

MONTGOMERY COLLEGE BOARD OF TRUSTEES

RECORD OF RESOLUTIONS March 22, 2005 Board Meeting

INDEX OF BOARD RESOLUTIONS

<u>Board Resolution No.</u>		<u>Page</u>
05-19	Tribute to Professor Gloria Halpern.....	1
05-20	Recognition of Montgomery College Student Constructors Team Award.....	2
05-21	Personnel Actions Confirmation.....	3-5
05-22	Approval of Change Order for Site Utilities Work, Student Services Center, Takoma Park Campus.....	6-7
05-23	Authorization to Establish Consultant Contract List for Collegewide Facility Planning and Programming Services.....	8-11
05-24	Honorary Degree Candidates.....	12-14

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

Resolution Number: **05-19**
Adopted on: 03/22/05

Agenda Item Number: _____
March 22, 2005

Subject: Tribute to Professor Gloria Halpern

WHEREAS, the untimely and tragic death on February 11, 2005, of Gloria Halpern, beloved Professor of Accounting in the Department of Business and Economics at the Rockville Campus, has deeply saddened her colleagues, students, and friends at Montgomery College; and

WHEREAS, Professor Halpern performed her duties as a faculty member and as Department Chair and Accounting Coordinator with enthusiasm, commitment, dedication and grace; and

WHEREAS, she was a member of the Integrating the Women in the Curriculum Committee, the Center for Teaching and Learning Committee, and served as Interim Dean for her academic area; and

WHEREAS, she served the College in a meritorious and professional manner for twenty-three years; and

WHEREAS, she was a compassionate teacher and mentor, who cared deeply about her students, and generously gave her time and shared her wisdom; and

WHEREAS, her colleagues and friends have recognized her numerous contributions to the College and her students by establishing the Professor Gloria Halpern Scholarship and Assistance Fund; and

WHEREAS, Professor Halpern's death represents a profound loss for students, colleagues and friends at Montgomery College and in the community; 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 great sorrow at the passing of Professor Gloria Halpern and extend their deepest sympathy to her family members, 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 Professor Gloria Halpern.

CRN:abg

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

Resolution Number: **05-20**
Adopted on: 03/22/05

Agenda Item Number: _____
March 22, 2005

Subject: Recognition of Montgomery College
Student Constructors Team Award

WHEREAS, the Montgomery College four-member student team participated in the 5th National Construction Management Competition at the National Convention of the Associated Builders and Contractors in Orlando, Florida, from February 19 through February 22, 2005; and

WHEREAS, students Greg Ramirez, Jonathan Fox, Parker Goodfellow, and Kara Guthro, led by the award-winning Professor and Applied Technologies department chairperson Mario Parcan, excelled in a national competition for students at two-year and four-year institutions; and

WHEREAS, the Montgomery College – Rockville Campus student team was the only community college represented among a record number of 24 institutions throughout the United States; and

WHEREAS, the categories in which students amassed points were Construction Estimating, Project Management, and Construction Safety, along with giving a final presentation that required demonstration of knowledge, skill and aptitude in a highly competitive process; and

WHEREAS, that grueling process also required the student teams to perform significant work in Construction Estimating, Construction Scheduling, Safety, Project Administration, and overall Construction Management during a period of three weeks prior to the formal competition; and

WHEREAS, the Montgomery College student team excelled during the first day of competition by performing exceptionally when given unexpected components, and were ranked among five finalists including the University of Cincinnati, Auburn University, Brigham Young University, and the University of Arkansas; and

WHEREAS, their final project to the group of ten judges who evaluated the five finalists on their project solutions and presentations resulted in the Montgomery College student team being named second place winners in Construction Estimating, and first place grand champions over Auburn (second) and the University of Cincinnati (third); and

WHEREAS, the President of the College, recommends this public recognition of the Student Constructors Team and their professor on the occasion of their success; now therefore be it

Resolved, That the Board of Trustees expresses its pride and sincere appreciation to Professor Mario Parcan and to the Montgomery College Student Constructors Team for its exemplary performance; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting and a copy of this resolution be presented to Professor Mario Parcan and certificates to each student team member.

CRN:abg

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

Agenda Item Number: _____
March 22, 2005

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 PERSONS

Ms. Lawyer
Ms. Bokor

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

Resolution Number: **05-21**
Adopted on: 03/22/05

Agenda Item Number: _____
March 22, 2005

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 February 1, 2005, to February 28, 2005; 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.

Attachment

CRN:abg

MONTGOMERY COLLEGE

SUMMARY OF PERSONNEL ACTIONS

From and Including February 1, 2005, to and Including February 28, 2005

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Location
2/07/05	Casillas Perez, Jorge	Instructional Asst/PT	G	Humanities/Soc Sci/Educ GT
2/07/05	Lai, Ruby L	Instructional Lab Coord	I	Business/Science/Math/Tech GT
2/07/05	Neal, Paul L	Blg Service Worker	A	Facilities Maintenance RV

STAFF SEPARATIONS

2/23/05	Johnson, Ronald W	Instructional Asst	G	Assessment Center RV
2/25/05	Meyers, Janet F ¹	Librarian PT	K	IT Learning Center Library TP
2/08/05	Phung, Tam T	Blg Service Worker	A	Facilities Maintenance GT
2/04/05	Pizzi, Matthew S	Instructional Asst	H	Writing Center RV
2/01/05	Walling, James J	Property Control Supervisor	G	Procurement Receiving Store RV

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

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

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective

Date	Name	Position Title	Location
2/11/05	Halpern, Gloria M ²	Professor	Business & Econ RV
2/24/05	Wright, Michael F	Associate Professor	Nat/Apppl Sci,Bus/Mgt,Info Sci TP

FACULTY SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

² Deceased

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

Agenda Item Number: _____
March 22, 2005

**APPROVAL OF CHANGE ORDER FOR SITE UTILITIES WORK
STUDENT SERVICES CENTER
TAKOMA PARK CAMPUS**

BACKGROUND

On May 21, 2004, the Board of Trustees awarded 35 multiple construction trade contracts for work required for the construction of the Student Services Center on the Takoma Park Campus. No contract was included for Site Utilities work because no bids were received for this item. The staff recommendation to the Board at that time was to have this critical project item incorporated into the project as a change order to Green Contracting Company, Inc., Baltimore, Maryland, the contractor for bid package #34, HVAC, Plumbing & Louvers. Green Contracting Company's contract totals \$6,415,300.

The Green Contracting price proposal for this change request totals \$68,683. The proposal was reviewed by the construction manager (Bovis Lend Lease) and the architect (EYP) and based on their advice, College staff recommends the approval of this change order. Board of Trustees approval is required for all capital budget construction change orders over \$25,000. Sufficient funds are available for this work in the FY2005 Capital Budget - Takoma Park Campus Expansion Project.

RECOMMENDATION

It is recommended that a change order for \$68,683 to Green Contracting Company, Inc., Baltimore, Maryland, be approved for the Takoma Park Campus Student Services Center Project.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Capp
Mr. Moore

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

Resolution Number: **05-22**
Adopted on: 03/22/05

Agenda Item Number: _____
March 22, 2005

Subject: Approval of Change Order for Site Utilities Work,
Student Services Center, Takoma Park Campus

WHEREAS, on May 21, 2004, by Board Resolution #04-51, the Board of Trustees awarded a contract for \$6,415,300.00 for HVAC, Plumbing & Louvers work associated with the construction of the Student Services Center at the Takoma Park Campus to Green Contracting Company, Inc., Baltimore, Maryland; and

WHEREAS, no bids were received for the Student Services Center site utilities at the time of the initial bid and contract award; and

WHEREAS, at the College's request, Green Contracting Company, Inc. submitted a change order proposal for site utilities construction work for this project; and

WHEREAS, College staff and the College's construction management consultant team have reviewed the submitted change order proposal and have undertaken negotiations with Green Contracting Company, Inc. with regard to the fee for the additional work; and

WHEREAS, the Chief Facilities Officer recommends approval of a change order totaling \$68,683 for the requested work; and

WHEREAS, the Chief Business Officer certifies that sufficient funds are available in the FY2005 Capital Budget for this change order; and

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

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

Resolved, That the Board of Trustees approves a change order to the construction contract with Green Contracting Company, Inc., Baltimore, Maryland, for additional work associated with the Takoma Park Campus Student Services Center Project in the amount of \$68,683; and be it further

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

CRN:abg

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

Agenda Item Number: _____
March 22, 2005

**AUTHORIZATION TO ESTABLISH CONSULTANT CONTRACT LIST
FOR
COLLEGEWIDE FACILITY PLANNING AND PROGRAMMING SERVICES
BID NO. #605-006**

BACKGROUND

In January 2004, the Board of Trustees adopted an updated Collegewide Facilities Master Plan with numerous major building projects anticipated to be implemented over the next ten years or more on all three campuses. While the framework for these projects is established in the adopted master plan, significant additional planning and programming work is required to fully implement the many anticipated projects. This effort includes, for example, detailed building site studies, campus utility capacity studies, traffic and parking analyses, campus open space plans, and detailed facility justifications and educational space programs for individual projects. In addition, the College is already looking toward the updating of the current master plan in three to five years. Due to the ongoing nature of the anticipated facility planning and programming tasks, the Facilities and Procurement Offices have determined that on-call, task order-based facility planning and programming services are the most efficient and cost effective method for providing the necessary tasks over the next several years. This method of procurement is currently used by County and State agencies, as well as the University of Maryland and other public educational institutions.

In accordance with the College's qualification-based selection process for consultant services, a request for proposals for Facility Planning and Programming Services was advertised on December 1, 2004. The solicitation indicated that a maximum of two firms could be selected for the College's Facility Planning and Programming Services Task Order List. On January 11, 2005, six (6) proposals were received. A selection committee composed of four members of the Central Facilities and Procurement staffs completed a thorough review and evaluation of all submissions and short-listed three (3) highly qualified firms for interviews. Based on the interviews and a final evaluation of each firm's qualifications, the selection committee ranked Perkins Eastman Architects, PC (New York, New York) number one and ranked Cho Benn Holback & Associates (Baltimore, Maryland) and Einhorn Yaffee Prescott (Washington, D.C) as tied for second place. Following a review of the selection process with the Director of Procurement, it was determined that in the case of a tie in the ranking additional firms could be recommended for appointment to the task order list.

Based on the Board's anticipated action, the selected firms will be eligible for future task order projects for an initial two-year term of FY2005 and FY2006. Thereafter, the College has the right to annually continue with the shortlisted firms, utilizing the same process for selection, subject to satisfactory performance, for up to five (5) subsequent fiscal years (FY2007 through FY2011) for additional facility planning and programming services. During the initial term, it is anticipated that total expenditures of \$300,000 to \$500,000 will be negotiated with the individual firms. Expenditures for planning and programming tasks in subsequent fiscal years are also

expected to fall within a similar \$300,000 to \$500,000 range. Individual task orders are expected to range in value from \$5,000 to over \$250,000. Proposals will be solicited from the firms for each future task order and evaluated by the College. The top evaluated proposal will be accepted if the fee does not exceed the available funds and it is in the best interest of the College to accept the offer, following which a contract will be awarded to the firm for the specified task.

Each of the three firms has extensive experience in higher education campus planning and academic programming for various building types. Facilities staff have checked each firm's references and received favorable responses.

RECOMMENDATION

It is recommended that Perkins Eastman Architects, PC; Cho Benn Holback & Associates; and Einhorn Yaffee Prescott be named to the facility planning and programming services task order list for the provision of future professional services on a project basis.

BACK-UP INFORMATION

Board Resolution
Consultant Respondent List

RESOURCE PERSON

Mr. Capp
Ms. Wormack
Mr. Moore

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

Resolution Number: **05-23**
Adopted on: 03/22/05

Agenda Item Number: _____
March 22, 2005

Subject: Authorization to Establish a Consultant Contract
List for Collegewide Facility Planning and
Programming, Bid No. 605-006

WHEREAS, the Chief Facilities Officer requested a consultant contract list for the provision of on-call, task order-based collegewide facility planning and programming services for Montgomery College's three campuses to support the implementation of projects in the College Facilities Master Plan, the preparation of planning studies for new facilities, and the eventual updating of the College Facilities Master Plan; and

WHEREAS, the Director of Procurement certifies that a Request for Proposals was developed by appropriate College staff; and

WHEREAS, the Chief Business Officer certifies that funds are available in the FY2005 Capital and Operating Budgets for facility planning and programming services; and

WHEREAS, pursuant to Md. (Educ.) Ann. Sec. 16-311, invitations to bid were publicly advertised on December 1, 2004, in the *Washington Post*, *Baltimore Sun*, and *Montgomery Journal* and listed by two reporting agencies; and posted on the College, County, and State procurement Web sites; and

WHEREAS, seventy-five (75) firms received the Request for Proposals and six (6) responses were received in the Office of Procurement and were publicly opened beginning at 3:00 p.m. local time on January 11, 2005; and

WHEREAS, in conformance with the College's consultant selection process, a selection committee composed of Facilities and Procurement Office professional staffs reviewed and evaluated all of the proposal submissions; and

WHEREAS, all proposals were rated and ranked as outlined by the Request for Proposal's method of award, three highly qualified firms were selected for interviews, and following the interviews and a final evaluation of the three firms the selection committee would make a final recommendation; and

WHEREAS, the Request for Proposals specified that a maximum of two firms could be selected for the facility planning and programming consultant contract list except in the case of a tie, in which case additional firms may be appointed to the consultant contract list; and

WHEREAS, based upon a full discussion of the merits of each of the firms, the committee made a consensus recommendation that Perkins Eastman Architects, PC be ranked number one and that Cho Benn Holback & Associates and Einhorn Yaffee and Prescott be ranked number two, and therefore all three firms be named to the College's consultant contract list for facility planning and programming services; and

WHEREAS, based upon the acceptance of this recommendation, the College will solicit task order proposals for future facility planning and programming services with the firms on the consultant contract list for an initial two-year term of FY2005 and FY2006 within a fiscal limit of \$500,000 for the combined total of all anticipated multiple task order purchase orders that will be negotiated with the individual firms, and that the College has the right to annually reappoint any or all of the recommended firms, based upon their acceptable work effort, for up to five (5) subsequent fiscal years (FY2007 through FY2011) for additional project management services within a \$500,000 limit per fiscal year for the multiple task order purchase orders; and

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

Resolved, That the firms of Perkins Eastman Architects, PC, New York, New York; Cho, Benn Holback & Associates, Baltimore, Maryland; and Einhorn Yaffee Prescott, Washington, D.C. be named to the College's consultant contract list to provide facility planning and programming services for various College projects; and be it further

Resolved, That these firms are designated to provide facility planning and programming services and the College, at its sole discretion, will seek, on a task order basis, fee proposals from these firms for the work; and be it further

Resolved, That the College may negotiate individual on-call, task order-based purchase orders with the firms on the facility planning and programming list for an initial two-year term of FY2005 and FY2006 within a fiscal limit of \$500,000 for the combined total of all anticipated multiple task orders, and that the College has the right to annually reappoint any or all of the recommended firms, based upon their satisfactory performance, for up to five (5) subsequent fiscal year appointments (FY2007 through FY2011) for additional facility planning and programming services within a \$500,000 limit per fiscal year for all anticipated multiple task orders.

CRN:abg

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

Agenda Item Number: _____
March 22, 2005

HONORARY DEGREE CANDIDATES

BACKGROUND

The Montgomery College Honorary Degree Program was approved and established by the College's Board of Trustees on October 16, 1995. Through this program, the Board has the opportunity to recognize individuals who have risen to a position of eminence, have acquired a national or international reputation in a selected field, hold a distinguished record of public and community service, or have made a notable donation of time, talent or gift to Montgomery College, with an honorary degree.

RECOMMENDATION

We recommend the selection of three honorary degree recipients to be awarded at the College's 2005 commencement ceremonies. The keynote speaker is traditionally among the recipients.

BACK-UP INFORMATION

Board Resolution
List of Recipients
List of Candidates (Trustees only)

RESOURCE PERSONS

Mr. Simon
Ms. Moore
Ms. Sullivan

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

Resolution Number: **05-24**
Adopted on: 03/22/05

Agenda Item Number: _____
March 22, 2005

Subject: Honorary Degree Candidates

WHEREAS, the Montgomery College Board of Trustees established an Honorary Degree Program on October 16, 1995, to honor and recognize individuals who have risen to a position of eminence, have acquired a national or international reputation in a selected field, hold a distinguished record of public and community service, or have made a notable donation of time, talent or gift to Montgomery College; and

WHEREAS, an honorary degree program increases the visibility of Montgomery College and its ability to formally recognize honorary speakers, contributors, philanthropists, and distinguished friends; and

WHEREAS, the Board of Trustees approves each recipient eligible to receive an honorary associate degree at commencements, convocations, or other appropriate occasions; and

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

Resolved, That the Board of Trustees awards honorary degrees to Ms. Judy Woodruff; Mr. Al Hunt; Ms. Mary Jarvis; and Mr. Anthony Natelli (posthumously) at the Commencement Ceremony on May 20, 2005; and be it further

Resolved, That the Board of Trustees awards an honorary degree to Mr. Arthur P. Becker (posthumously) at the Rockville Campus 40th Anniversary Program on August 22, 2005.

CRN:abg

MONTGOMERY COLLEGE HONORARY DEGREE RECIPIENTS

* = commencement speaker
^ = posthumous

2004	
Mr. and Mrs. Clifford M. Kendall	Mr. H. Patrick Swygert*
Mr. Charles A. Lyons	Mr. Richard S. Will
2003	
Dr. John W. Diggs^	Mrs. Hazel R. O'Leary*
Mr. Thomas E. Ladd	Mr. Paul L. Peck
2002	
Ms. Esther Newman	The Rev. Dr. T. J. Baltimore, Sr.
Mr. A. Mario Loiederman^	Ms. Wendy Thompson*
2001	
Mr. John J. Fitzgerald	Dr. Freeman A. Hrabowski III*
Mrs. Nesse Godin	Mr. Roscoe R. Nix
2000	
Dr. A. Lee Fritschler*	Reverend James C. Moone^
Mr. and Mrs. Gordon Macklin	
1999	
Mr. Robert F. Costello III	Mr. Bernard I. Mills
Dr. Rex M. Ellis*	Dr. Robert E. Parilla
Mr. Joseph L. Herson	Dr. Paul L. Vance
1998	
Mrs. Ruth Y. Becker	Dr. Winifred King
Mr. Wallace H. Becker	Mr. Bob Levey*
Mr. Solomon Graham	Mr. Morgan Wootten
1997	
Mrs. Marian Wright Edelman*	Mrs. Betty Mae Kramer
Mrs. Martha Gudelsky	The Honorable Sidney Kramer
1996	
Mr. Milton (Sonny) Clogg	