief Business Officer certifies that sufficient funds are available in the FY2009 Capital Budget Planned Life Cycle Asset Replacement 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 for \$55,956.27 to Contract #520 with Consolidated Construction & Engineering, Inc., Laurel, Maryland, for chilled water/hot water distribution repairs and related schedule acceleration costs associated with sidewalk replacement and additional related work on the Rockville Campus; and be it further

Resolved, that the President is authorized to sign this change order with Consolidated Construction & Engineering, Inc., on behalf of the Board of Trustees.

BKJ:abg

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

Agenda Item Number: 8B3
October 13, 2008

**APPROVAL OF CHANGE ORDER
STRUCTURAL MODIFICATIONS FOR IT NETWORK OPERATIONS CENTER
TAKOMA PARK/SILVER SPRING CAMPUS**

BACKGROUND

On January 22, 2008, the Board of Trustees awarded a contract for \$1,850,000 to Arica Consulting & Contracting, LLC for electrical and mechanical equipment installation to support the relocation of the Information Technology Network Operations Center (NOC) from the Rockville Campus to The Morris and Gwendolyn Cafritz Foundation Arts Center at the Takoma Park/Silver Spring Campus. The NOC is being constructed in space that was left vacant for this purpose when the Cafritz Center was built.

This change order provides for structural steel to support openings in the roof and second floors of the Cafritz Center for the new roof top air conditioning units that will serve the NOC. Included are all materials, labor, and equipment. The complete structural requirements for these openings were not known until demolition revealed the conditions. The contractor's final price for this work (\$50,762) is acceptable and the unit costs have been validated by the design team. No time extension is associated with this change order. Sufficient funds are available in the FY2009 Capital Budget Network Operations Center Project for this work. The Board of Trustees must approve all Capital Budget change orders over \$25,000.

RECOMMENDATION

It is recommended that a change order be approved for Contract 514 with Arica Consulting & Contracting, LLC, Jessup, Maryland, in the amount of \$50,762 for structural modifications for new roof top air conditioning equipment for the Network Operations Center in The Morris and Gwendolyn Cafritz Foundation Arts Center at the Takoma Park/Silver Spring Campus.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS:

Mr. Capp
Mr. Sheeran

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

Resolution Number: **08-10-115**
Adopted on: **10/13/08**

Agenda Item Number: 8B3
October 13, 2008

Subject: Approval of Change Order for Structural Modifications for the IT Network Operations Center, Takoma Park/Silver Spring Campus

WHEREAS, on January 22, 2008, by Board Resolution #08-01-05, the Board of Trustees awarded a contract for \$1,850,000 to Arica Consulting & Contracting, LLC., for electrical and mechanical equipment installation for the relocation of the IT Network Operations Center (NOC) from the Rockville Campus to The Morris and Gwendolyn Foundation Arts Center at the Takoma Park/Silver Spring Campus; and

WHEREAS, during the demolition phase of the project, it was discovered that additional structural support was required for the roof top air conditioning equipment openings to serve the NOC at the roof and second floors of the Cafritz Center; and

WHEREAS, appropriate College staff reviewed the submitted change order proposal and have undertaken negotiations with Arica Consulting & Contracting with regard to the fees for the work; and

WHEREAS, the Associate Vice President for College Facilities recommends approval of a change order totaling \$50,762 for the requested work; and

WHEREAS, the Chief Business Officer certifies that sufficient funds are available in the FY2009 Capital Budget Network Operations Center 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 for \$50,762 to Contract #514 with Arica Consulting & Contracting, LLC, Jessup, Maryland, to provide structural modifications for new roof top air conditioning equipment for the Network Operations Center in the Morris and Gwendolyn Cafritz Foundation Arts Center at the Takoma Park/Silver Spring Campus; and be it further

Resolved, that the President is authorized to sign this change order with Arica Consulting & Contracting, LLC, on behalf of the Board of Trustees.

BKJ:abg

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

Agenda Item Number: 9A
October 13, 2008

**Award of Contract
Employee Benefit Dental Program
Bid Number 509-013**

BACKGROUND

The Chief Human Resources Officer has requested the award of contract for the Employee Benefits Dental Program. In September 2007, the Board of Trustees awarded multiple awards of contracts (Board Resolution # 07-09-104) for medical, dental, group life insurance, accidental death and dismemberment, long-term disability and short-term disability advice to pay, flexible spending account administration, and vision care. Delta Dental, Mechanicsburg, Pennsylvania was awarded the dental services contract. The College and Delta Dental have elected not to renew the contract, which will expire on December 31, 2008, due to deficiencies in the contract services. A new contract for dental coverage must be awarded by November 1, 2008, in order to be effective on January 1, 2009. Based upon the College's need for a cost-effective, quality patient-oriented dental care plan, the College developed and coordinated new bid specifications with Aon Consulting. Aon Consulting is the sixth largest employee benefit consulting firm with 50 years of global consulting experience on benefit plans that help attract and retain employees. Aon Consulting also provided similar services for Montgomery County Public Schools and Montgomery County Government in 2007.

A Request for Proposal (RFP) was issued and advertised for the employee benefit dental program on August 20, 2008. Eight (8) bids were received on September 4, 2008. An evaluation committee consisting of the Department of Human Resources staff reviewed, evaluated and ranked all responses based on network superiority, administrative services, plan design, demonstrated experience, background, and competitive plan costs. CIGNA HealthCare, Columbia, Maryland was the highest ranked vendor meeting all College requirements, and offered a four (4) year rate guarantee. References of the highest ranked vendor were affirmative. The annual estimated cost is \$1,177,500, dependent on enrollment. Board approval is required for sealed competitive proposals valued above \$25,000.00.

RECOMMENDATION

It is recommended that the Board of Trustees award a contract for dental coverage to CIGNA HealthCare, Columbia, Maryland, for College employees, retirees, and their dependents, with coverage beginning January 1, 2009, for a one-year term, for an estimated annual cost of \$1,177,500, dependent upon enrollment. It is further recommended that this contract be renewed for three additional one-year terms, at the sole option of the College, dependent upon enrollment, under the same terms and conditions, provided that services are satisfactory, funding is available, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution
Evaluation Summaries (Board members only)
Bidders List (Board members only)

RESOURCE PERSONS

Ms. Lawyer
Mr. Sheeran
Mr. Sorrell
Ms. von Bargaen
Dr. Wormack

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

Resolution Number: **08-10-116**
Adopted on: **10/13/08**

Agenda Item Number: 9A
October 13, 2008

Subject: Award of Contract, Employee Benefit Dental Program, Bid Number 509-013

WHEREAS, the Chief Human Resources Officer has requested a contract for an Employee Benefits Dental Program that is offered to employees, retirees, and their dependents; and

WHEREAS, the current contractor, the College and Delta Dental have elected not to renew the existing contract with the College that will expire on December 31, 2008; and

WHEREAS the Director of Procurement certifies that specifications were developed by appropriate College staff and the Chief Business Officer certifies that funds are available in the FY2009 Operating Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised in a County newspaper on August 20, 2008, posted on the College Procurement, County and State of Maryland websites, emailed to eight (8) vendors, and two (2) responses were received, read, and recorded, beginning at 3:00 p.m. on September 4, 2008; and

WHEREAS, upon evaluation it was determined that the proposal submitted by CIGNA HealthCare, Columbia, Maryland, was the highest ranked vendor meeting College requirements, offered a four (4) year rate guarantee, and is therefore the highest responsible bidder; and

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

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

Resolved, That a contract for dental coverage for College employees, retirees, and their dependents be awarded to CIGNA HealthCare, Columbia, Maryland, with coverage beginning January 1, 2009, for a one-year period, for an annual estimated cost of \$1,177,500 dependent upon enrollment; and be it further

Resolved, That this contract may be renewed for three additional one-year terms, at the sole discretion of the College, under the same terms and conditions, provided that services are satisfactory as determined by the College, funding is available, and it is in the best interest of the College.

BKJ:agb

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

Agenda Item Number: 9B
October 13, 2008

**AWARD OF CONTRACT
COMMERCIAL DRIVERS LICENSE TRAINING PROGRAM
BID NO. 409-007**

BACKGROUND

The Instructional Dean for the Business, Information Technology, and Safety unit of Workforce Development and Continuing Education (WDCE) has requested a contract award for a Commercial Drivers License (CDL) Training Program to help meet a continuing shortage in the local area for trained and licensed commercial drivers. At its October 13, 2004 meeting, the Board of Trustees awarded the contract for the CDL Training Program (Resolution Number 04-123) to All-State Career School, Lester, Pennsylvania. Staff in the Office of Workforce Development and Continuing Education and several interested business owners who are affected by this shortage formed an advisory group and met several times to identify the needs, explore options for meeting those needs, and research successful CDL training programs, such as the one at Chesapeake Community College in Wye Mills, Maryland. Additional inquiries uncovered that a similar labor shortage exists among Montgomery County agencies.

The WDCE has determined that outsourcing the administration of a CDL training program is a more economical approach to addressing the need for a CDL Training Program. Outsourcing of the administration of CDL training can be accomplished through a revenue-based contract with an established vendor with the resources in place to offer this type of training. Furthermore, by participating in this type of joint venture, the College will save extensive start-up costs, such as the purchase/lease of trucks, truck maintenance, and additional qualified staff to administer and teach in the program. The College will be responsible for conducting student registration and collecting the registration fee from participants with a portion of the registration fee to be paid to the contractor, providing a parking lot, which is already leased by Workforce Development for motorcycle safety training, and drug testing of candidates. The selected contractor will provide the staff and training, training materials, equipment and administration.

A Request for Proposals was issued and advertised for the commercial driver's license training program on September 5, 2008. One (1) bid was received on September 22, 2008. An evaluation committee comprised of Workforce Development staff reviewed and evaluated the proposal received, based on established criteria which included, the quality of the technical training program, the commission to be paid to the College, the business experience and staff credentials, and the implementation plan. Upon review of these criteria, it was determined that All-State Career School, Baltimore, Maryland, was the only technically qualified firm eligible to have its price proposal opened and, therefore, is the highest evaluated vendor meeting specifications. All-State Career School is approved by the Maryland Higher Education Commission. Based on anticipated enrollment, the annual estimated expenditure by the College is \$160,000. The College will receive revenue generated from student tuition under this contract to cover the associated expenses. References were checked and found to be satisfactory.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve a contract award for the Commercial Drivers License Training Program to All-State Career School, Baltimore, Maryland, beginning on November 1, 2008 and ending on October 31, 2009, for a total annual estimated expenditure amount of \$160,000, dependent upon enrollment. It is also recommended that the contract be renewed for five (5) additional one-year terms at the sole option of the College, under the same terms and conditions, if service is satisfactory, funding is available, and it is in the best interest of the College.

BACK-UP INFORMATION

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

RESOURCE PERSONS

Mr. Greenfield
Mr. Moore
Mr. Sheeran
Mr. Sorrell
Dr. Wormack

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville Maryland

Resolution Number: **08-10-117**
Adopted on: **10/13/08**

Agenda Item Number: 9B
October 13, 2008

**Subject: Award of Contract, Commercial Drivers License Training Program,
Bid No. 409-007**

WHEREAS, the Instructional Dean of the Workforce Development and Continuing Education unit has requested that a revenue-based contract be awarded for a Commercial Drivers License Training Program to meet a shortage of trained and licensed commercial drivers in Montgomery County and have determined that outsourcing this training program is an economical approach; and

WHEREAS, the Director of Procurement certifies that specifications were developed by appropriate College staff; and the Chief Business Officer certifies that funds are available in the FY2009 Workforce Development and Continuing Education Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311, a request for proposal was publicly advertised in a County newspaper on September 5, 2008, posted on the College Procurement, County and State of Maryland websites, downloaded by ten (10) vendors, and one (1) response were received, read and recorded beginning at 10:00 a.m. on September 22, 2008; and

WHEREAS, upon evaluation of the technical proposal in accordance with the bid solicitation, it was determined that the bid submitted by All-State Career School, Baltimore, Maryland, meets all College specifications and is therefore the highest evaluated bid; and

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

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

Resolved, That a contract be awarded for training, administrative, and instructional support services for the delivery of a Commercial Drivers License Training Program to All-State Career School, Baltimore, Maryland, beginning November 1, 2008 and ending October 31, 2009, for a total annual estimated expenditure amount of \$160,000, dependent upon enrollment; and be it further

Resolved, That the contract be renewed for five (5) additional one-year terms at the sole option of the College, under the same terms and conditions, if service is satisfactory, funding is available, and it is in the best interest of the College.

BKJ:abg

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

Agenda Item Number: 9C
October 13, 2008

**Award of Contract
Collegewide Website Redesign Services
Bid Number 509-002**

BACKGROUND

The Chief Information Officer has requested a contract for the redesign of the Collegewide website. Since the college's website is the primary communication tool, it needs to provide users with first-rate accessibility, usability, and visibility at all levels. The redesign of the college's website will fulfill a number of overlapping needs that will ultimately contribute to the creation of a modern and up-to-date website. These needs include, but are not limited to: (1) ensuring that the website functions as a strategic and interactive tool, effectively providing services to the college community's diverse users and viewed as a trusted source of information; (2) creating a uniform and consistent visual presentation through design and content; (3) reflecting the high quality of the college's programs, faculty, technology, opportunities, and community relationships; (4) catering strongly to target segments; (5) implementing a navigation scheme that is effective, easy, and user-friendly; (6) revamping, reorganizing, and reclassifying content for accuracy and ease of navigation; and (7) achieving a level of modernization that is either on par with or surpasses Montgomery College's competitors in the higher education market.

A request for proposal was issued and advertised for the Collegewide website redesign on July 23, 2008. Eight (8) bids were received, including four (4) no-bids, and one (1) bid was declared non-responsive since it did not meet RFP requirements, on August 14, 2008. An evaluation committee consisting of Information Technology staff reviewed, evaluated, and ranked all responses based on established criteria. New City Media, Blacksburg, Virginia, was the highest ranked vendor meeting all College requirements. References of the highest ranked vendor were affirmative. The award for the new website design is a not-to-exceed amount of \$200,000. In addition, the purchase of ongoing maintenance and support is an annual not-to-exceed amount of \$35,000. Board approval is required for sealed competitive proposals valued above \$25,000.

RECOMMENDATION

It is recommended that the Board of Trustees award a contract for the Collegewide website redesign services to New City Media, Blacksburg, Virginia, for a not-to-exceed amount of \$200,000, plus ongoing maintenance and support for an annual not-to-exceed amount of \$35,000.

BACK-UP INFORMATION

Board Resolution
Evaluation Summaries (Board members only)
Bidders List (Board members only)

RESOURCE PERSONS

Mr. Leurig; Mr. Moore; Mr. Sheeran; Mr. Sorrell; Dr. Wormack

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

Resolution Number: 08-10-118
Adopted on: 10/13/08

Agenda Item Number: 9C
October 13, 2008

**Subject: Award of Contract, Collegewide Website Redesign Services,
Bid Number 509-002**

WHEREAS, the Chief Information Officer has requested a contract for Collegewide website redesign services to fill a number of overlapping needs that will ultimately contribute to the creation of a modern and up-to-date website; and

WHEREAS the Director of Procurement certifies that specifications were developed by appropriate College staff and the Chief Business Officer certifies that funds are available in the FY2009 Capital Funding; and

WHEREAS, pursuant to MD. (Educ.) Code Ann. Sec. 16-311 (c), a request for proposal was publicly advertised in a County newspaper on July 23, 2008, and posted on the College Procurement, Montgomery County, and State websites, emailed to fifteen (15) vendors and downloaded by two hundred and forty six (246) vendors, eight (8) responses including four (4) no bids and one (1) bid declared nonresponsive, were received, read, and recorded beginning at 3:00 p.m. on August 14, 2008; and

WHEREAS, upon evaluation it was determined that the proposal submitted by New City Media, Blacksburg, Virginia was the highest ranked vendor meeting all College requirements and is therefore the highest responsible bidder; and

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

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

Resolved, That a contract for Collegewide website redesign be awarded to New City Media, Blacksburg, Virginia for a not-to-exceed amount of \$200,000, and for the purchase of ongoing maintenance and support for an annual not-to-exceed amount of \$35,000.

BKJ:agb

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

Agenda Item Number: 10A
October 13, 2008

**SOLE SOURCE AWARD OF CONTRACT – BILL COSBY
ROBERT E. PARILLA PERFORMING ARTS CENTER GUEST ARTIST SERIES**

BACKGROUND

The Robert E. Parilla Performing Arts Center (“Center”) requests a contract award for the services of Bill Cosby, on a sole source basis, to support the 2008/2009 Guest Artist Series. The Center was chartered in 1984 to present a Guest Artist Series with artistic merit and multi-cultural appeal and for years was the only large arts presenter in the County. Performances were sold-out year after year and critically acclaimed. However, within the last few years new venues have opened in the County and high caliber artists are being presented elsewhere. Additionally, existing venues whose primary purpose had been production are now presenting performing artists. The Center began to experience a decline in ticket sales for artists with moderate name and price points, with media coverage of the Center’s activities declining as well. Patrons of the Center requested that the Center book more renowned artists on a more regular basis. We have met with much success and continued media coverage since we have engaged well-known artists.

A unique booking opportunity is available to the Center with the prospect of Bill Cosby performing in the Guest Artist Series this season. Over the past century, few entertainers have achieved the legendary status of William H. Cosby, Jr. His successes span five decades and virtually all media, remarkable accomplishments for a kid who emerged from humble beginnings in a Philly project.

In the 1960s, Mr. Cosby’s stand-up act was a coast-to-coast sensation, spawning a string of hilarious, best-selling comedy albums, which went on to win eight Gold Records, five Platinum records and five Grammy Awards. His role on TV’s *I Spy* made him the first African-American to co-star in a dramatic series, breaking television’s racial barrier and winning three Emmy Awards. In the 1980’s, he again rocked the television world with the *The Cosby Show*, a gentle, whimsical and hugely successful series that single-handedly revived the family sitcom (and rescued NBC).

With hit movies like *Uptown Saturday Night* and best-selling books like *Fatherhood*, Bill Cosby is quite simply a national treasure with the unique ability to touch people’s hearts. An offer has been submitted to him and he has accepted it and will appear at the Center on Friday, November 14, 2008.

In previous years, Board approval has not been required for guest artist events because College funds required for such events were less than \$25,000, with the source of any additional funding needing being the Montgomery College Foundation through the Friends of the Performing Arts Center account composed of private donations and grants. For FY2009, funding sources identified and approved to supplement College operating funds for programming costs are the Performing Arts Center’s fund balance, a College account, and grant funds in College accounts; accordingly, over \$25,000 in College funds will be required for this engagement and Board approval is necessary.

Based on the above, a sole source award is justified as Mr. Cosby is a legendary comedian/actor and highly valued performer; has a sustained target audience that would benefit the College's performing arts program. Board of Trustees approval is required for sole source procurements valued above \$25,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve an award of contract for Bill Cosby to perform in the 2008/2009 Robert E. Parilla Performing Arts Center Guest Artist Series, on a sole source basis, for an estimated total of \$110,000 of College funds.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

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

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

Resolution Number: **08-10-119**
Adopted on: **10/13/08**

Agenda Item Number: 10A
October 13, 2008

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

WHEREAS, The Robert E. Parilla Performing Arts Center requests a contract award for the services of Bill Cosby, legendary comedian/actor, on a sole source basis, to support the 2008/2009 Guest Artist Series; and

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

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

WHEREAS, the Director of Procurement affirms that a sole source procurement for this program is justified given the unique nature of Bill Cosby's services, including but not limited to exclusive performance rights and licenses for his works; and the Chief Business Officer certifies that funds are available in the FY2009 Performing Arts Center fund balance and College grant accounts; and

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

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

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

Resolved, That a contract be awarded for Bill Cosby to perform in the 2008/2009 Robert E. Parilla Performing Arts Center Guest Artist Series for an estimated amount of College funds of \$110,000.

BKJ:abg

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

Agenda Item Number: 10B
October 13, 2008

**SOLE SOURCE AWARD OF CONTRACT – SERGIO MENDES
ROBERT E. PARILLA PERFORMING ARTS CENTER GUEST ARTIST SERIES**

BACKGROUND

The Robert E. Parilla Performing Arts Center (“Center”) requests a contract award for the services of Sergio Mendes, on a sole source basis, to support the 2008/2009 Guest Artist Series. The Center was chartered in 1984 to present a Guest Artist Series with artistic merit and multi-cultural appeal and for years was the only large arts presenter in the County. Performances were sold-out year after year and critically acclaimed. However, within the last few years new venues have opened in the County and high caliber artists are being presented elsewhere. Additionally, existing venues whose primary purpose had been production are now presenting performing artists. The Center began to experience a decline in ticket sales for artists with moderate name and price points, with media coverage of the Center’s activities declining as well. Patrons of the Center requested that the Center book more renowned artists on a more regular basis. We have met with much success and continued media coverage since we have engaged well-known artists.

A unique booking opportunity is available to the Center with the prospect of Sergio Mendes performing in the Guest Artist Series next season. One of Brazil’s most international musicians, Sergio Mendes started taking piano lessons as a child, switching from classic to jazz in his youth. In the beginning of the 1960s, Mendes started playing jam sessions at nightclubs. He competed in jazz festivals and was leader of the Brazilian Jazz Sextet (who recorded with Cannonball Adderley), who soon turned into Sexteto Bossa Rio, playing the Carnegie Hall Bossa Nova Festival, in 1962, in New York. The 1964 album made by Sergio Mendes & Bossa Rio is considered fundamental for bossa nova. Still in the 1960s, he toured many countries with different groups before rounding up Brazil 66, with whom he made records and very successful tours. The album *Herb Alpert Presents Sergio Mendes & Brazil 66* sold over a million copies, with Jorge Ben’s “Mas Que Nada” hitting the top of the charts in North-America. He played at the White House in 1967 and has made many albums, both solo and with his groups, always mixing bossa nova with jazz and Brazilian rhythms. He has worked with many international musicians and has recorded many hits including songs like “Ponteio” (Edu Lobo/ Capinam) e “A Banda” (Chico Buarque). He won a Grammy in 1993.

An offer has been submitted to Sergio Mendes and he has accepted the offer and will appear at the Center on May 3, 2009.

In previous years, Board approval has not been required for guest artist events because College funds required for such events were less than \$25,000, with the source of any additional funding needing being the Montgomery College Foundation through the Friends of the Performing Arts Center account composed of private donations and grants. For FY2009, funding sources identified and approved to supplement College operating funds for programming costs are the Performing Arts Center’s fund balance, a College account, and grant funds in College accounts; accordingly, over \$25,000 in College funds will be required for this engagement and Board approval is necessary.

Based on the above, a sole source award is justified as Sergio Mendes is a highly valued performer and has a sustained target audience that would benefit the College's performing arts program. Board of Trustees approval is required for sole source procurements valued above \$25,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve an award of contract for Sergio Mendes to perform in the 2008/2009 Robert E. Parilla Performing Arts Center Guest Artist Series, on a sole source basis, for an estimated total of \$75,000 of College funds.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Moore
Dr. Preston
Dr. Shartle-Galotto
Mr. Sorrell
Dr. Wormack

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

Resolution Number: **08-10-120**
Adopted on: **10/13/08**

Agenda Item Number:10B
October 13, 2008

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

WHEREAS, The Robert E. Parilla Performing Arts Center requests a contract award for the services of Sergio Mendes, on a sole source basis, to support the 2008/2009 Guest Artist Series; and

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

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

WHEREAS, the Director of Procurement affirms that a sole source procurement for this program is justified given the unique nature of Sergio Mendes' services, including but not limited to exclusive performance rights and licenses for his works; and the Chief Business Officer certifies that funds are available in the FY2009 Performing Arts Center fund balance; and

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

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

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

Resolved, That a contract be awarded for Sergio Mendes to perform in the 2008/2009 Robert E. Parilla Performing Arts Center Guest Artist Series for an estimated amount of College funds of \$75,000.

BKJ:abg

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

Agenda Item Number: 10C
October 13, 2008

**SOLE SOURCE AWARD OF CONTRACT
UPGRADE OF THE WEB CONTENT MANAGEMENT SYSTEM LICENSING**

BACKGROUND

The Chief Information Officer has requested a contract for the conversion of the College's existing web content management system licensing, on a sole source basis. Web content management is a software application used for creating and managing web pages. It is used to manage and control a large dynamic collection of web material. The content management system facilitates content creation, content control, editing, and many essential web maintenance functions. In 2006 The College purchased a web content management system from Ektron, Nashua, New Hampshire, on a per-seat license basis not to exceed \$24,000. This system supports the College public website redesign effort. Current users are all departments that have or will have a web presence. The vendor has now implemented an enterprise licensing model which allows for growth in usage and increases the flexibility of the existing system. An enterprise license grants an entity (the College) the site license as opposed to purchasing individual user licenses and is cost effective. To purchase additional licenses on a per seat basis would cost an additional \$68,000. This sole source procurement is justified since the purchase is for the conversion of existing licensing, which can only be handled by the software publisher. Board approval is required for sole source procurements valued above \$25,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve the purchase of a contract for the upgrade of the web content management system license to Ektron, Nashua, New Hampshire, on a sole source basis, for a total amount of \$43,500, plus the purchase of ongoing maintenance, software support, training for an annual not-to-exceed amount of \$15,500.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Leurig
Mr. Moore
Mr. Sheeran
Mr. Sorrell
Dr. Wormack

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

Resolution Number: **08-10-121**
Adopted on: **10/13/08**

Agenda Item Number: 10C
October 13, 3008

**Subject: Sole Source Award of Contract, Upgrade of Web Content Management
System Licensing**

WHEREAS, the Chief Information Officer has requested a contract for the upgrade web content management system to an enterprise license system on a sole source basis; and

WHEREAS, the Director of Procurement affirms that the sole source request is justified since the conversion of existing licensing can only be handled by the software publisher and no other product will meet College needs; and the Chief Business Officer certifies that funds are available in the FY2009 Operating Budget; and

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

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

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

Resolved, That a contract to purchase the upgrade of the College's web content management system licensing be awarded to Ektron, Nashua, New Hampshire, on a sole source basis, for a total amount of \$43,500, plus ongoing maintenance, software support and training, for an annual total not-to-exceed amount of \$15,500.

BKJ:abg

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

Agenda Item Number: 10D
October 13, 2008

**SOLE SOURCE AWARD OF CONTRACT – BRANFORD MARSALIS
ROBERT E. PARILLA PERFORMING ARTS CENTER GUEST ARTIST SERIES**

BACKGROUND

The Robert E. Parilla Performing Arts Center (“Center”) requests a contract award for the services of Branford Marsalis, on a sole source basis, to support the 2008/2009 Guest Artist Series. The Center was chartered in 1984 to present a Guest Artist Series with artistic merit and multi-cultural appeal and for years was the only large arts presenter in the County. Performances were sold-out year after year and critically acclaimed. However, within the last few years new venues have opened in the County and high caliber artists are being presented elsewhere. Additionally, existing venues whose primary purpose had been production are now presenting performing artists. The Center began to experience a decline in ticket sales for artists with moderate name and price points, with media coverage of the Center’s activities declining as well. Patrons of the Center requested that the Center book more renowned artists on a more regular basis. We have met with much success and continued media coverage since we have engaged well-known artists.

A unique booking opportunity is available to the Center with Branford Marsalis performing in the Guest Artist Series this season. Since releasing his first album for Columbia Records in 1984, Grammy Award winning saxophonist Branford Marsalis has become known as one of the giants of jazz in the new century. The ease with which he performs and plays is no surprise considering the New Orleans native was born into one of the city’s most distinguished musical families, which includes family patriarch, pianist/music educator Ellis Marsalis and brothers Wynton, Delfeayo, and Jason. A true Renaissance figure, Mr. Marsalis’ accomplishments have been exceptionally diverse. He has delved into the world of pop with such artists as The Grateful Dead, Sting, and Bruce Hornsby, winning a Best Instrumental Pop Performance Grammy for “Barcelona Mona” with Hornsby in 1994.

An offer has been submitted to Branford Marsalis and he has accepted and will appear at the Center on Friday, November 7, 2008.

In previous years, Board approval has not been required for guest artist events because College funds required for such events were less than \$25,000, with the source of any additional funding needing being the Montgomery College Foundation through the Friends of the Performing Arts Center account composed of private donations and grants. For FY09, funding sources identified and approved to supplement College operating funds for programming costs are the Performing Arts Center’s fund balance, a College account, and grant funds in College accounts; accordingly, over \$25,000 in College funds will be required for this engagement and Board approval is necessary.

Based on the above, a sole source award is justified as Branford Marsalis is a highly valued performer and has a sustained target audience that would benefit the College’s performing arts program. Board of Trustees approval is required for sole source procurements valued above \$25,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve an award of contract for Branford Marsalis to perform in the 2008/2009 Robert E. Parilla Performing Arts Center Guest Artist Series, on a sole source basis, for an estimated total of \$37,500 of College funds.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

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

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

Resolution Number: **08-10-122**
Adopted on: **10/13/08**

Agenda Item Number: 10D
October 13, 2008

**Subject: Sole Source Award of Contract, Branford Marsalis
Robert E. Parilla Performing Arts Center Guest Artist Series**

WHEREAS, The Robert E. Parilla Performing Arts Center requests a contract award for the services of Branford Marsalis on a sole source basis, to support the 2008/2009 Guest Artist Series; and

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

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

WHEREAS, the Director of Procurement affirms that a sole source procurement for this program is justified given the unique nature of Branford Marsalis' services, including but not limited to exclusive performance rights and licenses for his works and the Chief Business Officer certifies that funds are available in the FY2009 Performing Arts Center fund balance and College grant accounts; and

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

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

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

Resolved, That a contract be awarded for Branford Marsalis to perform in the 2008/2009 Robert E. Parilla Performing Arts Center Guest Artist Series for an estimated amount of College funds of \$37,500.

BKJ:abg

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

Agenda Item Number: 10E
October 13, 2008

**SOLE SOURCE AWARD OF CONTRACT,
PROFESSIONAL CONSULTING SERVICES
TO THE MONTGOMERY COLLEGE BOARD OF TRUSTEES**

BACKGROUND

The Board of Trustees has requested a contract for professional consulting services and staff support to assist them on a sole source basis. In 2007, ML Strategies, LLC assisted the Board in the development of the president's contract, provided consultation services to the Presidential Search Committee, and has established a relationship with intimate knowledge of the College, the Board, its history, and its needs. The scope of work will be to advise the Board on the development of time frames and metrics, "best practices", and advising on a formal evaluation assessment.

It is estimated that ML Strategies, LLC will provide these services over the course of approximately four months, beginning in October of 2008. The professional consulting services will not exceed \$33,390, plus any travel expenses incurred in the performance of these services.

This sole source procurement is justified since the Board of Trustees has an established relationship with ML Strategies, LLC and no other vendor has this relationship. Funds have been requested in the FY2009 Budget for this purchase. Board approval is required for sole source procurements valued above \$25,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve a contract for the professional services of ML Strategies, LLC, Washington, D.C., on a sole source basis, for a total fee of \$33,390, plus any travel expenses incurred in the performance of these services.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSON

Mr. Tucker

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

Resolution Number: **08-10-123**
Adopted on: **10/13/08**

Agenda Item Number: 10E
October 13, 2008

**Subject: Sole Source Award of Contract, Professional Consulting Services to the
Montgomery College Board of Trustees**

WHEREAS, the Board of Trustees has requested a contract for professional consulting services and staff support to assist and advise them on the development of time frames and metrics, "best practices", and advising on a formal evaluation assessment; and

WHEREAS, in 2007, ML Strategies, LLC performed satisfactory services for the Board and the Presidential Search Committee; and

WHEREAS, the Director of Procurement affirms that the sole source request is justified since the Board of Trustees has an established relationship with ML Strategies, LLC, and no other vendor has this unique relationship and the Chief Business Officer certifies that funds are available in the FY2009 Operating Budget; and

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

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

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

Resolved, That a contract be awarded for the professional consulting services, on a sole source basis, to ML Strategies, LLC, Washington, D.C., for a total price of \$33,390 plus any travel expenses incurred in the performance of these services.

BKJ:abg

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

Agenda Item Number: 11
October 13, 2008

**AUTHORIZATION OF USE OF TRANSPORTATION FEES, PARKING FEES AND OTHER
REVENUES FOR LEASING OF A PARKING FACILITY, ACCESS ROAD/PARKING
IMPROVEMENTS 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, as well as access road/parking improvements and a chilling facility associated with the parking 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.

The College has determined to make lease payments for the Project from the Transportation Fund (a/k/a Transportation Enterprise Fund) and it is desirable in connection with the financing to confirm that all components of the Transportation Fund may be so applied even though the Project includes the chilling facility.

This resolution clarifies, approves, authorizes, confirms and ratifies the use of the Transportation Fund for lease rental payments for the Project including the chilling facility.

RECOMMENDATION

It is recommended that the Board of Trustees authorize and approve a resolution to permit such use of the Transportation Fund for the lease financing transaction. .

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Campbell
Mr. Sorrell

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

Resolution Number: **08-10-124**
Adopted on: **10/13/08**

Agenda Item Number: 11
October 13, 2008

Subject: Approval of Use of the Transportation Fund for Lease Payments for a Parking Facility and Other Improvements to be Constructed on the Takoma Park/Silver Spring Campus

WHEREAS, the Board of Trustees of Montgomery College (the "College") adopted an omnibus resolution, Resolution Number 07-12-151 (the " Omnibus Resolution"), to authorize a lease transaction for a separate parking facility adjacent to the Morris and Gwendolyn Cafritz Foundation Arts Center (the "Cafritz Arts Center"), to improve access roads thereto, to improve a separate parking lot located nearby and to construct a chilling facility as part of the parking facility on its Takoma Park/Silver Spring Campus in Silver Spring, Maryland (the "Project");

WHEREAS, the Project will include a Chilling Facility, which will enhance the energy systems of the Cafritz Arts Center and other College facilities.

WHEREAS, the Lease Agreement (as defined in the Omnibus Resolution) will require rental payments for the entire Project.

WHEREAS, the College will use funds in the Transportation Fund (a/k/a Transportation Enterprise Fund) to make lease payments in respect of the College's use of the Project.

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

Resolved, that the Board of Trustees hereby authorizes, approves, confirms and ratifies the use of all funds in the Transportation Fund to pay amounts due under the Lease Agreement, clarifying and notwithstanding any other resolution of the Board of Trustees; and it is further

Resolved, that all of the provisions of the Omnibus Resolution previously adopted are hereby ratified and confirmed.

BKJ:abg

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

Agenda Item Number: 12
October 13, 2008

FY2008 OPERATING FUND FUNCTIONAL TRANSFER

BACKGROUND

Over the last several years, the College's administrative team has made a concerted effort to reallocate budget funding to support high priority College initiatives. During FY2008 the College reallocated additional resources to support student success through increased scholarship opportunities. A functional transfer is necessary to ensure that College expenditures do not exceed the functional appropriation approved by the Montgomery County Council. The Education Article of the Annotated Code of Maryland provides guidance on how this transfer is to be accomplished.

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

RECOMMENDATION

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

BACK-UP INFORMATION

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

RESOURCE PERSONS

Mr. Moore
Ms. Dimon
Mr. Sheeran

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

Resolution Number: **08-10-125**
Adopted on: **10/13/08**

Agenda Item Number: 12
October 13, 2008

Subject: FY2008 Operating Fund Functional Transfer

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

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

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

WHEREAS, the College has always made a concerted effort to reallocate funding to support high priority institutional initiatives such as scholarships for students; and

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

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

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

Functional Category	Approved FY2008 Budget	Transfer From (-) To (+)	Amended FY2008 Budget
Instruction	\$ 72,859,422	\$ -	\$ 72,859,422
Academic Support	\$ 28,927,865	\$ -	\$ 28,927,865
Student Services	\$ 25,289,608	\$ -	\$ 25,289,608
Plant Maintenance	\$ 27,485,945	\$ -	\$ 27,485,945
Institutional	\$ 39,109,024	\$ (1,044,216)	\$ 38,064,808
Scholarships	\$ 2,996,008	\$ 1,044,216	\$ 4,040,224
Total	\$ 196,667,872	\$ -	\$ 196,667,872

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

BKJ:abg

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

Agenda Item Number: 13
October 13, 2008

**AFFIRMATION OF EMERGENCY CONTRACT AWARD
EXTERIOR FAÇADE REPAIRS
ROBERT E. PARILLA PERFORMING ARTS CENTER**

BACKGROUND

On September 6, 2008, significant water damage occurred to the interior rear portion of the Robert E. Parilla Performing Arts Center as a result of water intrusion during the extremely heavy rain from Tropical Storm Hanna. It was found that sections of the exterior “dryvit” wall system had warped enough to create gaps in the caulked joints. Water penetrated exterior wall joints on the rear tower and entered at multiple backstage locations. The Parilla Center is currently under renovation and scheduled to re-open in late October. This exterior condition was unknown and not part of the renovation scope or budget. Certain backstage walls were completely saturated and drywall had to be removed. If repairs to the exterior wall were not started immediately, water damage would continue to be a threat to the newly renovated areas and impact the timely re-opening of the building. As there was no way to temporarily seal/protect the area from water infiltration because of the location of the gaps along a vertical wall 20 feet above the rear of the building, an emergency situation was declared and an emergency procurement process started.

The specific area and the entire building exterior were evaluated by the College Architect, consultants, and a specialty contractor. A proposal was requested, on an emergency basis, and received from Bradleigh Applications, Inc. of Columbia, Maryland in the amount of \$142,080. Bradleigh was experienced in this type of work, had crews available, and could immediately begin the work. Their price included removing old caulk, inserting flashing, screwing the panels to the new flashing and re-caulking the seams at the rear of the building and replacing caulking on the remaining exterior walls. Because providing and erecting scaffolding was a significant portion of the work, to take advantage of the scaffolding already in place, it was also decided that the entire dryvit surface of the building should be resealed with waterproofing paint.

Use of the Emergency Plant Maintenance and Repair Fund was authorized for this project by the Senior Vice President for Administrative and Fiscal Services. The Board of Trustees was notified of the emergency and polled on the contract award. A quorum of members approved it on September 25, 2008. Board of Trustees approval is required for emergency procurements valued above \$25,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees affirm the authorization of a contract award, on an emergency basis, to Bradleigh Applications, Inc., Columbia, Maryland, for exterior building repairs to the Robert E. Parilla Performing Arts Center at the Rockville Campus at a cost of \$142,080.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Capp
Mr. Moore
Dr. Wormack

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

Resolution Number: **08-10-126**
Adopted on: **10/13/08**

Agenda Item Number: 13
October 13, 2008

**Subject: Affirmation of Emergency Contract Award, Exterior Façade Repairs,
Robert E. Parilla Performing Arts Center**

WHEREAS, in September 2008, the Associate Vice President for College Facilities requested a contract on an emergency basis for the repair of the exterior of the Robert E. Parilla Performing Arts Center, on the Rockville Campus after rain infiltration from Tropical Storm Hanna significantly damaged interior portions of the rear sections of the building; and

WHEREAS, the Associate Vice President for College Facilities and the Director of Procurement affirmed that an emergency existed in that the Campus rain infiltration had damaged portions of the interior of the Parilla Center which was currently under renovation and had the potential to continue to damage new work in place and affect the schedule to re-open the building in October; and

WHEREAS, immediate repairs to the exterior of the Parilla Center were required to prevent further water infiltration and additional damage inside the building and to prevent a delay in reopening the building for the fall season of events for which tickets had been sold in advance; and

WHEREAS, Board policy permits the formal bidding process to be dispensed with in the event of an emergency procurement; and

WHEREAS, the Chief Business Officer certifies that funds are available in the FY2009 Operating Budget (Emergency Plant Maintenance and Repair Fund); and

WHEREAS, in accordance with College policy on emergency procurements, members of the Board of Trustees were notified and a quorum of the members approved the contract award on September 25, 2008; and

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

Resolved, That a contract award is affirmed for providing all labor equipment and materials for the repair of the exterior of the Robert E. Parilla Performing Arts Center on the Rockville Campus to Bradleigh Applications, Inc. of Columbia, Maryland, on an emergency basis, at a fee of \$142,080.

BKJ:abg