

# MONTGOMERY COLLEGE BOARD OF TRUSTEES

## RECORD OF RESOLUTIONS April 18, 2005 Board Meeting

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

Resolution Number: **05-25**  
Adopted on: 4/18/05

Agenda Item Number: \_\_\_\_\_  
April 18, 2005

**Subject: Retirement Recognition of Dr. Wyatt Bissett**

WHEREAS, Dr. Wyatt Bissett has served Montgomery College as a faculty member at both the Takoma Park Campus and the Rockville Campus with dedication for 35 years and retired as of December 31, 2004; and

WHEREAS, Dr. Bissett is acknowledged in the Department of Psychology and College as an experienced teacher, supportive colleague, and active scholar; and

WHEREAS, he served twice as Department of Psychology chairperson, supervised part-time faculty, advised students, and encouraged mentoring between full-time and adjunct faculty to increase productivity and communications; and

WHEREAS, Dr. Bissett created honors-level psychology courses, and taught evening classes at several venues in Montgomery County; and

WHEREAS, he developed and implemented the concept of tutorial "lab" experience for students in introductory psychology courses; and

WHEREAS, as a licensed psychologist, he provided professional services in Maryland and Washington, D.C., and maintained currency by attending workshops and conferences; and

WHEREAS, Dr. Bissett will be remembered for his wisdom, enthusiasm, and fellowship; 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 professor emeritus with appropriate rank or title, subject to the Board of Trustees"; and

WHEREAS, the President of the College, the Vice President and Provost, and the Instructional Dean recommend this public recognition of Dr. Bissett 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. Wyatt Bissett for his contributions to the College, and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Dr. Wyatt Bissett 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. Wyatt Bissett.

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

Resolution Number: **05-26**  
Adopted on: 4/18/05

Agenda Item Number: \_\_\_\_\_  
April 18, 2005

**Subject: Retirement of Mr. Norman E. Tracy**

WHEREAS, Mr. Norman E. Tracy served Montgomery College with dedication and distinction for six years and retired from the College on October 29, 2004; and

WHEREAS, as the Director of Information Technology Learning Centers, Mr. Tracy provided excellent leadership for the operations of all three campus libraries and ensured that library operations procedures were in compliance with College policy; and

WHEREAS, Mr. Tracy was an asset to the Office of Information Technology contributing to the growth and success of the unit as well as the College through his creativity, professionalism, commitment, experience in program development, distance learning, support services and the use and implementation of technology in instruction; and

WHEREAS, he participated in Collegewide meetings, chaired the Library and Instructional Television Advisory Groups, and served on the Center for Teaching and Learning, Distance Learning, and Applications Advisory Groups; and

WHEREAS, Mr. Tracy's participation in cross-county library partnerships was instrumental in the success of the UpCounty Libraries Roundtable; and

WHEREAS, he remained current with changing technology by actively participating on local and regional professional committees and by attending conferences, meetings, and networking activities in affiliation with the League for Innovation, Maryland Online, the Maryland Distance Learning Association, the Center for Automated Learning and Discovery, the Maryland Public Television's College of the Air Distance Education Consortium, the Maryland Community College Library Consortium, the Maryland Community College Information Technology Managers Conference, the Mid-Atlantic Web CT and User's Group Program Committee, and the Educause Mid-Atlantic Conference Program Committee; and

WHEREAS, Mr. Tracy accomplished many objectives that directly enhanced the learning experience of students at Montgomery College; and

WHEREAS, the President of the College recommends this public recognition of Mr. Norman E. Tracy 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. Norman E. Tracy 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 of this resolution be presented to Mr. Norman E. Tracy.

CRN:abg

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

Resolution Number: **05-27**  
Adopted on: 4/18/05

Agenda Item Number: \_\_\_\_\_  
April 18, 2005

**Subject: Award of Bronze Medallion and Recognition  
of Retirement of Dr. Sally Rogers**

WHEREAS, Dr. Sally Rogers has served Montgomery College with dedication for thirty-one years and retired on December 31, 2004; and

WHEREAS, she is known by her colleagues and students in the Department of Sociology, Anthropology, and Criminal Justice, the Campus, and the College as a gifted and caring professor, mentor, and advisor who strived to serve students and to advocate for their success; and

WHEREAS, Dr. Rogers was a guiding force in the creation and shaping of the Women's Studies Program, teaching introductory Women's Studies courses, maintaining a life-long interest in women's issues, sharing her knowledge with students in scholarly symposia, campus programs, and sponsoring scholarship events; and

WHEREAS, she developed an exciting pilot project that linked DS102 Study Habits Development with SO101 Introduction to Sociology; and

WHEREAS, Dr. Rogers was honored in 2005 for her outstanding contributions to the Women's Studies Program with an "On Her Shoulders We Stand" award; and

WHEREAS, Dr. Rogers participated in College governance, serving as a member and Vice President of the Rockville Faculty Council and on the Academic Appeals, Faculty Issues, Faculty Evaluation, and Faculty Recruitment committees; and

WHEREAS, she supported numerous academic initiatives through her work with the Center for Teaching and Learning, and fellowships with the Smithsonian Institution and the International Education Program; and

WHEREAS, as a faculty leader, Dr. Rogers chaired the General Education Discipline Review Committee and created a Faculty Council networking activity titled "Morning Madness"; and

WHEREAS, she has been an effective researcher and presenter for the Montgomery College Center for Community Leadership and Public Policy, and she was an active participant in the Gaithersburg Citizen Academy; and

WHEREAS, Dr. Rogers served Montgomery County with distinction by accruing over 5,000 volunteer hours as a trainer, domestic violence/sexual assault crisis outreach worker, and as a member of the Montgomery County Victim Assistance Advisory Board; and

WHEREAS, Dr. Rogers remained current in her field as a member of both the American Sociological Association and the District of Columbia Sociological Association; 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, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, the Instructional Dean, the Rockville 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. Sally Rogers on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Sally Rogers 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 Dr. Sally Rogers be awarded the Bronze Medallion in recognition of her distinguished service to the College and community, and as an expression of gratitude of the College for her dedication and professional commitment to the College; and be it further

Resolved, That Dr. Sally Rogers 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 of this resolution be presented to Dr. Sally Rogers.

CRN:abg

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

Resolution Number: **05-28**  
Adopted on: 4/18/05

Agenda Item Number: \_\_\_\_\_  
April 18, 2005

**Subject: Award of Silver Medallion and Recognition  
of Retirement of Professor Samuel R. Blate**

WHEREAS, Professor Samuel R. Blate retired as of August 15, 2004 after thirty-seven years, including thirty-four summers, of outstanding service to Montgomery College and its students; and

Whereas, Professor Blate has been a dedicated, inspiring, and supportive teacher, mentor, and colleague in professional writing, composition, literature, and honors courses; and

WHEREAS, when the former Department of English, Foreign Languages, and Philosophy was reorganized, Professor Blate's efforts gained recognition of Professional Writing (Creative Writing, Journalism, and Technical Writing) as a distinct specialty area; and

WHEREAS, Professor Blate was the founding coordinator for Creative Writing in the Rockville Campus Department of English Composition, Literature, and Professional Writing, serving for 18 months as Acting Assistant Department Chair; and

WHEREAS, as recipient of three "Superior Teacher" designations for excellence in teaching, Professor Blate guided students in publishing fiction and other creative works in the United States and overseas, entering the teaching profession, and launching publishing careers; and

WHEREAS, Professor Blate taught a record number of honors students over 72 semesters and he created honors modules, courses, tutorials, and seminars, some of which evolved into regular course offerings, including Introduction to Creative Writing of Fiction and Advanced Creative Writing of Fiction; in addition, he was the co-sponsor of Introduction to Creative Writing of Poetry, and Advanced Creative Writing of Poetry, and was the author and sponsor of *The American Novel*; and

WHEREAS, Professor Blate was a steadfast and knowledgeable faculty advisor in the Student Development and Counseling departments, serving on the Faculty Advising Cadre for almost 20 years, as co-coordinator of Faculty Advising and chair of the Rockville Advising Committee for 12 years; and was the principal author and editor of the Rockville *Campus Advising Handbook, 2002-2003*, which was adopted in large part by the Takoma Park Campus; and

WHEREAS, he served as the advisor or co-advisor to the literary magazines *Duel*, *Montgomery Review*, and *Van Gogh's Other Ear*, sponsored the Poetic License Literary Club, contributed to the College's magazine *Ideas in Review*, and was contributor/editor of *Tuesday Nights with Rosa Aurora*, an anthology of fiction by his former students; and

WHEREAS, Professor Blate was a key participant in an organization called SHARE, which provided full scholarships to 100 students from D.C. to the Rockville and Takoma Park Campuses, co-sponsored the Summer Fun Day Camp for disadvantaged public school students held on the Rockville Campus, and raised funds for relief efforts in Biafra, Nigeria; and

WHEREAS, Professor Blate served as chair of the Curriculum Committee from 1969 to 1970 and the Faculty Senate from 1971 to 1973, for which he was commended by the President for helping to promote an atmosphere of collegiality and cooperation among the faculty and the administration; and

WHEREAS, Professor Blate, assisted in developing the Faculty Senate approved "Role Interchange" plan that allowed faculty to assume administrative roles without relinquishing their faculty status and similarly allowed administrators to teach courses, enriching both the faculty and administration of the College; and

WHEREAS, Professor Blate contributed to the Honors Scholars program, participated in the on-site review and evaluation of the University of Cambridge program as an observer and a student, was the principal author of the course entitled "The Cambridge Experience," accompanied the first group of Honors Scholars to Cambridge, and taught one class; and

WHEREAS, Professor Blate was a founding member of the College Speakers' Bureau and participated in the activities of the Washington Independent Writers, the Association of Editorial Businesses, the Washington Area Writers, the Mid-Atlantic Group, the College English Association, and the Mason-Dixon Outdoor Writers Association, Inc.; and

WHEREAS, Professor Blate earned the College's Outstanding Service Award and provided truly distinguished, consistent, and exemplary service, earning the trust, respect, and admiration of students, faculty, administration, staff, and members of the community by his insistence on quality education and tireless efforts to develop Montgomery College into an institution of first choice for citizens of Montgomery County and the Washington, D.C. region; 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, College policy provides for the awarding of a Silver Medallion to recognize outstanding service to the College; and

WHEREAS, the Rockville 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 Professor Samuel R. Blate on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Samuel R. Blate 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 Professor Samuel R. Blate be awarded the Silver Medallion in recognition of his service to the College and community, and as an expression of gratitude of the College for his dedication and professional commitment to the College; and be it further

Resolved, That Professor Samuel R. Blate is granted the status of Professor 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 Professor Samuel R. Blate.

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

Resolution Number: **05-29**  
Adopted on: 4/18/05

Agenda Item Number: \_\_\_\_\_  
April 18, 2005

**Subject: Award of Silver Medallion and Recognition  
of Retirement Recognition of Professor Jeffrey Schwartz**

WHEREAS, Professor Jeffrey Schwartz served Montgomery College as a faculty member at the Rockville Campus for nearly thirty-two years and retired as of February 1, 2005; and

WHEREAS, he successfully taught accounting and business courses in an exemplary manner, inspiring students at all levels who consistently held him in high regard; and

WHEREAS, he also contributed to the academic program by serving as chair of the Department of Business and Economics for two years; and

WHEREAS, Professor Schwartz's leadership abilities enhanced deliberations during his tenure on the Rockville Campus Senate and the Rockville Faculty Council; and

WHEREAS, he gave unwavering support to collective bargaining colleagues during his six years as treasurer of the American Association of University Professors; and

WHEREAS, Professor Schwartz served as the first director of the Gordon and Marilyn Macklin Business Institute (MBI) at Montgomery College, the result of a \$1.26 million gift and one of the largest endowments in 1999 to a Maryland community college; and

WHEREAS, his leadership of the Macklin Business Institute allowed outstanding sophomore-level students to participate in a rigorous and unique business honors program on full scholarship; and

WHEREAS, Professor Schwartz established an internship program for MBI students who handled business activities at prestige organizations including the National Association of Securities Dealers, MedImmune, NASDAQ International, the United States Chamber of Commerce, and Solomon Smith Barney; and

WHEREAS, as faculty advisor for Montgomery College Students in Free Enterprise (SIFE), Professor Schwartz led a team that received first-place awards for educational outreach projects presentations for two consecutive years and were named regional champions for community colleges at the 2004 SIFE USA Regional Competition; and

WHEREAS, Professor Schwartz encouraged recent MBI graduates to create a SIFE team at the University of Maryland's Smith School of Business, a preferred institution for many MBI transfer students, who also attend prestigious business school programs at Johns Hopkins University, Georgetown University, and the University of North Carolina at Chapel Hill, among others; and

WHEREAS, his passion for providing the highest level of academic experiences and his unparalleled dedication to his students included taking MBI scholars to Loyola Marymount University to participate as the only community college represented in the annual business ethics case competition sponsored by the Center for Ethics and Business; and

WHEREAS, in 2003 Professor Schwartz founded on campus the highly successful and unprecedented student-managed MBI Café that features Starbucks coffee; and

WHEREAS, working with Gordon Macklin and faculty, Professor Schwartz coordinated the premier MBI Distinguished Lecture Series, bringing outstanding business and industry leaders to Montgomery College, including Senator Paul Sarbanes, former chair and CEO of Lockheed Martin Corporation Norman R. Augustine, television journalist Chris Matthews, cyber CEO Patrick Byrne, and Proxicom founder Raul Fernandez; and

WHEREAS, Professor Schwartz has served the community as a member of the Board of Directors of the Washington Area Music Association (WAMA) and remains on the Advisory Board of that organization; and

WHEREAS, Professor Schwartz has provided dedicated service to the department, Campus, College and community, and who will be remembered for his wisdom and fellowship; 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, College policy provides for the awarding of a Silver Medallion to recognize outstanding service to the College; and

WHEREAS, the Instructional Dean, the Vice President and Provost, the Executive Vice President for Academic and Student Services, and the President of the College recommend this public recognition of Professor Jeffrey Schwartz on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Jeffrey Schwartz for his outstanding 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 Professor Jeffrey Schwartz is awarded the Silver Medallion in recognition of his outstanding service to the College, and as an expression of gratitude for his dedication and professional commitment to the College; and be it further

Resolved, That Professor Jeffrey Schwartz is granted the status of Professor 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 Silver Medallion be presented to Professor Jeffrey Schwartz.

CRN:abg

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

Resolution Number: **05-30**  
Adopted on: 4/18/05

Agenda Item Number: \_\_\_\_\_  
April 18, 2005

**Subject: Recognition of Student Ms. Gabriela Molinolo,  
2005 First Team, All-USA Community and  
Junior College Academic Team**

WHEREAS, Gabriela Molinolo has served as an outstanding student and student leader at Montgomery College since the spring semester, 2003, two months after arriving in the United States from her home country of Argentina; and

WHEREAS, she has received several scholarships in recognition of academic excellence, including the Hispanic Academic Achievement Award, the Hispanic Chamber of Commerce Scholarship, and the Gregory Family Scholarship through the Montgomery College Foundation, and the \$35,000 annual Ada Comstock Scholarship from Smith College, where she will matriculate in fall, 2005 as a pre-medicine/neuroscience major; and

WHEREAS, in her capacity as member and president of the Montgomery College chapter of Phi Theta Kappa, she has strengthened the leadership structure of the organization and secured office space for its activities; and

WHEREAS, she has been an exemplary student leader, serving as founding president and current vice president of the International Student Network at the Rockville Campus, an organization focusing on how to address and meet the academic and campus needs of international students; and

WHEREAS, she has served with dedication as the only student member on the collegewide Transfer Scholarship Coordinating Committee, working with faculty and staff to develop a scholarship database and to increase student, faculty, and staff awareness of transfer scholarship opportunities; and

WHEREAS, she has impressed faculty and staff collegewide with her creativity, maturity, ambition, compassion, good humor, and desire to succeed and serve others; and

WHEREAS, her mentors and professors describe her as "a beacon of hope and joy", "an amazing student," "a stronger student leader than any I have seen in my twenty years here," and "the most superior, complete student I have encountered in over 20 years as a student services professional"; now therefore be it

Resolved, That the Board of Trustees offers its sincere congratulations to Ms. Gabriela Molinolo on her selection as the Montgomery College representative on the First Team, All-USA Community and Junior College Academic Team, and her overall achievements as a student at Montgomery College; 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 Ms. Gabriela Molinolo.

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

Agenda Item Number: \_\_\_\_\_  
April 18, 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: **05-31**  
Adopted on: 4/18/05

Agenda Item Number: \_\_\_\_\_  
April 18, 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 March 1, 2005, to March 31, 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 March 1, 2005, to and Including March 31, 2005

**STAFF**

**STAFF EMPLOYMENTS**

Effective Date	Name	Position Title	Grade	Location
3/22/05	Gray, Joyce E	Senior Admin Aide	F	IT Learning Center Admin RV
3/22/05	Holdsworth, Leslie D	Air Condition Mechanic	H	Facilities Operations RV
3/21/05	Holliday, Tacy L	Instructional Asst	G	Business/Science/Math/Tech GT
3/07/05	Sherman, Ruby J	Senior Accountant	K	Finance Financial Reporting
3/07/05	Smith, Marvin L	Computer Support Spec	I	Information Technology RV

**STAFF SEPARATIONS**

3/23/05	Neal, Paul L	Bldg Service Worker	A	Facilities Maintenance RV
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**STAFF EMPLOYMENTS: Ethnicity and Gender**

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

**STAFF SEPARATIONS: Ethnicity and Gender**

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

**FACULTY**

**FACULTY EMPLOYMENTS: None**

**FACULTY SEPARATIONS: None**

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

Agenda Item Number: \_\_\_\_\_  
April 18, 2005

**AWARD OF CONTRACT, YOUTH SUMMER SCIENCE ENRICHMENT PROGRAM,  
BID NO. 405-004**

**BACKGROUND**

The Vice President for Workforce Development and Continuing Education has requested a contract award for youth summer science enrichment program services. Historically, the Office of Workforce Development and Continuing Education (WD&CE) has provided community-based training and education to employees of companies and governmental agencies in this region and has maintained contracts to provide these services. These training and educational opportunities enable individuals to broaden their skills and knowledge in a variety of areas, including communications, leadership, and fundamental academic preparation, and support Montgomery County workforce development and continuing education initiatives.

In addition to providing a range of professional development and personal enrichment programs for adults, WD&CE offers a variety of youth programs throughout the year, including annual summer programs. Based on experiences and community responses to the summer youth programs, staff determined that a contractor is needed to continue providing services for a customized program suited to WD&CE format requirements, qualified instructors, and the necessary support services.

A bid for a summer science enrichment program for kindergarten through sixth grade was issued in February 2005 and received by eight vendors. Four responses, including one no bid, were received and rated by the College evaluation committee. Evaluation criteria included program content, themes, and educational objectives. Science Enrichment Services, dba Science Adventures, Huntington Beach, California, was the highest evaluated vendor meeting specifications. Science Adventures successfully delivered this youth program in summer 2004. The cost of this contract is supported by tuition and fees charged to students in the program. The total enrollment for all science enrichment courses offered in summer 2004 was 231, which generated gross revenue of \$54,790 (the net revenue to the College was positive after expenses). Based on vendor pricing and projected student enrollment for summer 2005, the estimated expenditure is \$50,000. Any additional costs will be offset in full by the collection of additional tuition paid to the College.

**RECOMMENDATIONS**

It is recommended that the Board of Trustees award a contract for the purchase of youth summer science enrichment program services for science camps during June to August 2005, to Science Enrichment Services, dba Science Adventures, Huntington Beach, California, for a total estimated amount of \$50,000, dependent upon actual enrollment. It is further recommended that the contract be renewed for three one-year terms under the same terms and conditions, provided service is satisfactory, funding is available, and it is in the best interest of the College.

## BACK-UP INFORMATION

Board Resolution  
Bid Summary  
Bidders List

## RESOURCE PERSONS

Dr. Cain  
Ms. Harris  
Mr. Moore  
Mr. Payne  
Mr. Sorrell  
Ms. Wormack

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

Resolution Number: **05-32**  
Adopted on: 4/18/05

Agenda Item Number: \_\_\_\_\_  
April 18, 2005

**Subject: Award of Contract, Youth Summer Science  
Enrichment Program, Bid No. 405-004**

WHEREAS, the Office of Workforce Development and Continuing Education provides diverse community-based academic, vocational, and personal enrichment programs for adults and youth; and

WHEREAS, the Vice President for Workforce Development and Continuing Education has requested a contract award for youth summer science enrichment program services for science camps during June to August 2005; the cost of the contract is covered by tuition and fees charged to students in the program; 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 FY2005 Workforce Development and Continuing Education Budget and have been requested in the FY2006 Workforce Development and Continuing Education Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311, invitations to bid were publicly advertised in a local County newspaper on February 17, 2005, and on College, County, and State procurement websites; mailed to four vendors and downloaded from the College website by four vendors; four responses were received, including one no bid, publicly opened, read aloud, and recorded, beginning at 3:00 p.m. on March 4, 2005; and

WHEREAS, the responses were reviewed and evaluated by a committee consisting of Workforce Development and Continuing Education staff, and upon evaluation it was determined that the highest evaluated proposal in consideration of both technical and price merit submitted by Science Enrichment Services, dba Science Adventures, Huntington Beach, California, meets all College requirements and is therefore the highest evaluated responsible bid; and

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

Resolved, That a contract to purchase youth summer science enrichment program services for science camps during June to August 2005 be awarded to Science Enrichment Services, dba Science Adventures, Huntington Beach, California, for a total expenditure of \$50,000, depending upon actual enrollment; and be it further

Resolved, That the contract be renewed for three one-year terms under the same terms and conditions, provided service is satisfactory, funding is available, and it is in the best interest of the College.

CRN:abg

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

Agenda Item Number: \_\_\_\_\_  
April 18, 2005

**AWARD OF CONTRACT, LIBRARY CATALOGING, PROCESSING, AND MAINTENANCE  
SERVICES, BID NO. 505-015**

BACKGROUND

The Chief Information Officer has requested a contract with a qualified vendor for the purchase of library cataloging, processing, and maintenance services. Since 1998 the College has outsourced all cataloging and physical processing of library materials. Library Technical Services Operations is responsible for the efficient cataloging of library materials, which is critical for the students' ability to access reference information and materials in a timely manner and meet their academic objectives and project deadlines. Outsourcing of this service has been an effective and efficient use of College resources, and the vendors provide a day-to-day service that allows our staff to assist students and faculty. This bid has been structured to obtain competitive pricing for library materials that are typically handled throughout the year.

The current contract will expire on June 30, 2005. A bid was issued for these services and six responses were received, including two no bids and one bid deemed nonresponsive. Based on the evaluation of the proposals and pricing, the Library Technical Services staff rated Library Associates, Rockville, Maryland, the highest responsible vendor and its proposal meets College requirements. The total estimated annual expenditure is \$175,000, depending upon the actual needs and the annual library materials inventory.

RECOMMENDATIONS

It is recommended that the Board of Trustees award a contract for the outsourcing of library cataloging, processing, and maintenance services to Library Associates, Rockville, Maryland, for a five-year term, beginning July 1, 2005, for an annual estimated expenditure of \$175,000, depending upon the actual needs and the annual library materials inventory. It is further recommended that the contract be renewed for four additional one-year terms under the same contract terms and conditions, if service is satisfactory, funds are available, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution  
Bid Summary  
Bidders List

RESOURCE PERSONS

Ms. Duggan  
Mr. Leurig  
Ms. Mehok  
Ms. Wormack

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

Resolution Number: **05-33**  
Adopted on: 4/18/05

Agenda Item Number: \_\_\_\_\_  
April 18, 2005

**Subject: Award of Contract, Library Cataloging, Processing,  
and Maintenance Services, Bid No. 505-015**

WHEREAS, the Chief Information Officer has requested a contract award for the purchase of outsourcing of library cataloging, processing, and maintenance services, as the current contract expires on June 30, 2005; and

WHEREAS, Library Technical Services Operations is responsible for the efficient cataloging of library materials, which is critical for students' ability to access reference information and materials in a timely manner and meet their academic objectives and project deadlines; and

WHEREAS, the Director of Procurement certifies that specifications were developed by appropriate College staff; and the Chief Business Officer certifies that funds have been requested in the FY2006 Operating Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311, invitations to bid were publicly advertised in a local County newspaper on February 9, 2005, and on College, County, and State procurement websites; mailed to 12 vendors and downloaded from the College website by 17 vendors; a pre-proposal conference was held on February 16, 2005, attended by six vendors; six responses were received, including two no bids and one bid deemed nonresponsive, publicly opened, read aloud, and recorded, beginning at 3:00 p.m. on March 2, 2005; and

WHEREAS, the responses were reviewed and evaluated by a committee consisting of the Library Technical Services staff and upon evaluation it was determined that the highest evaluated proposal in consideration of both technical and price merit submitted by Library Associates, Rockville, Maryland, meets all College requirements and is therefore the highest evaluated responsible bid; and

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

Resolved, That a contract to purchase library cataloging, processing, and maintenance services be awarded to Library Associates, Rockville, Maryland, for a five-year term beginning July 1, 2005, for a total annual expenditure of \$175,000, depending upon actual need and library inventory; and be it further

Resolved, That the contract be renewed for four one-year terms under the same terms and conditions, provided service is satisfactory, funding is available, and it is in the best interest of the College.

CRN:abg

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

Agenda Item Number: \_\_\_\_\_  
April 18, 2005

**AMENDMENT TO AWARD OF CONTRACT, FACULTY, STAFF, AND STUDENT HELP  
DESK OPERATIONS AND SUPPORT OF COLLEGE COMPUTER EQUIPMENT AND  
PROJECT ENGINEER SERVICES, BID NO. 503-018**

**BACKGROUND**

The Board, at its July 2003 meeting, approved a contract award for help desk operations to faculty and staff, planning, reporting and dispatch services for repairs to College computer technology for a five-year term totaling \$4,400,000 (Board Resolution #03-51). In July 2004, the Chief Information Officer requested and the Board approved an amendment to that contract on a one-year trial basis to allow contracted staff to provide help desk support for credit and non-credit students with Banner applications, registration, and other online applications (Board Resolution #04-98). This trial basis provided Information Technology and Enrollment Management an opportunity to develop a strategic plan and monitor services to ensure responsiveness to students.

The Chief Information Officer has requested continuation of the service provision for the remainder of the contract term. Digital Service Corporation has performed satisfactorily under the contract and will continue to provide services to students under its current contract for faculty and staff help desk support. Staff has determined that the price for the additional support is fair and reasonable. The annual amount of the services will be \$240,000, bringing the total contract value from \$4,400,000 to \$5,120,000 through June 30, 2008.

The College's Response Center, managed by the Office of Enrollment Management, and the Customer Service Center, managed by the Office of Workforce Development and Continuing Education, will continue to provide assistance to students by disseminating general College information and referrals for specific programs.

**RECOMMENDATION**

It is recommended that the Board of Trustees amend the contract to continue providing student help desk operations and support of College computer technology to Digital Support Corporation, Chantilly, Virginia, beginning July 1, 2005, for an annual amount of \$240,000, under the same terms and conditions, and at the sole discretion of the College, provided that service is satisfactory, the need continues, and it is in the best interest of the College.

**BACK-UP INFORMATION**

Board Resolution  
Board Resolutions #03-51 and #04-98

**RESOURCE PERSONS**

Ms. Custer      Mr. Leurig      Ms. Wormack  
Ms. Duggan      Mr. Moore

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

Resolution Number: **05-34**  
Adopted on: 4/18/05

Agenda Item Number: \_\_\_\_\_  
April 18, 2005

**Subject: Amendment to Award of Contract, Faculty,  
Staff, and Student Help Desk Operations and  
Support of College Computer Equipment and  
Project Engineer Services, Bid No. 503-018**

WHEREAS, at its June 16, 2003 meeting, the Board of Trustees awarded a contract for help desk operations and support of College computer equipment and project engineer services to Digital Support Corporation for a five-year term, totaling \$4,400,000 (Board Resolution #03-51); and

WHEREAS, at its July 14, 2004 meeting, the Board of Trustees awarded an amendment of the contract to allow contracted staff to provide help desk support services to credit and non-credit students on a one-year trial basis (Board Resolution #04-98); and

WHEREAS, the Chief Information Officer has reviewed the services to students and recommends that the contract with Digital Support Corporation be amended for the purchase of additional contracted staff to provide technical support to students for Banner applications, registration, and other online applications for the remainder of the contract; and

WHEREAS, the College Response Center, managed by the Office of Enrollment Management, and the Customer Service Center, managed by the Office of Workforce Development and Continuing Education, will continue to provide all other assistance to students; and

WHEREAS, the Director of Procurement recommends continuation of these services based on the satisfactory performance and ability of the contractor to support the College needs; and the Chief Business Officer certifies that the funds have been requested in the FY2006 Operating Budget; and

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

Resolved, That the contract award be continued for the purchase of student help desk support for Banner applications, registration, and other online applications for the remainder of the contract beginning July 2005 for an annual amount of \$240,000; and be it further

Resolved, That all other terms and conditions of Board Resolution #03-51 remain unchanged.

CRN:abg

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

Agenda Item Number: \_\_\_\_\_  
April 18, 2005

**APPROVAL OF CHANGE ORDER FOR SECURITY SYSTEM EQUIPMENT UPGRADE  
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 (SSC) on the Takoma Park Campus. The contract for providing building security systems was awarded to Norment Security Group, Inc., of Hanover, Maryland, in the amount of \$512,000.

An evaluation of the security equipment and design for the Student Services Center, as part of an overall collegewide system evaluation, identified a need to upgrade the digital video recording devices used in the design of the SSC system. These devices have more recently become available and provide significantly improved, continuous footage, and real time image quality with reduced storage requirements. The Norment Security Group price proposal for this change request totals \$65,385.00. 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 \$65,385.00 to Norment Security Group, Inc., Hanover, 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: **05-35**  
Adopted on: 4/18/05

Agenda Item Number: \_\_\_\_\_  
April 18, 2005

**Subject: Approval of Change Order for Security System  
Equipment Upgrade, Student Services Center,  
Takoma Park Campus**

WHEREAS, on May 21, 2004, by Board Resolution #04-51, the Board of Trustees awarded a contract for \$512,000 for a building security system for the Student Services Center at the Takoma Park Campus to Norment Security Group, Inc., Hanover, Maryland; and

WHEREAS, at the College's request, Norment Security Group, Inc. submitted a change order proposal for upgrading certain building security system components 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 Norment Security Group, Inc. with regard to the fee for the additional work; and

WHEREAS, the Chief Facilities Officer recommends approval of a change order totaling \$65,385 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 Norment Security Group, Inc., Hanover, Maryland, for additional work associated with the Takoma Park Campus Student Services Center Project in the amount of \$65,385.00; and be it further

Resolved, That the President is authorized to sign this change order with Norment Security Group, Inc. on behalf of the Board of Trustees.

CRN:abg

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

Agenda Item Number: \_\_\_\_\_  
April 18, 2005

**SOLE SOURCE AWARD OF CONTRACT, COMPUTER INFORMATION SYSTEM  
TECHNICAL CONSULTING, PROGRAMMING, AND SUPPORT SERVICES**

BACKGROUND

The Chief Information Officer has requested a contract award for technical consulting, programming, and support services for licensed SunGard SCT (formerly SCT, Inc.) products, on a sole source basis. In June 1997, the Board approved an award of contract to SunGard SCT for the purchase of the College's computer information system that includes software applications for Student Records, Finance, Procurement, Budget, Financial Aid, Human Resources, Grants, and Alumni, in an effort to resolve issues relating to continuing support of applications and Year 2000 compliance (Board Resolution #97-93). In July 2000, the Board approved an award of contract to SunGard SCT for technical consulting, programming, and support services and the purchase of Web-based products (Board Resolution #00-125). The contract term for technical consulting and programming services will expire on June 30, 2005.

SunGard SCT maintains system currency, upcoming and critical modifications, and enhancements to the system, saving the College training expenses. SunGard SCT will provide four full-time consultants for functional and technical consulting, programming, and support services for projects such as Banner Student credit/degree and non-credit continuing education programs and other related products. The consultants are experienced in College functional system requirements and a valued strategic partner in the growth and success of the College's technology initiatives in support of student success. Additional consultant services, such as support for Engagement Management, Project Management, Oracle Database Administrator, and other technical services may be utilized by the College as necessary. The consultants will also provide committed service hours for Banner upgrades and related SCT software installation and testing and other projects such as the Banner Identification Replacement project.

Based on the proprietary nature of the computer information system suite and products, no other vendor can provide the technical consulting, programming, and support services. The contract term is a five-year term beginning July 2005 for a not to exceed amount of \$7,263,615 including expenses. Annual reviews of the vendor's performance will be conducted to ensure satisfactory delivery of services and cost containment.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve an award of contract for continued technical consulting, programming, and support services to SunGard SCT, Malvern, Pennsylvania, for a five-year term, beginning July 2005, for a total not to exceed amount of \$7,263,615 including expenses, of which \$1,178,800 will be expended in FY2006, subject to annual reviews to ensure satisfactory delivery of services and cost containment.

BACK-UP INFORMATION

Board Resolution

## RESOURCE PERSONS

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

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

Resolution Number: **05-36**  
Adopted on: 4/18/05

Agenda Item Number: \_\_\_\_\_  
April 18, 2005

**Subject: Sole Source Award of Contract, Computer Information System Technical Consulting, Programming, and Support Services**

WHEREAS, at its June 1997 meeting, the Board of Trustees approved an award of contract for the purchase of the computer information system software suite to SunGard SCT (formerly SCT, Inc.), Malvern, Pennsylvania (Board Resolution #97-93); and

WHEREAS, in July 2000, the Board approved an award of contract for computer information software support for functional technical consulting, programming, and support services of the licensed products purchased from SunGard SCT, Inc., for one five-year term beginning July 1, 2000, on a sole source basis (Board Resolution #00-125); and

WHEREAS, the Chief Information Officer has requested a new contract for the purchase of continued technical consulting, programming, and support services from SunGard SCT, on a sole source basis; and

WHEREAS, the Director of Procurement certifies that a sole source contract award is justified since the computer information system is proprietary and no other vendor is authorized to modify or maintain the Banner integrated software system; and the Chief Business Officer certifies that funds have been requested in the FY2006 Operating Budget; and

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

Resolved, That a contract be awarded for the purchase of technical consulting, programming, and support services to SunGard, SCT, Inc., Malvern, Pennsylvania, on a sole source basis, for a five-year term beginning July 1, 2005, for a total commitment of \$7,263,615 including expenses, of which \$1,178,800 will be expended in FY2006, subject to annual reviews to ensure satisfactory delivery of services and cost containment.

CRN:abg

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

Agenda Item Number: \_\_\_\_\_  
April 18, 2005

**SETTING TUITION RATE PER CREDIT HOUR**

BACKGROUND

The Board of Trustees adopted the College's FY2006 Operating Budget for submission to the County on January 18, 2005. After reviewing the budget situation -- as well as the existing and planned tuition and fee rates at area colleges and universities, and past tuition and fee rate increases at Montgomery College -- the Board of Trustees has concluded that an increase of \$4/\$8/\$12 in tuition is necessary effective with the fall 2005 semester. This is an increase of 4.5% for the in-County tuition rate.

RECOMMENDATION

It is recommended that the Board of Trustees increase the cost of tuition per credit hour by \$4/\$8/\$12 beginning with the fall 2005 semester for in-County, in-State, and out-of-State students, respectively, bringing the tuition per credit hour rates to \$93/\$191/\$257.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Campbell  
Ms. Dimon

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

Resolution Number: **05-37**  
Adopted on: 4/18/05

Agenda Item Number: \_\_\_\_\_  
April 18, 2005

**Subject: Setting Tuition Rate Per Credit Hour**

WHEREAS, the Board of Trustees adopted the FY2006 Operating Budget on January 18, 2005; and

WHEREAS, this budget is a same service level request that includes only new items related to salary improvement, enrollment growth, maintenance, the new Takoma Park Student Service Center and inflation; and

WHEREAS, the proposed tuition increase that has been developed by the Board of Trustees is consistent with what other higher education institutions in Maryland are planning to do; and

WHEREAS, even with this tuition increase there is still a large gap between needs and available resources; and

WHEREAS, the Board of Trustees has a deep commitment to keeping Montgomery College affordable to its students; now therefore be it

Resolved, That the Board of Trustees adopts tuition rate increases of \$4/\$8/\$12 per credit hour for in-County, in-State, and out-of-State students respectively, effective beginning with the fall 2005 semester; this resolve establishes the tuition rates at \$93/\$191/\$257, for in-County, in-State, and out-of-State residents, respectively.

CRN:abg