

# MONTGOMERY COLLEGE BOARD OF TRUSTEES

## RECORD OF RESOLUTIONS September 19, 2005 Board Meeting

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# MONTGOMERY COLLEGE BOARD OF TRUSTEES

## RECORD OF RESOLUTIONS September 19, 2005 Board Meeting

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

Resolution Number: **05-79**  
Adopted on: 09/19/05

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**Subject: Tribute to Mrs. Glenice Davenport**

WHEREAS, the death on July 4, 2005 of Mrs. Glenice Davenport, a longtime employee for more than thirty-two years in the Office of Procurement, has deeply saddened the College community; and

WHEREAS, during her years of service to the College, Mrs. Davenport demonstrated her commitment to the College and contributed significantly to its mission in the professional execution of her duties; and

WHEREAS, Mrs. Davenport was a dedicated member of the Office of Procurement, Central Stores area, who strengthened its operational efficiencies and performed her duties with pride; and

WHEREAS, Mrs. Davenport served the College as the primary contact for obtaining general office supplies for collegewide distribution; and

WHEREAS, throughout her College tenure, Mrs. Davenport possessed and shared a considerable knowledge of her job and maintained an extensive stores inventory in support of the needs of students, faculty, and staff; and

WHEREAS, Mrs. Davenport went above and beyond her regular duties to help employees and vendors by providing training, assistance, and resources for the timely ordering and delivery of supplies; and

WHEREAS, she played a significant role assisting and supporting many faculty and staff who relied on Central Stores to carry out their responsibilities; and

WHEREAS, Mrs. Davenport was instrumental in assisting the College transition from a manual ordering process to an online ordering system which improved services to the College; and

WHEREAS, Mrs. Davenport had many friends in the College community; and

WHEREAS, she positively represented the College externally in maintaining excellent business relationships with longstanding contract vendors and other suppliers; 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 Mrs. Glenice Davenport and extend their deepest sympathy to her family members and friends; 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 Mrs. Glenice Davenport.

CRN:abg

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

Resolution Number: **05-80**  
Adopted on: 09/19/05

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**Subject: Tribute to and Award of Bronze Medallion and  
Emeritus Status Posthumously to Professor Stuart Brosseit**

WHEREAS, the death on June 4, 2005, of Professor Stuart Brosseit, Counselor in Student Development at the Rockville Campus, has deeply saddened and left a void with his colleagues and friends at Montgomery College; and

WHEREAS, since 1967 Professor Brosseit devoted thirty-eight years of distinguished service to the College; and

WHEREAS, Professor Brosseit performed his duties in the Counseling Department with enthusiasm and dedication, and he played a significant role in the success of many students by bringing out the best in them by always doing his best; and

WHEREAS, during his long tenure at Montgomery College, Professor Brosseit served as Coordinator of Counseling, Assistant Director of Admissions, Foreign Student Coordinator, and as a member of the Instructional Television (ITV) Advisory Board; and

WHEREAS, Professor Brosseit also served on the collegewide Technology Committee, and as the College's liaison to the Maryland State Department of Military Affairs, the Maryland National Guard, and Bethesda/Chevy Chase High School as part of counseling outreach efforts; and

WHEREAS, he deftly handled campus assignments to support students and faculty, including serving as coordinator for the Area II High School Liaison Program, and completing a three-year stint as the Counseling department's computer coordinator; and

WHEREAS, Professor Brosseit's professional associations included memberships in the American Personnel and Guidance Association and the National Association of Student Personnel Administrators; and

WHEREAS, his integrity, vision, and yeoman contributions in developing curricula for Student Development courses enhanced student competency and success; and

WHEREAS, he was a dynamic, inspirational, and energetic teacher, mentor, and friend who cared deeply about his students and colleagues and who generously shared his skills and talents; and

WHEREAS, he was passionate about his profession and devoted to the mission of the College and to the support of its students, faculty, and staff; and

WHEREAS, his untimely death represents a profound loss for students, faculty, staff, and friends at Montgomery College; and

WHEREAS, Professor Brosseit has provided truly distinguished service and has consistently performed in an exemplary manner; and

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; 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 appreciation to the family of Professor Stuart Brosseit and extend their deepest sympathy to his family members, friends, and colleagues; and be it further

Resolved, That Professor Stuart Brosseit is awarded posthumously the Bronze 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 Stuart Brosseit be 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 be presented to the family of Professor Stuart Brosseit.

CRN:abg

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

Resolution Number: **05-81**  
Adopted on: 09/19/05

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**Subject: Award of Silver Medallion and Recognition of  
Retirement of Professor Helen Youth**

WHEREAS, Professor Helen Youth has provided exemplary and distinguished service to Montgomery College's faculty, to the Computer Applications Department, to Montgomery College, and to the greater community for twenty-nine years and retired on June 30, 2005; and

WHEREAS, Professor Youth has served as adjunct faculty, faculty, and as an administrator; and

WHEREAS, Professor Youth initiated the creation and development of the College's Center for Teaching and Learning (CTL), which currently serves Montgomery College faculty's instructional professional development needs, and served as its director for twelve years; and

WHEREAS, Professor Youth has served as an innovator in teaching faculty to use technology and in facilitating the introduction and development of technology in the classrooms by developing 12 new Computer Applications courses and being the first faculty member to teach a course in Windows, desktop publishing, multimedia, Internet and Web page construction; and

WHEREAS, she has published multiple textbooks for use in the field of Computer Applications; and

WHEREAS, Professor Youth has pioneered the development and use of distance learning using the Web by being one of the first Montgomery College instructors to deliver Web-based distance learning courses; and

WHEREAS, Professor Youth has mentored faculty and other employees--inspiring them to be the best they can be--by teaching by example and by being the coordinator of the Computer Applications Department; and

WHEREAS, Professor Youth served the Montgomery College community by acting as administrator in an Instructional Dean's role and Distance Learning administrator for two years; and

WHEREAS, Professor Youth has served not only the College but also the Montgomery County community by producing and hosting more than 100 Center for Teaching and Learning television programs for Montgomery College Cable TV featuring outstanding Montgomery College faculty and members of the community; and

WHEREAS, she made Montgomery College's CTL programs including Super Saturday available to Montgomery County Public School teachers; and

WHEREAS, Professor Youth has worked successfully to facilitate cooperation among many of the College's resources as the College moved to incorporate new changes in pedagogy and technology; and

WHEREAS, Professor Youth served the College in the governance capacity by acting as chair of the Rockville Campus Faculty Council for two years and as vice-chair of the Faculty Congress (the forerunner of the Academic Assembly) for two years; and

WHEREAS, Professor Youth advocated successfully for the creation of an annual retirement event for faculty and staff and assisted with its implementation; and

WHEREAS, Professor Youth tirelessly advocated for part-time faculty enrichment and recognition and initiated the part-time faculty fellowship program and end-of-year recognition events for part-time faculty; and

WHEREAS, Professor Youth was awarded two Outstanding Faculty Service Awards from Montgomery College, recognition awards from the Maryland Association for Higher Education (MAHE) and the National Institute for Staff and Organizational Development (NISOD), and most recently an award for Innovation and Excellence in Teaching and Learning in 2004, and an award as an Exemplary Leader by the Chair Academy in 2005; 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, for these reasons, the Director of Distance Learning and Academic Innovation, 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 Helen Youth 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 Helen Youth 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 Helen Youth be awarded the Silver Medallion in recognition of her outstanding 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 Professor Helen Youth 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 Professor Helen Youth.

CRN:abg

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

Resolution Number: **05-82**  
Adopted on: 09/19/05

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**Subject: Award of Silver Medallion and Recognition of  
Retirement of Professor Rowland New**

WHEREAS, Professor Rowland New retired from the College as of June 30, 2005, after thirty-five years of distinguished service; and

WHEREAS, Professor New has been an inspiring and supportive counselor and teacher in student development courses for the College's diverse student body; and

WHEREAS, Professor New has been a two-time recipient of the Montgomery College Outstanding Faculty Award; and

WHEREAS, Professor New has served as the Interim Dean of Student Development at the Rockville Campus; and

WHEREAS, Professor New has served as chair of the Rockville Campus Faculty Council; and

WHEREAS, Professor New has served as department chair of the Counseling Department on the Rockville Campus for more than nine years; and

WHEREAS, Professor New has served as coordinator of advising at the Rockville Campus and chair of the collegewide Advising Committee; and

WHEREAS, Professor New has served as coordinator for the publication of the DS104 (Seminar for International Students) Manual as well as served as the chief editor; and

WHEREAS, Professor New has served as advisor for the Paul Vance and Progress Club Scholars; and

WHEREAS, Professor New has served as co-leader of the Council for the 21<sup>st</sup> Century Conference, as a member of the President's Advisory Council, and as a member of the Blue Ribbon Committee; and

WHEREAS, Professor New has also served with dedication and distinction as a member of the collegewide Faculty Issues Committee, and as chair and member of the Academic Occasions Committee and numerous faculty and staff hiring committees; and

WHEREAS, Professor New has maintained professional accreditations as a National Certified Counselor, and a Certified Professional Counselor, Maryland; and

WHEREAS, Professor New has been active in professional organizations, maintaining his own currency, bringing new ideas to his colleagues, and representing Montgomery College in national, regional, and local associations, including Maryland Career Development Association, American Counseling Association, Maryland Association of Counseling and Development, and the National Career Development Association; and

WHEREAS, Professor New brought recognition to himself, his discipline, and to the College by serving as treasurer of the Maryland Career Development Association and by presenting papers and conducting workshops at conferences; and

WHEREAS, Professor New has been beloved by both students and colleagues for his student focus, tireless commitment to teaching, collegiality, sound judgment, and humorous attitude; and

WHEREAS, Professor New has provided truly distinguished service and has consistently performed in an exemplary manner; 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/emerita 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 Dean of Student Development, 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 Rowland New 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 Rowland New 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 Rowland New 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 Rowland New 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 be presented to Professor Rowland New.

CRN:abg

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

Resolution Number: **05-83**  
Adopted on: 09/19/05

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**Subject: Retirement of Mrs. Eleanor Maffeo**

WHEREAS, Mrs. Eleanor Maffeo has served Montgomery College with dedication and distinction for 19 years and retired from the College as of January 1, 2005; and

WHEREAS, in her latest capacity as Academic Computer Lab Supervisor (2003 -2005), Mrs. Maffeo contributed significantly to the development of the College through her organizational skills, team spirit, technical knowledge, resourcefulness, and willingness to assist students, faculty, and staff, in ways above and beyond her assigned roles; and

WHEREAS, throughout her College career Mrs. Maffeo projected a professional, positive, and service-oriented image; demonstrated outstanding leadership and effective problem-solving and decision-making skills; and

WHEREAS, she provided staff training in the areas of leadership, motivation, customer service, teamwork, and problem solving that contributed greatly to the Office of Information Technology Customer Service initiative; and

WHEREAS, Mrs. Maffeo assumed a primary role within Instructional Technology to provide college leadership for the Job Skills Enhancement Program; and

WHEREAS, through her demonstrated initiative, mentoring skills, and coaching and counseling skills she helped program participants to be better prepared to go back into the work force; and

WHEREAS, Mrs. Maffeo served on the New Student Orientation Committee and contributed significantly to enhancing students' perception of college and their experience during their first week of classes; and

WHEREAS, Mrs. Maffeo in her role as supervisor of Instructional Technology – Rockville, staff and student aides directly mentored more than 400 student aides and has given these students valuable knowledge and experiences that will be beneficial to them in their professional lives after leaving the College; and

WHEREAS, Mrs. Maffeo earned and maintained the professional respect of her peers through her tireless work efforts and ethics; positive can-do attitude; and honest, generous, inclusive, and nurturing spirit; and

WHEREAS, Mrs. Maffeo received a Special Recognition Award in 1993 for her excellent relationship with students, ability and example she demonstrated in motivating team members, the good judgment, devotion, leadership, and relationship she demonstrated with students, peers, and supervisors, and her devotion to duty and loyalty; and

WHEREAS, throughout her career, she served on several campus and collegewide committees and was recognized in 1992 and 1996 by her supervisors and peers as Employee of the Month; and

WHEREAS, she willingly provided extra effort and time outside of normal working hours to ensure her responsibilities were carried out effectively and with clarity for the instructors and the students using computer technology on the Rockville Campus; and

WHEREAS, in the areas of communications and public relations, Mrs. Maffeo supported multiple unit projects through research, coordination, and participated beyond the scope of assignments; and

WHEREAS, in her earliest capacity as an Instructional Assistant (1986 – 1999), Mrs. Maffeo was considered an essential member of the Academic Computing Team and received numerous accolades from faculty, staff, and administrators; and

WHEREAS, her commitment to her work was evidenced in the efficient manner in which she carried out her duties, as reflected in the consistently outstanding high ratings on her performance evaluations, and complimentary letters received from faculty members, students, and student assistants; and

WHEREAS, the President of the College recommends this public recognition of Mrs. Eleanor Maffeo on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mrs. Eleanor Maffeo for her valuable contributions and service to the College, and also extend to her their best wishes for many happy and productive retirement years; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Mrs. Eleanor Maffeo.

CRN:abg

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

Resolution Number: **05-84**  
Adopted on: 09/19/05

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**Subject: Retirement of Ms. Janet W. Dyson**

WHEREAS, Ms. Janet W. Dyson has served Montgomery College with dedication for nearly 38 years;  
and

WHEREAS, she began at the College in the Office of Data Systems on August 14, 1967 and transferred to the Office of Admissions, Records and Registration on June 5, 1989; and

WHEREAS, she was promoted to Scheduling Supervisor on September 30, 1989; and

WHEREAS, she was appointed on September 15, 1997, to lead the Student Module Team of the Banner Implementation Project, as well as coordinate its following implementation; and

WHEREAS, Ms. Dyson was recognized with Outstanding Service Awards in March, 1990 and June, 1997;  
and

WHEREAS, she was recognized with Special Recognition Awards in September, 1994 and February, 2001; and

WHEREAS, Ms. Dyson's efforts and results in all of her roles have constantly been complimented by faculty and staff; and

WHEREAS, she supported the efforts of the SAGE (Students After Growing Enrichment) tutoring efforts for several years; and

WHEREAS, she was instrumental in the successful implementation of telephone registration; and

WHEREAS, Ms. Dyson was instrumental in the successful implementation of two student information systems, Computing Options Company (COCO) and Banner, and the subsequent maintenance of each;  
and

WHEREAS, the President of the College recommends this public recognition of Ms. Janet Dyson on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Janet W. Dyson for her service to the College, and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and a copy be presented to Ms. Janet W. Dyson.

CRN:abg

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

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**PERSONNEL ACTIONS CONFIRMATION REPORTS**

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 reports.

BACK-UP INFORMATION

Board Resolution  
Personnel Actions Confirmation Reports

RESOURCE PERSONS

Ms. Lawyer

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

Resolution Number: **05-85**  
Adopted on: 09/19/05

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**Subject: Personnel Actions Confirmation Reports**

WHEREAS, by State Law the Board of Trustees has the authority and responsibility for appointments to the College; and

WHEREAS, the attached summaries indicate related personnel actions taken by the College during the period from and including June 1, 2005, to and including August 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 reports and confirms the action of the President.

Attachments

CRN:abg

MONTGOMERY COLLEGE

SUMMARY OF PERSONNEL ACTIONS

From and Including June 1, 2005, to and Including June 30, 2005

**STAFF**

**STAFF EMPLOYMENTS**

Effective Date	Name	Position Title	Grade	Location
6/27/05	Cunningham, Eduardo M	Acad Comp Lab Supr	K	Academic Computing Team
6/27/05	Doye, Roxanne	Library Assistant/PT	F	IT Learning Center Admin RV
6/27/05	Ho, Sheng Z	Blg Service Worker	A	Facilities Maintenance RV
6/27/05	Mengistu, Alemitu A	Accts Payable Tech	F	Finance Accounts Payable
6/27/05	Philbin, Mary L	Administrative Aide	F	Information Technology GT
6/27/05	Pierre, Lisa T	Customer Serv Asst	F	WD & CE
6/27/05	Robinson, Jan E	Blg Service Worker/PT	A	Facilities Maintenance RV
6/13/05	Sookoo, Shastrri	Electrician	H	Facilities Operations TP
6/27/05	Tchen, Jane S	Admiss & Reg Asst	F	Admissions & Records GT
6/13/05	Vo, Lai T	Blg Service Worker	A	Facilities Maintenance RV
6/13/05	Waldo, Garritt	Blg Service Worker	A	Facilities Maintenance TP

**STAFF SEPARATIONS**

6/09/05	Curran, Geraldine M <sup>1</sup>	Instructional Asst PT	G	Writing Center RV
6/30/05	Dyson, Janet W <sup>1</sup>	Student Info System Spec	K	Admissions & Records RV
6/24/05	Edwards, Francis L	Info Tech Security Mgr	M	Office of Info Tech
6/09/05	Kwolek, Cathleen B	Info & Referral Spec	G	Admissions & Records RV
6/24/05	Mency, Yvonne A	Information Systems Mgr	M	Office of Info Tech
6/10/05	Mitchell, Bridgette S	Data Applications Tech	E	WD & CE
6/30/05	Prather, Geraldine <sup>1</sup>	Network Services Spec	H	Information Technology TP
6/24/05	Rogers, James E	Blg Service Worker	A	Facilities Maintenance TP
6/30/05	Tusa, Frank <sup>1</sup>	Dir of Policy Development	P	Office of Info Tech
6/30/05	Wright, Sandra W <sup>1</sup>	Admin Mgr Off of the Pres	K	Office of the President
6/30/05	Youth, Helen <sup>1</sup>	Director of the CTL	P	Distance Learning G

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	4	0	2	0	7
Male	0	1	1	2	0	4
<b>TOTAL</b>	1	5	1	4	0	11

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	4	4	0	0	0	8
Male	2	1	0	0	0	3

<sup>1</sup> Retirement

TOTAL	6	5	0	0	0	11
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**FACULTY**

FACULTY EMPLOYMENTS: None

Effective Date	Name	Position Title	Location _____
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**FACULTY SEPARATIONS**

6/30/05	Bell, Ives A	Professor	GITE RV
6/04/05	Brosseit, Stuart <sup>2</sup>	Professor - N/T	Student Development RV
6/10/05	Sorrels, Chiquita C	Assistant Professor	WD & CE GT

FACULTY SEPARATIONS: Ethnicity and Gender

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

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<sup>2</sup> Deceased

MONTGOMERY COLLEGE

SUMMARY OF PERSONNEL ACTIONS  
From and Including July 1, 2005, to and Including July 31, 2005

**STAFF**

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
7/25/05	Becker, Joseph E	Bookstore Operations Asst	E	Aux Services Bookstore - RV
7/25/05	Bell, Thomas E	Gen Maintenance Wkr	C	Facilities Maintenance RV
7/11/05	Breakfield, Frances P	Project Coordinator	I	GITE RV
7/11/05	Carver, Mary E	Senior Admin Aide	G	Human Resources Office
7/25/05	Finlay, Jeffrey I	Grants Manager	L	VP Academic & Student Svcs
7/25/05	Jackson, Jason D	Receiving Clerk	D	Aux Services Bookstore - RV
7/11/05	Moore, Reggie	Mgr of Tech Training & Res	M	Human Resources Office
7/11/05	Reid-Nelson, Gillian A	Student Services Spec	J	Student Development GT

STAFF SEPARATIONS

7/05/05	Carvallo, Roberto M	Instructional Asst	G	Assessment Center RV
7/04/05	Davenport, Glenice K <sup>2</sup>	Supplies Clerk	F	Procurement Receiving Store R
7/31/05	Gibson, Brenda E	Marketing Spec	I	WD & CE
7/28/05	Hayduk, Paul A <sup>1</sup>	Career/Transfer Ctr Spec PT	H	Student Development TP
7/22/05	Kuruppu, Shyam R	Instructional Asst	H	Information Technology TP
7/07/05	Polvinale, Tammy S	Bookstore Manager	I	Aux Services Bookstore - RV
7/22/05	Raley, Marjorie A	Disability Svcs Coord	J	Student Development DSS RV
7/22/05	Warren, Vinita R	Instructional Asst	H	Applied Technologies RV
7/07/05	Zimmerelli, Lisa D	Learning Ctr Asst Dir	J	Humanities & Social Science

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	2	0	0	0	3
Male	4	1	0	0	0	5
TOTAL	5	3	0	0	0	8

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	4	2	0	0	0	6
Male	1	0	1	1	0	3
TOTAL	5	2	1	1	0	9

## FACULTY

FACULTY EMPLOYMENTS: None

**FACULTY SEPARATIONS: None**

<sup>2</sup> Deceased

<sup>1</sup> Retirement

MONTGOMERY COLLEGE

SUMMARY OF PERSONNEL ACTIONS

From and Including August 1, 2005, to and Including August 31, 2005

**STAFF**

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
8/22/05	Clark, Maria L	Student Life Spec/PT	I	Student Development GT
8/22/05	Dyer, Louise K	Office Asst/10 Mos	E	Humanities/Soc Sci/Educ GT
8/22/05	Eslami, Zainab	Instructional Asst/10 Mos/PT	G	Bus/Science/Math/Tech GT
8/08/05	Holmes, Alan L	Admiss & Reg Asst	E	Admissions & Records RV
8/22/05	Lehrer, Beverly S	Librarian	K	IT Learning Center Library TP
8/22/05	Murray, James T	Learning Ctr Asst Dir	J	Humanities & Social Science
8/08/05	Philbrick, Marlene	Senior Admin Aide	G	Institutional Advancement
8/22/05	Randolph, Sherry L	Office Asst	E	Read/ESL/Foreign Lang/Phil RV
8/08/05	Toruno, Mario E	Instructional Asst/12 Mos/PT	G	Humanities/Soc Sci/Educ GT
8/22/05	Whethers, Lashanna C	Mail & Duplicating Clerk	C	Facilities Mailroom RV

STAFF SEPARATIONS

8/31/05	Burke, James E <sup>2</sup>	VCT Electronic Tech	I	Visual Comm Technology RV
8/27/05	Ellison, John W	Blg Service Worker Lead	D	Facilities Maintenance GT
8/19/05	Hart, Lee A	IT Security Analyst	L	Office of Info Tech
8/10/05	Kilafwakun, Julida <sup>2</sup>	Administrative Aide	F	Business/Science/Math/Tech GT
8/26/05	Nguyen, Danny K	Blg Equip Mechanic	H	Facilities Operations - RV
8/20/05	Rim, Sang K <sup>1</sup>	Blg Service Worker	A	Facilities Maintenance TP
8/03/05	Williams, Aristeia T	Financial Aid Counselor	J	Financial Aid TP
8/12/05	Zelnik, David F	Bookstore Manager	H	Aux Services Bookstore - GT

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	6	2	0	0	0	8
Male	1	1	0	0	0	2
<b>TOTAL</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	1	0	1	0	3
Male	2	1	0	2	0	5
<b>TOTAL</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>8</b>

<sup>2</sup> Deceased  
<sup>1</sup> Retirement

## FACULTY

### FACULTY EMPLOYMENTS

Effective Date	Name	Position Title	Location _____
8/22/05	Abdullah, Daiyyah A	Associate Professor	English/Lit/Prof Writing RV
8/22/05	Anderson, Debra S	Assistant Professor	GITE RV
8/22/05	Baick, Brian S	Assistant Professor	Business & Econ
8/22/05	Balina, Charles M	Associate Professor	Applied Technologies RV
8/22/05	Barrie, Abdulai T	Professor	Business/Science/Math/Tech GT
8/22/05	Brenneman, Robert K	Assistant Professor	Chemistry RV
8/22/05	Brewer, Helen C	Assistant Professor - N/T	Student Development
8/22/05	Buckholz, Kimran E	Assistant Professor	Biology RV
8/22/05	Chase, Barbara J	Professor	Read/ESL/Foreign Lang/Phil RV
8/22/05	Coleman, Roger J	Associate Professor	Arts/Humanities/SocialSciences
8/22/05	Couch, Joseph D	Assistant Professor	Arts/Humanities/SocialSciences
8/22/05	Craig, Stephen P	Associate Professor	Business/Science/Math/Tech GT
8/22/05	Dayton, Kathleen M	Associate Professor	Health Sciences
8/22/05	Devlin, Christina M	Assistant Professor	Humanities/Soc Sci/Educ GT
8/22/05	Drain, Fabian O	Assistant Professor - N/T	Student Development
8/22/05	Duty, Paul E	Assistant Professor	Math RV
8/22/05	Fernandez, Elisa C	Assistant Professor	Health Sciences
8/22/05	Fuller, Jason L	Instructor	Nat/Appl Sci,Bus/Mgt,Info Sci
8/22/05	Galbavy, Renee J	Assistant Professor	Psychology
8/22/05	Goodgain, Tyra R	Associate Professor - N/T	Student Development GT
8/22/05	Gretz, John J	Professor	Education
8/22/05	Griffin, Sharon A	Assistant Professor	English/Lit/Prof Writing RV
8/22/05	He, Wendy	Associate Professor	Physics/Eng/Geoscience RV
8/22/05	Holloway, Johnny	Assistant Professor	History/Political Science RV
8/22/05	Holy, Connie K	Associate Professor	Read/ESL/Foreign Lang/Phil RV
8/22/05	Isaacs, Tami Y	Professor	Chemistry RV
8/22/05	King, Jacqueline A	Professor - N/T	Student Development TP
8/22/05	King, Karen S	Assistant Professor	Student Development
8/22/05	Koch, Jon Christopher	Assistant Professor	Visual Comm Technology RV
8/22/05	Levinson, Julie B	Associate Professor - N/T	Student Development
8/22/05	Macfoy, Cyrus A	Associate Professor	Nat/Appl Sci,Bus/Mgt,Info Sci
8/22/05	Mahaney, Ralph E	Professor	Nat/Appl Sci,Bus/Mgt,Info Sci
8/22/05	Marciano, Joseph W	Professor - N/T	Student Development TP
8/22/05	McCeney, Melissa K	Assistant Professor	Humanities/Soc Sci/Educ GT
8/22/05	Mori-Saunders, Takiko	Assistant Professor	Sociol/Anthr/Crim Justice RV
8/22/05	Peanort, Marcus E	Assistant Professor	Student Development
8/22/05	Reece, Sandra D	Assistant Professor	Health Sciences
8/22/05	Ridings, Elizabeth A	Assistant Professor	Health/Exercise/PE RV
8/22/05	Sewell, Deborah M	Professor	Arts/Humanities/SocialSciences
8/22/05	Shaw, Carrie D	Assistant Professor	Arts/Humanities/SocialSciences
8/22/05	Shvetsov, Vitaly S	Instructor	Nat/Appl Sci,Bus/Mgt,Info Sci
8/22/05	Silva, Miguel A	Associate Professor	Read/ESL/Foreign Lang/Phil RV
8/22/05	Smith, Alonzo N	Professor	History/Political Science RV

8/22/05	Smith, James L	Assistant Professor	Nat/Appl Sci,Bus/Mgt,Info Sci
8/22/05	Smith, Sean M	Assistant Professor	Humanities/Soc Sci/Educ GT
8/22/05	Street, Barry T	Assistant Professor	Health/Exercise/PE RV
8/22/05	Stumpf, Joseph A	Assistant Professor	History/Political Science RV
8/22/05	Szlyk, Marianne	Associate Professor	Read/ESL/Foreign Lang/Phil RV
8/22/05	Tah, Christiana P	Professor	Sociol/Anthr/Crim Justice RV
8/22/05	Tcherkassky, Pamela R	Assistant Professor	English/Lit/Prof Writing RV
8/22/05	Thomas, Katherine R	Assistant Professor	Biology RV
8/22/05	Trask, Alvin F	Assistant Professor	Music RV
8/22/05	Trehan, Amit	Assistant Professor	Nat/Appl Sci,Bus/Mgt,Info Sci
8/22/05	Wilmot, Marcia A	Instructor - N/T	Student Development TP

**FACULTY SEPARATIONS**

8/19/05	Bethea, Kimberly A	Assistant Professor	Business/Science/Math/Tech
8/19/05	Cartwright, Rebecca A	Assistant Professor	History/Political Science R
8/19/05	Jeffers, Phyllis M	Assistant Professor	English/Lit/Prof Writing RV
8/19/05	Schroeder, Carl N	Assistant Professor	Speech/Dance/Theatre RV
8/22/05	Somers, Marsha D	Associate Professor	Psychology

FACULTY EMPLOYMENTS: Ethnicity and Gender

	<b>White</b>	<b>Black</b>	<b>Hispanic</b>	<b>Asian</b>	<b>American Indian</b>	<b>TOTAL</b>
Female	18	7	1	2	0	28
Male	18	6	0	2	0	<b>26</b>
<b>TOTAL</b>	<b>36</b>	<b>13</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>54</b>

FACULTY SEPARATIONS: Ethnicity and Gender

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

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

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**AWARD OF CONTRACT  
EMERGENCY LIGHTING SYSTEM UPGRADE  
GUDELSKY INSTITUTE FOR TECHNICAL EDUCATION  
BID NO. 606-002**

**BACKGROUND**

This project replaces the existing 5.0 Kilowatt emergency lighting battery inverter system at the Gudelsky Institute for Technical Education with a 7.5 Kilowatt battery inverter system. The current emergency electrical load exceeds the capacity of the existing power source and must be increased to handle additional load. The emergency lighting load has increased due the addition of new exit lighting for two large laboratories, new exterior mounted building egress lighting, and the replacement of existing sconce-style interior emergency exit lighting with fluorescent lighting.

The project was advertised for bid on July 25, 2005. Bids were opened on August 9, 2005; one bid was received from Valid Electric Company, Inc. for \$119,000. The estimated cost of this project was \$95,000. Sufficient funds are available in the FY2006 Capital Budget Life Safety Systems project for this work. References were checked and positive responses were received.

**RECOMMENDATION**

It is recommended that an award of contract for \$119,000 be made to Valid Electric Company, Inc., Gaithersburg, Maryland, for the replacement of the emergency lighting system in the Gudelsky Institute for Technical Education on the Rockville Campus.

**BACK-UP INFORMATION**

Board Resolution  
Summary of Bids  
Bidders' List

**RESOURCE PERSONS**

Mr. Capp  
Ms. Wormack  
Mr. Moore

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

Resolution Number: **05-86**  
Adopted on: 09/19/05

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**Subject: Award of Contract, Emergency Lighting System**  
**Upgrade, Gudelsky Institute for Technical Education**

WHEREAS, the Chief Facilities Officer requests approval of a contract for upgrading the emergency lighting system in the Gudelsky Institute for Technical Education at the Rockville Campus; and

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

WHEREAS, pursuant to Md. (Educ.) Ann. Sec. 16-311, invitations to bid were publicly advertised on July 25, 2005, in the *Montgomery Journal*; listed by two (2) reporting agencies; and posted on the Montgomery College Procurement Web site, two State of Maryland Web sites, and the Montgomery County Web site; and

WHEREAS, Seventeen (17) firms received bid documents, and one (1) bid for this project was received in the Office of Procurement and was publicly opened, read aloud, and recorded beginning at 3:00 p.m. local time on August 9, 2005; and

WHEREAS, the bid of \$119,000 submitted by Valid Electric, Inc., Gaithersburg, Maryland, meets all College specifications and is therefore the responsive bid; and

WHEREAS, the Chief Business Officer certifies that funds are available in the FY2006 Capital Budget to enable the College to award the contract as recommended; and

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

Resolved, That a contract for providing all necessary materials, labor, equipment, and insurance to upgrade emergency lighting system at the Gudelsky Institute for Technical Education at the Rockville Campus be awarded to Valid Electric Company, Inc., Gaithersburg, Maryland, at the firm's bid price of \$119,000.

CRN:abg

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

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**EXTENSION OF AWARD OF CONTRACT, INSTRUCTIONAL FACILITIES SERVICES  
BID NO. 202-003**

**BACKGROUND**

In 2002, the Board of Trustees approved contract awards for instructional facilities services so that the Information Technology Institute could meet the demand for Microsoft networking administration courses by utilizing two off-campus, contractor-operated facilities. Courses are typically scheduled in six-week formats and carry three credits. The decision to conduct the courses off campus was prompted by space limitations at the College and by the lack of sufficient equipment and College technical staff support. Two facilities were selected for their proximity to the campuses. Proximity is important because students in the classes require support services typically offered only on the campuses, such as counseling, advising, registration, and bookstore services. Both contractor-operated facilities provide computer-equipped classrooms, technical support services, access to parking for students, and other College curricular requirements. The contracts with Attronica Computers Inc. and Computer Analytics, Inc. expired on June 30, 2005.

The Vice President for Workforce Development & Continuing Education has requested a one-year extension of both contracts to June 30, 2006. The Academic Area Review has recommended that the networking administration program be transferred back onto campus, thereby eliminating the need for off-campus instructional facilities. A transition period of one year is needed to implement this recommendation. Fees are charged which cover the use of space associated with these contracts. The agreement with Attronica Computers, Inc. is based on the use of fully equipped classrooms, at an amount not to exceed \$6,000 per course taught or an annual not to exceed amount of \$50,000. The agreement with Computer Analytics, Inc. is based on the use of fully equipped classrooms, at an amount not to exceed \$6,000 per course taught or an annual not to exceed amount of \$50,000. Both vendors have provided satisfactory services. As these contracts expired on June 30, 2005, retroactive approval to July 2005 is requested.

**RECOMMENDATION**

It is recommended that the Board of Trustees continue the award of contract for instructional facilities services to Attronica Computers, Inc., Gaithersburg, Maryland, for a sum of no more than \$6,000 per course, or a maximum of \$50,000 for one year, and to Computer Analytics, Inc., Silver Spring, Maryland, for a sum of no more than \$6,000 per course, or a maximum of \$50,000 for one year, beginning July 2005.

**BACK-UP INFORMATION**

Board Resolution

**RESOURCE PERSONS:** Mr. Moore Mr. Payne Mr. Sorrell Ms. Wormack

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

Resolution Number: **05-87**  
Adopted on: 09/19/05

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**Subject: Extension of Award of Contract,  
Instructional Facilities Services, Bid No. 202-003**

WHEREAS, in 2002, the Board of Trustees approved awards of contract for off-campus instructional facilities services in support of networking administration programs to Attronica Computers, Inc., Gaithersburg, Maryland, and Computer Analytics, Inc., Silver Spring, Maryland; both contracts expired on June 30, 2005; and

WHEREAS, at the recommendation of the Academic Area Review and in support of student learning, the Vice President for Workforce Development & Continuing Education has requested an extension of these contract awards for one year to allow for a transition period as the campuses will be equipped to provide those instructional courses by June 2006; and

WHEREAS, the Procurement Director affirms that the sole source request is affirmed since the best interest of the College would be served, there would be no further advantage to re-bidding these services, and both vendors meet College needs; and the Chief Business Officer certifies that funds are available in the FY2006 Workforce Development & Continuing Education Budget; and

WHEREAS, sole source procurement contracts valued above \$25,000 require Board approval and 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 for instructional facilities services be awarded to Attronica Computers, Inc., Gaithersburg, Maryland, beginning July 2005, for an amount not to exceed \$6,000 per course, or an annual maximum of \$50,000; and be it further

Resolved, That a contract for instructional facilities services be awarded to Computer Analytics, Inc., Silver Spring, Maryland, beginning July 2005, for an amount not to exceed \$6,000 per course, or an annual maximum of \$50,000.

CRN:abg

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

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**SOLE SOURCE AWARD OF CONTRACT  
ENERGY MANAGEMENT SYSTEMS  
MAINTENANCE SERVICES, GERMANTOWN CAMPUS**

BACKGROUND

In past years, annual contracts valued at less than \$25,000 have been awarded to Siemens Building Technologies, Inc. for the maintenance service of energy management systems installed on the Germantown Campus. The current contract expired on June 30, 2005. The service provided through this contract has been outstanding and has materially contributed to improved classroom and office environments on the Campus. The Siemens system is a proprietary product and has been installed in all Germantown Campus buildings. Since the contract expired, the College requested a proposal from Siemens to provide like service for all installed equipment at the Germantown Campus, beginning July 1, 2005, for a twelve month period. Because of increases in the cost of labor and materials, the proposal exceeded \$25,000. The contract services include software updates, documentation updates, graphics creation, graphics backup, software consultation, online troubleshooting, operation support, system preventative maintenance, and component replacement. Emergency response on campus will be provided within four hours.

RECOMMENDATION

It is recommended that the contract award for maintenance of Siemens energy management systems on the Germantown Campus be awarded to Siemens Building Technologies, Inc., Beltsville, Maryland, on a sole source basis, for an amount of \$26,652 for a one-year period beginning July 1, 2005 and ending June 30, 2006, provided funds are available, service is satisfactory, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

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

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

Resolution Number: **05-88**  
Adopted on: 09/19/05

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**Subject: Sole Source Award of Contract, Energy Management  
System Maintenance Services, Germantown Campus**

WHEREAS, the Director, Physical Plant, Germantown Campus, requests approval of a contract for continued energy management system maintenance services at the Germantown Campus, on a sole source basis; and

WHEREAS, the Director of Procurement affirms that the sole source is justified since no other vendor can perform these services due to the systems proprietary nature; and

WHEREAS, the Chief Business Officer certifies that funds are available in the FY2006 Operating Budget to enable the College to award the contract as recommended; 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 for energy management system maintenance services be awarded to Siemens Building Technologies, Inc., Beltsville, Maryland, for a price of \$ 26,652.

CRN:abg

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

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**SOLE SOURCE AWARD OF CONTRACTS  
DOCUMENT IMAGING AND MANAGEMENT SYSTEM  
AND WEB CONTENT MANAGEMENT SOFTWARE LICENSES AND SERVICES**

BACKGROUND

The Chief Information Officer has requested contract awards for the purchase of imaging and document management as well as Web content management software and services, on a sole source basis. Both products must integrate seamlessly with the College's enterprise computer system, known as SCT Banner.

The College Offices of Finance, Human Resources, and Workforce Development & Continuing Education have identified a need for a document imaging system and associated services. Staff conducted a study of future departmental requirements for the management and storage of large volumes of documents within the institution. Study results indicated that units store and maintain files and documents at numerous locations; that units must store and maintain files according to legal and other archiving requirements; and that alternative storage efficiencies are needed. This study also concluded that document management needs differ among units and that the College would be best served with a system that interfaces with SCT Banner. Advances in technology now provide more efficient ways to store and manage data through electronic document imaging systems. Staff has determined that the product known as *SCT Banner Xtender Solutions* meets College requirements for imaging and document management needs since it is integrated and compatible with the current computer information system suite and is also the only product that is fully supported by the Banner system, making the implementation and maintenance seamless to the College. The purchase is a sole source procurement since the product integration is proprietary, the license is available only from SunGard SCT Inc. for the Banner System, and no other product meets College needs. The total price for the software license and implementation services is \$200,278. The annual contract amount for maintenance and support of this product is \$27,285.

The Board of Trustees approved the purchase of *SCT Luminis* in June 2005. The College has need of an upgrade to this current Web system product to better manage Web content that is compatible with SCT Banner. A Web "content management system (CMS)" is a system used to manage the content of a website. Staff has determined that purchasing the current *Luminis* license's software upgrade and services, known as *Luminis Premier*, will reduce the variety of separate software, hardware, platforms, and systems to be maintained; will provide for increased functionality of all websites; and is compatible with the current Banner system. This provides greater consistency and efficiencies across the College's websites. This product and the integration with the SCT system is a sole source procurement since no other product can meet College needs, the integration is proprietary, and no other vendor can provide this product. The total price for this product's software license and implementation services is \$146,100. The annual contract amount for maintenance and support of this product is \$15,234.

## RECOMMENDATIONS

It is recommended that the Board of Trustees approve awards of contract for the purchase, license fee, and services for imaging and document management software, known as *SCT Banner Xtender Solutions*, for a total price of \$200,278; and for the purchase, license fee, and services for Web content management software, known as *SCT Luminis Premier*, for a total price of \$146,100, to SunGard SCT Inc., Malvern, Pennsylvania. It is further recommended that contracts for maintenance be renewed for three additional three-year terms, beginning July 1, 2006, under the same terms and conditions, if services are satisfactory, funds are available, and it is in the best interest of the College.

## BACK-UP INFORMATION

Board Resolution

## RESOURCE PERSONS

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

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

Resolution Number: **05-89**  
Adopted on: 09/19/05

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**Subject: Sole Source Award of Contracts, Document Imaging and Management and Web Content Management Software Licenses and Services**

WHEREAS, the Chief Information Officer has requested contract awards for the purchase of document imaging and management and Web content management software and services, on a sole source basis; and

WHEREAS, the Offices of Finance, Human Resources, and Workforce Development & Continuing Education need alternative methods to store and retrieve documents due to a lack of additional space and the legal requirements to maintain documents; and

WHEREAS, staff has determined that the product known as *SCT Banner Xtender Solutions*, an imaging and document management software, and *SCT Luminis Premier*, a Web content management software, meet College requirements since they are integrated and compatible with the current computer information system suite and are also the only products fully supported by the Banner system, making the implementation and maintenance seamless to the College; and

WHEREAS, the Director of Procurement affirms that a sole source procurement is justified since the products are the only ones that meet College requirements, are proprietary, and are not provided by any other vendor; and

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

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

Resolved, That a contract be awarded for the purchase, license fee, and services for imaging and document management software, known as *SCT Banner Xtender Solutions*, for a total price of \$200,278, to SunGard SCT Inc., Malvern, Pennsylvania; and be it further

Resolved, That a contract be awarded for the purchase, license fee, and services for Web content management software, known as *SCT Luminis Premier*, for a total price of \$146,100, to SunGard SCT Inc., Malvern, Pennsylvania; and be it further

Resolved, That the maintenance for these two contracts be renewed for three-year terms beginning July 1, 2006 through 2015, as long as the service is necessary, under the same terms and conditions, provided service is satisfactory, funds are available, and it is in the best interest of the College.

CRN:abg

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

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**PETITIONS FOR STATE FUNDING**

**BACKGROUND**

On May 26, 2005, the Montgomery County Council appropriated the College's FY2006 Capital Budget including funds for five State-assisted projects: Roof Replacement, Takoma Park Campus Expansion, Takoma Park Central Plant, Commons Renovation, and Rockville Science Center. The County Executive and the County Council have been informed that the College will petition the State for final approval of each project's funding.

The State and County funding levels for the various projects are outlined below. The Roof Replacement project includes \$548,000 (\$274,000 - County and \$274,000 - State Aid) in funding for three roof replacements on the Rockville Campus (Theatre Arts, Computer Science, and Mannakee buildings). The FY2006 appropriation for the Takoma Park Campus Expansion project totals \$5,150,000 (\$3,850,000 – County and \$1,300,000 - State Aid) which is for Student Services Center furniture and equipment and construction management and related project expenses for the Cultural Arts Center. The FY2006 appropriation for the Takoma Park Central Plant project is \$2,080,000 (\$1,040,000 - County and \$1,040,000 - State Aid) which funds the construction costs for the utility pipe distribution system from the central plant out to the existing campus buildings. The Commons Renovation project on the Takoma Park/Silver Spring Campus will receive \$600,000 (\$300,000 - County and \$300,000 - State Aid) in FY2006 for the design phase of the project. The FY2006 appropriation for the Rockville Science Center totals \$6,200,000 for the design phase and is split \$3,100,000 from the County and the State share split over the next two fiscal years (\$1,440,000 in FY06 and \$1,660,000 in FY07).

The attached resolutions and County Council petitions are in the format prescribed by the State and County. In addition, the petitions outline the contingent nature of the Council's approval which requires State approval of the College's projects as part of the FY2006 bond bill. With the Board's adoption of these resolutions, the requests are forwarded to the County Council for action on the State grant petitions.

**RECOMMENDATION**

It is recommended that the Board of Trustees formally request the County Council to petition the State for the following grants: \$274,000 for design and construction funds for the replacement of roofs on the Rockville Campus; \$1,300,000 for furniture and equipment and construction management services as part of the Takoma Park Campus Expansion project; \$1,040,000 for utility pipe distribution system construction costs as part of the Takoma Park Central Plant project; \$300,000 for design funds for the Commons Renovation; and \$1,440,000 (FY2006) and \$1,660,000 (FY2007) for design funds for the Rockville Science Center.

**BACK-UP INFORMATION**

Board Resolutions    County Council Resolutions    Project Description Forms

**RESOURCE PERSON:** Mr. Capp

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

Resolution Number: **05-90**  
Adopted on: 09/19/05

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**Subject: Proposal to Construct a Public Junior/Community College or Additions Thereto, Roof Replacements: College – Design and Construction**

WHEREAS, the General Assembly of Maryland has enacted various community college construction loan acts that provide State funds to assist the various counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts; and

WHEREAS, the Board of Trustees of Montgomery Community College proposes undertaking design and construction activities to replace the roofs on the Theatre Arts, Computer Science, and Mannakee buildings on the Rockville Campus and has determined that the sum of \$274,000 in State financial assistance available under the loan acts is needed for this purpose; now therefore be it

Resolved, That the Board of Trustees of Montgomery Community College requests that the Montgomery County Council approve the proposal to undertake design and construction activities to replace the roofs on the Theatre Arts, Computer Science and Mannakee buildings on the Rockville Campus of the College as set forth in the application for financial assistance; file, as required by the loan acts and contingent on enactment of the FY2006 State of Maryland Capital Budget by the 2005 Session of the General Assembly and its approval by the Governor, the necessary petition with Maryland Higher Education Commission for a state grant in the amount of \$274,000 and make available the necessary local funds for completion of the project.

A True Copy.

ATTEST:

\_\_\_\_\_, Secretary-Treasurer  
Board of Trustees of  
Montgomery Community College

Date: \_\_\_\_\_

CRN:abg

Resolution No.: \_\_\_\_\_  
Introduced: \_\_\_\_\_  
Adopted: \_\_\_\_\_

COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND

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By: County Council

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Subject: Petition for State Grant of \$274,000 for design and construction activities necessary to the replacement of the roofs at Montgomery College's Theatre Arts, Computer Science, and Mannakee buildings on the Rockville Campus.

Background

1. The General Assembly of Maryland has enacted various community college construction loan acts that provide State funds to assist the counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts.
2. The County Council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission.
3. The Board of Trustees of Montgomery Community College proposes design and construction activities necessary to the replacement of the roofs on Theatre Arts, Computer Science, and Mannakee buildings on the Rockville Campus of the College in Montgomery County. Upon resolution duly adopted by the Board, the Board requests the County Council to petition the Maryland Higher Education Commission for a grant of \$274,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
4. In the FY2006 Capital Budget for Montgomery College, the Board of Trustees proposed undertaking design and construction necessary for the replacement of the roofs on the Theatre Arts, Computer Science, and Mannakee buildings on the Rockville Campus of the College. On May 26, 2005, the County Council approved \$548,000 for this project, contingent on the receipt of \$274,000 (\$38,625 Design and \$235,375 Construction) from the State.
5. In April 2005, the State General Assembly and the Governor approved the FY2006 State of Maryland Capital Budget which included \$274,000 for undertaking the design and construction necessary to the replacement of the roofs on the Theatre Arts, Computer Science, and Mannakee buildings. However, the Board of Public Works must still approve the specific grant and the necessary contracts. Before this approval, the County Council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission. After the Commission receives this petition, the Commission will recommend to the Board of Public works that the Board approve the grant and the contracts.

Action

The County Council for Montgomery County, Maryland, approves the following action:

1. Consistent with the enactment by the 2005 session of the General Assembly of the FY2006 State of Maryland Capital Budget and approval by the Governor, the County petitions the Maryland Higher Education Commission for a grant of \$274,000 for the design and construction of the Theatre Arts, Computer Science, and Mannakee Building roof replacements from the available funds of the various community college construction loan acts in order to participate in the available financial assistance.
  
2. If the Maryland State Board of Public Works approves a grant of less than fifty percent (50%) of the estimated total cost for undertaking design and construction activities for the replacement of the roofs of the Theatre Arts, Computer Science, and Mannakee buildings located on the Rockville Campus of the College, the College must notify the County Executive and the County Council by requesting an amendment to the College's Capital Improvements Program. The amendment must show the actual project funding schedule proposed and the Council must approve the amendment before the College awards a contract.

This is a correct copy of Council action.

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Linda M. Lauer  
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No. \_\_\_\_\_  
Roof Replacement: College PDF #876664

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

Resolution Number: **05-91**  
Adopted on: 09/19/05

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**Subject: Proposal to Construct a Public Junior/Community College or Additions Thereto, Takoma Park/Silver Spring Campus Expansion – Construction and Furniture and Equipment**

WHEREAS, the General Assembly of Maryland has enacted various community college construction loan acts that provide State funds to assist the various counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts; and

WHEREAS, the Board of Trustees of Montgomery Community College proposes undertaking certain construction-related activities and furniture and equipment purchases as part of the expansion of the Takoma Park/Silver Spring Campus of the College and has determined that the sum of \$1,300,000 (\$830,000 for Student Services Center furniture and equipment and \$470,000 for Cultural Arts Center construction management services) in State financial assistance available under the loan acts is needed for this purpose; now therefore be it

Resolved, That the Board of Trustees of Montgomery Community College requests that the Montgomery County Council approve the proposal to undertake certain construction activities and furniture and equipment purchases as part of the expansion of the Takoma Park/Silver Spring Campus of the College as set forth in the application for financial assistance; file, as required by the loan acts and contingent on enactment of the FY2006 State of Maryland Capital Budget by the 2005 Session of the General Assembly and its approval by the Governor, the necessary petition with Maryland Higher Education Commission for a State grant in the amount of \$1,300,000 (Student Services Center furniture and equipment - \$830,000, and Cultural Arts Center construction management services - \$470,000), and make available the necessary local funds for completion of the project.

A True Copy.

ATTEST:

\_\_\_\_\_, Secretary-Treasurer  
Board of Trustees of  
Montgomery Community College

Date: \_\_\_\_\_

CRN:abg

Resolution No.: \_\_\_\_\_  
Introduced: \_\_\_\_\_

Adopted: \_\_\_\_\_

COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND

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By: County Council

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Subject: Petition for State Grant of \$1,300,000 for undertaking certain construction activities and furniture and equipment purchases as part of the Takoma Park/Silver Spring Campus expansion of Montgomery College.

Background

1. The General Assembly of Maryland has enacted various community college construction loan acts that provide State funds to assist the counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts.
2. The County Council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission.
3. The Board of Trustees of Montgomery Community College proposes undertaking certain construction activities and furniture and equipment purchases as part of the Takoma Park/Silver Spring Campus expansion of the College in Montgomery County. Upon resolution duly adopted by the Board, the Board requests the County Council to petition the Maryland Higher Education Commission for a grant of \$1,300,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
4. In the FY2006 Capital Budget for Montgomery College, the Board of Trustees proposed undertaking certain construction activities and furniture and equipment purchases as part of the Takoma Park/Silver Spring Campus expansion of the College. On May 26, 2005, the County Council approved \$5,150,000 for this project, contingent on the receipt of \$1,300,000 (\$830,000 for furniture and equipment and \$470,000 for construction management services) from the State.
5. In April 2005, the State General Assembly and the Governor approved the FY2006 State of Maryland Capital Budget, which included \$1,300,000 for undertaking furniture and equipment purchases (Student Services Center - \$830,000) and certain construction management activities (Cultural Arts Center - \$470,000) as part of the Takoma Park/Silver Spring Campus expansion of the College. However, the Board of Public Works must still approve the specific grant and the necessary contracts. Before this approval, the County Council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission. After the Commission receives this petition, the Commission will recommend to the Board of Public works that the Board approve the grant and the contracts.

Petition for State Grant of \$1,300,000  
Page 2 of 2

Action

The County Council for Montgomery County, Maryland, approves the following action:

1. In accordance with the enactment by the 2005 session of the General Assembly of the FY2006 State of Maryland Capital Budget and approval by the Governor, the County petitions the Maryland Higher Education Commission for a grant of \$1,300,000 (\$830,000 for furniture and equipment and \$470,000 construction management services) from the available funds of the various community college construction loan acts in order to participate in the available financial assistance.
2. If the Maryland State Board of Public Works approves a grant of less than fifty percent (50%) of the estimated total cost for undertaking certain construction activities and furniture and equipment purchases as part of the Takoma Park/Silver Spring Campus expansion of the College, the College must notify the County Executive and the County Council by requesting an amendment to the College's Capital Improvements Program. The amendment must show the actual project funding schedule proposed and the Council must approve the amendment before the College awards a contract.

This is a correct copy of Council action.

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Linda M. Lauer  
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No. \_\_\_\_\_  
Takoma Park/Silver Spring Campus Expansion PDF #996662



Resolution No.: \_\_\_\_\_  
Introduced: \_\_\_\_\_  
Adopted: \_\_\_\_\_

COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND

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By: County Council

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Subject: Petition for State Grant of \$1,040,000 for undertaking certain construction activities as part of the Takoma Park Central Plant.

Background

1. The General Assembly of Maryland has enacted various community college construction loan acts that provide State funds to assist the counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts.
2. The County Council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission.
3. The Board of Trustees of Montgomery Community College proposes undertaking certain construction activities as part of the Takoma Park Central Plant project on the Takoma Park/Silver Spring Campus of the College in Montgomery County. Upon resolution duly adopted by the Board, the Board requests the County Council to petition the Maryland Higher Education Commission for a grant of \$1,040,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
3. In the FY2006 Capital Budget for Montgomery College, the Board of Trustees proposed undertaking certain construction activities as part of the Takoma Park Central Plant project on the Takoma Park/Silver Spring Campus of the College. On May 26, 2005, the County Council approved \$2,080,000 for this project, contingent on the receipt of \$1,040,000 from the State.
4. In April 2005, the State General Assembly and the Governor approved the FY2006 State of Maryland Capital Budget, which included \$1,040,000 for certain construction activities as part of the Takoma Park Central Plant project. However, the Board of Public Works must still approve the specific grant and the necessary contracts. Before this approval, the County Council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission. After the Commission receives this petition, the Commission will recommend to the Board of Public works that the Board approve the grant and the contracts.

Action

The County Council for Montgomery County, Maryland, approves the following action:

1. In accordance with the enactment by the 2005 session of the General Assembly of the FY2006 State of Maryland Capital Budget and approval by the Governor, the County petitions the Maryland Higher Education Commission for a grant of \$1,040,000 from the available funds of the various community college construction loan acts in order to participate in the available financial assistance.
2. If the Maryland State Board of Public Works approves a grant of less than fifty percent (50%) of the estimated total cost for undertaking certain construction activities as part of the Takoma Park Central Plant project on the Takoma Park/Silver Spring Campus of the College, the College must notify the County Executive and the County Council by requesting an amendment to the College's Capital Improvements Program. The amendment must show the actual project funding schedule proposed and the Council must approve the amendment before the College awards a contract.

This is a correct copy of Council action.

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Linda M. Lauer  
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No. \_\_\_\_\_  
Takoma Park/Silver Spring Central Plant PDF #016600

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

Resolution Number: **05-93**  
Adopted on: 09/19/05

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**Subject: Proposal to Construct a Public Junior/Community  
College or Additions Thereto, Commons  
Renovation - Design**

WHEREAS, the General Assembly of Maryland has enacted various community college construction loan acts that provide State funds to assist the various counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts; and

WHEREAS, the Board of Trustees of Montgomery Community College proposes undertaking certain design expenses as part of the Commons renovation on the Takoma Park/Silver Spring Campus of the College and has determined that the sum of \$300,000 in State financial assistance available under the loan acts is needed for this purpose; now therefore be it

Resolved, That the Board of Trustees of Montgomery Community College requests that the Montgomery County Council approve the proposal to undertake design expenses as part of the Commons renovation on the Takoma Park/Silver Spring Campus of the College as set forth in the application for financial assistance; file, as required by the loan acts and contingent on enactment of the FY2006 State of Maryland Capital Budget by the 2005 Session of the General Assembly and its approval by the Governor, the necessary petition with Maryland Higher Education Commission for a State grant in the amount of \$300,000, and make available the necessary local funds for completion of the project.

A True Copy.

ATTEST:

\_\_\_\_\_, Secretary-Treasurer  
Board of Trustees of  
Montgomery Community College

Date: \_\_\_\_\_

CRN:abg

Resolution No.: \_\_\_\_\_  
Introduced: \_\_\_\_\_  
Adopted: \_\_\_\_\_

COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND

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By: County Council

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Subject: Petition for State Grant of \$300,000 for undertaking certain design activities as part of the Commons Renovation on the Takoma Park/Silver Spring Campus of Montgomery College.

Background

1. The General Assembly of Maryland has enacted various community college construction loan acts that provide State funds to assist the counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts.
2. The County Council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission.
3. The Board of Trustees of Montgomery Community College proposes undertaking certain design activities as part of the Commons renovation on the Takoma Park/Silver Spring Campus of the College in Montgomery County. Upon resolution duly adopted by the Board, the Board requests the County Council to petition the Maryland Higher Education Commission for a grant of \$300,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
4. In the FY2006 Capital Budget for Montgomery College, the Board of Trustees proposed undertaking certain design activities as part of the Commons renovation on the Takoma Park/Silver Spring Campus of the College. On May 26, 2005, the County Council approved \$600,000 for this project, contingent on the receipt of \$300,000 from the State.
6. In April 2005, the State General Assembly and the Governor approved the FY2006 State of Maryland Capital Budget, which included \$300,000 for undertaking certain design activities as part of the Commons renovation on the Takoma Park/Silver Spring Campus of the College. However, the Board of Public Works must still approve the specific grant and the necessary contracts. Before this approval, the County Council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission. After the Commission receives this petition, the Commission will recommend to the Board of Public works that the Board approve the grant and the contracts.

Action

The County Council for Montgomery County, Maryland, approves the following action:

1. In accordance with the enactment by the 2005 session of the General Assembly of the FY2006 State of Maryland Capital Budget and approval by the Governor, the County petitions the Maryland Higher Education Commission for a grant of \$300,000 from the available funds of the various community college construction loan acts in order to participate in the available financial assistance.
  
2. If the Maryland State Board of Public Works approves a grant of less than fifty percent (50%) of the estimated total cost for undertaking certain design activities for the Commons renovation on the Takoma Park/Silver Spring Campus of the College, the College must notify the County Executive and the County Council by requesting an amendment to the College's Capital Improvements Program. The amendment must show the actual project funding schedule proposed and the Council must approve the amendment before the College awards a contract.

This is a correct copy of Council action.

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Linda M. Lauer  
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No. \_\_\_\_\_  
Commons Renovation PDF #056601

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

Resolution Number: **05-94**  
Adopted on: 09/19/05

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**Subject: Proposal to Construct a Public Junior/Community College or Additions Thereto, Rockville Science Center - Design**  
\_\_\_\_\_

WHEREAS, the General Assembly of Maryland has enacted various community college construction loan acts that provide State funds to assist the various counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts; and

WHEREAS, the Board of Trustees of Montgomery Community College proposes undertaking certain design activities as part of the Rockville Science Center project on the Rockville Campus of the College and has determined that sums of \$1,440,000 (FY2006) and \$1,660,000 (FY2007) in State financial assistance available under the loan acts is needed for this purpose; now therefore be it

Resolved, That the Board of Trustees of Montgomery Community College requests that the Montgomery County Council approve the proposal to undertake certain design activities for the Rockville Science Center on the Rockville Campus of the College as set forth in the application for financial assistance; file, as required by the loan acts and contingent on enactment of the FY2006 State of Maryland Capital Budget by the 2005 Session of the General Assembly and its approval by the Governor, the necessary petition with Maryland Higher Education Commission for a State grant in the amounts of \$1,440,000 (FY2006) and \$1,660,000 (FY2007), and make available the necessary local funds for completion of the project.

A True Copy.

ATTEST:

\_\_\_\_\_, Secretary-Treasurer  
Board of Trustees of  
Montgomery Community College

Date: \_\_\_\_\_

CRN:abg

Resolution No.: \_\_\_\_\_  
Introduced: \_\_\_\_\_  
Adopted: \_\_\_\_\_

COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND

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By: County Council

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Subject: Petition for State Grant of \$1,440,000 for undertaking certain design activities as part of the Rockville Science Center on the Rockville Campus of Montgomery College.

Background

1. The General Assembly of Maryland has enacted various community college construction loan acts that provide State funds to assist the counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts.
2. The County Council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission.
3. The Board of Trustees of Montgomery Community College proposes undertaking design activities for the new Rockville Science Center on the Rockville Campus of the College in Montgomery County. Upon resolution duly adopted by the Board, the Board requests the County Council to petition the Maryland Higher Education Commission for a grant of \$1,440,000 (FY2006) and \$1,660,000 (FY2007) needed to assist the financing of the public community college project which is described in the application for financial assistance.
4. In the FY2006 Capital Budget for Montgomery College, the Board of Trustees proposed undertaking certain design activities for the new Rockville Science Center as part of the College. On May 26, 2005, the County Council approved \$6,200,000 for this project, contingent on the receipt of \$3,100,000 (\$1,440,000 in FY06 and \$1,660,000 in FY07) from the State.
7. In April 2005, the State General Assembly and the Governor approved the FY2006 State of Maryland Capital Budget, which included \$1,440,000 for undertaking certain design activities for the for the new Rockville Science Center for the College. However, the Board of Public Works must still approve the specific grant and the necessary contracts. Before this approval, the County Council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission. After the Commission receives this petition, the Commission will recommend to the Board of Public works that the Board approve the grant and the contracts.

Action

The County Council for Montgomery County, Maryland, approves the following action:

1. In accordance with the enactment by the 2005 session of the General Assembly of the FY2006 State of Maryland Capital Budget and approval by the Governor, the County petitions the Maryland Higher Education Commission for a grant of \$1,440,000 from the available funds of the various community college construction loan acts in order to participate in the available financial assistance.
  
2. If the Maryland State Board of Public Works approves a grant of less than fifty percent (50%) of the estimated total cost for undertaking certain design activities for the new Rockville Science Center for the Rockville Campus the College must notify the County Executive and the County Council by requesting an amendment to the College's Capital Improvements Program. The amendment must show the actual project funding schedule proposed and the Council must approve the amendment before the College awards a contract.

This is a correct copy of Council action.

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Linda M. Lauer  
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No. \_\_\_\_\_  
Rockville Science Center PDF #036600

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

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**GRADUATES RECEIVING THE ASSOCIATE DEGREE  
AND THE ONE-YEAR PROGRAM CERTIFICATE IN SPRING 2005**

**BACKGROUND**

The attached lists of students have met all graduation requirements for their respective degree or certificate. This has been certified by the Director of Admissions, Records and Registration.

**RECOMMENDATION**

It is recommended that the Board of Trustees ratify these graduates as having met all requirements and recognize their receipt of their respective degree or certificate.

**BACK-UP INFORMATION**

Board Resolution  
List of Graduates (Trustees only)

**RESOURCE PERSON**

Mr. Helberg

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

Resolution Number: **05-95**  
Adopted on: 09/19/05

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**Subject: Graduates Receiving the Associate Degree  
and the One-Year Program Certificate in Spring 2005**

WHEREAS, it is necessary that the Board take action on the list of certified candidates attached herewith; and

WHEREAS, the students of Montgomery Community College, as listed on the attachments, have been certified by the Director of Admissions, Records and Registration of the College to have completed the prescribed courses and curriculum, met all other requirements of the College, and received the degree or certificate for which he/she qualified; and

WHEREAS, the faculty has recognized the students of Montgomery Community College, as listed on the attachments, as having received their respective Associate Degree or One-Year Program Certificate; and

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

Resolved, That the Board of Trustees recognizes the students of Montgomery Community College, as listed on the attachments, as having received their respective Associate Degree or One-Year Certificate.

Attachments (Trustees only):

1. Germantown Campus Graduates
2. Rockville Campus Graduates
3. Takoma Park/Silver Spring Campus Graduates

CRN:abg

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

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**RESOLUTION TO ALLEVIATE TUITION HARDSHIPS FOR  
STUDENTS DISPLACED BY HURRICANE KATRINA**

**BACKGROUND**

The American Association of Community Colleges, the American Council on Education and other groups have issued a joint statement estimating that more than 30 colleges and universities in the Gulf Coast region have been severely damaged and that up to 100,000 students have been displaced as a result of the devastating effects of Hurricane Katrina. The joint statement urges member institutions to help these students to the best of their ability and in keeping with state and federal laws. County Executive Douglas M. Duncan also has asked Montgomery College to do everything possible to help students displaced by Hurricane Katrina to enroll here. Approximately 50 such students have already made inquiries about enrolling at Montgomery College.

Montgomery College has identified a number of ways to provide relief assistance to the victims of Hurricane Katrina, including waiving late fees, provision of in-county tuition and fee rates to displaced students from Louisiana, Alabama, and Mississippi, and the provision of tuition and fee costs to displaced students through Federal sources of financial aid, Board of Trustees' Grants, Montgomery College Foundation Scholarships, and other funds.

The Board of Trustees has the authority to set reasonable tuition and fees and to adopt policies governing the classification of students by domicile for tuition purposes. The Maryland Higher Education Commission has issued a policy guidance stating that "boards of trustees of community colleges are authorized to consider students displaced from the Gulf Coast region as eligible for in-county resident tuition status." The guidance further states that once these students are designated as such, they may be included as in-state residents for the purpose of computing State aid under the John A. Cade State Aid to Community Colleges funding formula. Additionally, the County has stated verbally funds may be available to assist the College to serve this student population.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve a resolution that provides financial relief to students displaced by Hurricane Katrina who seek to enroll in credit courses at Montgomery College.

**BACK-UP INFORMATION**

Board Resolution  
Joint Statement (Trustees only)  
MHEC Guidance (Trustees only)

**RESOURCE PERSONS:** Dr. Shartle-Galotto Mr. Campbell Mr. Sorrell

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

Resolution Number: **05-96**  
Adopted on: 09/19/05

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**Subject: Resolution to Alleviate Tuition Hardships for  
Students Displaced by Hurricane Katrina**

WHEREAS, Hurricane Katrina severely damaged more than 30 colleges and universities in the Gulf Coast region and displaced thousands of students; and

WHEREAS, colleges and universities across the nation are attempting to help students displaced by Hurricane Katrina; and

WHEREAS, the Maryland Higher Education Commission has issued a policy guidance stating that boards of trustees of community colleges are authorized to consider students displaced from the Gulf Coast region as eligible for in-county resident tuition status; and

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

Resolved, That any person residing in Louisiana, Alabama, or Mississippi or enrolled at an institution of higher education in one of those three states that has been displaced by Hurricane Katrina and seeks to enroll at Montgomery College be designated as an in-county resident for tuition purposes and have all late fees waived. This policy will be effective for fall 2005 and any extensions or modifications thereof; and be it further

Resolved, That the College will ensure that no affected students be financially disadvantaged in paying for the cost of their education. The cost of tuition and fees will be provided through Federal sources of financial aid, Board of Trustees' grants, Montgomery College Foundation scholarships, and other funds as available. This policy will be effective for the fall 2005 semester, and may be extended by the President, as she may deem appropriate.

CRN:abg

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

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**FY2005 OPERATING FUND FUNCTIONAL TRANSFER**

**BACKGROUND**

Over the last several years, the College administration has made a concerted effort to reallocate budget funding to support high priority College initiatives. During FY2005, the College reallocated additional resources to support the strategic facilities master plan and other high priority facilities management initiatives. These facilities management initiatives directly support the increasing needs of our student body. A functional transfer is necessary to assure the College's expenditures do not exceed the functional appropriation approved by the 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 (c) (1) of the Education Article of the Annotated Code of Maryland

**RESOURCE PERSONS**

Ms. Dimon  
Mr. Moore

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

Resolution Number: **05-97**  
Adopted on: 09/19/05

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**Subject: FY2005 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 experienced increasing student enrollments over the last several years, which impacts facilities requirements; and

WHEREAS, the College has always made a concerted effort to reallocate excess funding to support high priority institutional initiatives; and

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

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

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

<u>Functional Category</u>	<u>Approved FY2005 Budget</u>	<u>Transfer From(-)/To</u>	<u>Amended FY2005 Budget</u>
Instruction	\$59,285,910		\$59,285,910
Academic Support	20,571,301	- 700,000	19,871,301
Student Services	21,235,336	- 700,000	20,535,336
Plant Maintenance	18,567,018	+2,400,000	20,967,018
Institutional Support	30,133,457	-1,000,000	29,133,457
Scholarships	<u>2,026,800</u>	<u>-</u>	<u>2,026,800</u>
	\$151,819,822		\$151,819,822

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

CRN:abg

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

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**ACCEPTANCE OF MARYLAND HIGHER EDUCATION COMMISSION  
PERFORMANCE ACCOUNTABILITY REPORT, 2005**

**BACKGROUND**

In fall, 1996, the Maryland Higher Education Commission (MHEC) implemented its new accountability reporting system. This reporting system is known as the Performance Accountability Report (PAR) and each community college and public four-year institution submits an annual PAR every June. In addition to narrative reporting on significant trends, an institutional assessment, funding issues, and budget initiatives, the report contains recent trend data on a number of specific quantitative Indicators which reflect progress towards benchmarks set by the Board of Trustees on each Indicator. For the most part, the College is maintaining or making reasonable progress toward achievement of the benchmarks; those Indicators on which the College's progress is not so positive are addressed in the report. The Trustees are asked to accept the attached PAR, after which MHEC will be notified of the Trustees' acceptance.

**RECOMMENDATIONS**

The Board of Trustees is requested to review and accept the Performance Accountability Report and request the President to confirm its acceptance with the Commission.

**BACK-UP INFORMATION**

Board Resolution  
Performance Accountability Report

**RESOURCE PERSONS**

Dr. Blaylock  
Mr. Campbell  
Dr. Levine  
Dr. Lynch

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

Resolution Number: **05-98**  
Adopted on: 09/19/05

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**Subject: Acceptance of Maryland Higher Education  
Commission Performance Accountability Report, 2005**

WHEREAS, the Maryland Higher Education Commission requires the submission of an annual Performance Accountability Report from the State's public colleges and universities; and

WHEREAS, the 2005 Performance Accountability Reports must include the review of progress toward benchmarks for a series of quantitative performance indicators; and

WHEREAS, the Office of Institutional Research and Analysis has coordinated contributions from a number of administrative offices, individual campuses, and Workforce Development and Continuing Education in the development of the report; and

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

Resolved, That the attached Montgomery College Performance Accountability Report be accepted, effective September 19, 2005, and that notification of the acceptance be sent to the Maryland Higher Education Commission.

CRN:abg

Attachment

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

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**EMPLOYMENT PRACTICES**

**BACKGROUND**

On May 11, 2004, the County Council adopted the attached resolution that established policy guidance for pre-employment background checks of County, Bi-County, and County-Funded State agencies. The resolution on policy guidance was the second step of a Council endorsed process to facilitate the development of a new or revised pre-employment background check policies for the County Government, Montgomery County Public Schools, Montgomery College, Maryland-National Capital Park and Planning Commission, Washington Suburban Sanitary Commission, the Sheriff's Office, and the State's Attorney's Office. The County Council requested that each agency move forward and draft new or revised pre-employment background check policies based on the resolution of policy guidance.

The Office of Human Resources has reviewed the College's past and current practices and is making several recommendations with respect to pre-employment background checks for all prospective employees including verifying an applicant's professional license if required for the job, verifying previous employment listed on an applicant's application, and conducting at least three reference checks. Consistent with Council's policy guidance, additional recommendations are also being made for certain types and classes of positions.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the changes in Montgomery College Policy and Procedures as attached. It is further recommended that these changes become effective January 1, 2006, to ensure adequate time for a smooth implementation.

**BACK-UP INFORMATION**

Board Resolution  
Montgomery County Council Resolution No. 15-600 (Trustees only)  
Revised Montgomery College Policy 32101, Employment Practices (Trustees only)  
Revised Montgomery College Procedure 32101CP, Employment Practices (Trustees only and for background information only)

**RESOURCE PERSONS**

Ms. Lawyer  
Ms. von Barga

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

Resolution Number: **05-99**  
Adopted on: 09/19/05

Agenda Item Number: \_\_\_\_\_  
September 19, 2005

**Subject: Employment Practices**

WHEREAS, on May 11, 2004, the Montgomery County Council adopted Resolution No. 15-600 establishing policy guidance for pre-employment background checks practices for County, Bi-County and County Funded State Agencies; and

WHEREAS, the Montgomery County Council requested that each agency move forward to draft new or revised polices based on this resolution; and

WHEREAS, the Office of Human Resources has reviewed our past and current practices concerning pre-employment background checks; and

WHEREAS, the Chief Human Resources Officer supports the recommendations that have been developed; and

WHEREAS, the Chief Human Resources Officer ensures that such recommendations can be adhered to within our employment procedures; and

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

Resolved, That effective January 1, 2006, Montgomery College Policy 32101, entitled Employment Practices will be revised as presented.

Attachments

CRN:abg