

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
June 19, 2006**

INDEX OF BOARD RESOLUTIONS

<u>Board Resolution#</u>		<u>Pages</u>
06-06-043	Retirement of Ms. Evelyn J. Morton	3
06-06-044	Retirement of Professor Valeetah R. Motschiedler	4
06-06-045	Award of Emerita Status to Dr. Sharon Bernier	5
06-06-046	Award of Emerita Status to Professor Renee Sanders-Edwards	6
06-06-047	Recognition of Ms. Kanika M. Hughley	7
06-06-048	Recognition of Dr. Mary E. Cothran	8 - 9
06-06-049	Personnel Actions Confirmation Report	10 - 13
06-06-050	Award of Contract, Parking Garage Lighting Replacement, Takoma Park/Silver Spring Campus	14 - 15
06-06-051	Award of Contract, Parking Garage and Pedestrian Bridge Ramp Improvements, Takoma Park/Silver Spring Campus	16 - 17
06-06-052	Award of Contract, Employment and Case Management Services, Montgomery County Refugee Training Center	18 - 19
06-06-053	Award of Contract, Information Technology Report Writer Software	20 - 21
06-06-054	Sole Source Award of Contract, Energy Management System Maintenance Service at the Rockville and Germantown Campuses	22 - 23
06-06-055	Sole Source Award of Contract, Commerce Management Software System	24 - 25
06-06-056	Sole Source Award of Contract, Course Management System Software for E-Learning Services	26 - 27
06-06-057	Sole Source Award of Contract, Enterprise Assessment Management Software	28 - 30
06-06-058	Amendment to Sole Source Award of Contract, Course Scheduling Assistant Software	31 - 32
06-06-059	Approval of Supplemental Design and Engineering Services, Cultural Arts Center, Takoma Park/Silver Spring Campus	33 - 35
06-06-060	Continuation of Award of Contract, Procurement Through Other Agency, Banking and Safekeeping Services	36 - 37
06-06-061	Award of Contract on an Emergency Basis, Exterior Wall Repair, Robert E. Parilla Arts Center	38 - 39

Board Resolution#		Pages
06-06-062	Contract Award Authorization for Lease of Portable Office Trailers for Rockville and Germantown Campuses	40 - 41
06-06-063	Award of Contract, Architectural and Engineering Services, Rockville Campus Science Center and Building Renovations	42 - 45
06-06-064	Ratification of Award of Contract, Presidential Search Consultant Services	46 - 48
06-06-065	Official Charge to the Presidential Search Advisory Committee	49 - 52
06-06-066A-F	Salary Improvements in FY2007 for Non-Bargaining Administrative, Associate, and Support Staff	53 - 59
06-06-067	Part-time Faculty Pay Structures and Rates for FY2007	60 - 62
06-06-068	Recommendation to Elect Participation in the Alternate Contributory Pension Selection	63 - 65
06-06-069	Final Adoption of the FY2007 College Capital Budget	66 - 69
06-06-070A-E	FY2007 Capital Budget State Aid Petitions	70 - 85
06-06-071	Final Adoption of the FY2007 Current Fund and Special Funds Budgets	86 - 88
06-06-072	Authorization of Execution of Lease Agreement for Germantown Campus Interim Expansion Space at 20271 Goldenrod Lane, Germantown, Maryland	89 - 91
06-06-073	Supplemental Appropriation Request FY2006 Operating Budget, Goldenrod Office Building Lease-Purchase for Germantown Campus	92 - 93
06-06-074	Board of Trustees Schedule of Meetings for FY2007	94 - 96
06-06-075	Revised Montgomery College Policy 38001, Recognition Awards	97 - 101
06-06-076	Statewide Designation for the AAS and Certificate in Surgical Technology	102-106

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

Resolution Number: **06-06-043**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Retirement of Ms. Evelyn June Morton

WHEREAS, Ms. Evelyn June Morton has served Montgomery College with dedication and distinction for four years and retired from the College as of May 1, 2006; and

WHEREAS, she started her employment with the College in 2002 as a part-time employee; and

WHEREAS, in her latest capacity as a Customer Service Representative, in the Office of Workforce Development & Continuing Education (2002-2006), Ms. Morton made significant contributions to staff and faculty of the College, thus contributing to the success of the student body; and

WHEREAS, she was always highly competent in addressing all aspects of her responsibilities; and

WHEREAS, Ms. Morton's commitment to her work is evidenced in the efficient manner in which she carried out her duties, as is reflected by the ratings on her performance evaluations; and

WHEREAS, Ms. Morton was an asset to the Office of Workforce Development & Continuing Education; and

WHEREAS, the President of the College recommends this public recognition of Ms. Morton 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. Evelyn June Morton 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 this resolution become a part of the minutes of this Board of Trustees meeting and a copy be presented to Ms. Evelyn June Morton.

CRN:ag

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

Resolution Number: **06-06-044**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Retirement Recognition for Professor Valeetah R. Motschiedler

WHEREAS, Professor Valeetah Motschiedler has served Montgomery College with dedication and distinction for seven years and will retire from the College as of July 1, 2006; and

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

WHEREAS, Ms. Motschiedler contributed to the Nursing Department by participating on the Nursing Department Faculty Committee and chaired the Nursing Curriculum Committee; and

WHEREAS, Ms. Motschiedler demonstrated her commitment to the ideals and standards of education in Associate Degree Nursing for a total of 26 years; and

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

WHEREAS, Ms. Motschiedler demonstrated the high standards of professional behavior that she also expected of the students, maintaining an open-door policy for her students; and

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

CRN:ag

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

Resolution Number: **06-06-045**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Award of Emerita Status to Dr. Sharon Bernier

WHEREAS, Dr. Sharon Bernier has served Montgomery College with dedication and distinction for twelve years and retired from the College as of July 1, 2005; and

WHEREAS, Dr. Bernier worked as both the Director of Nursing, as well as served as a faculty member in the Health Sciences Unit to successfully have the program continue to be accredited by the National League of Nursing; and

WHEREAS, She contributed to the State and national nursing professional organizations to help address the nursing shortage issues, as well as advance nursing education in Associate Degree programs serving as national president of the National Association of Associate Degree Nursing; and

WHEREAS, Dr. Bernier participated in staffing the Nursing Department and assisted hundreds of students, as well as faculty and staff over the years, graduating significant numbers of nurses for the community; and

WHEREAS, Dr. Bernier provided opportunities for the faculty to grow professionally and contribute to the Nursing Program and students; and

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

WHEREAS, the President of the College recommends this public recognition of Dr. Sharon Bernier on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Sharon Bernier for her many contributions to the College, and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Dr. Sharon Bernier is granted the status of Professor Emerita and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

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

CRN:ag

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

Resolution Number: **06-06-046**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Award of Emerita Status to Professor Renee Sanders-Edwards

WHEREAS, in her capacity as a counselor and Professor of Student Development, Associate Professor Renee Sanders-Edwards served Montgomery College with dedication and distinction for thirteen years and retired on August 19, 2005; and

WHEREAS, Professor Sanders-Edwards has contributed to the academic success of countless students at the Germantown and Takoma Park/Silver Spring Campuses and has served students, faculty, administrators, and staff with dedication and commitment; and

WHEREAS, Professor Sanders-Edwards has been beloved by her students and colleagues for her student focus, commitment to teaching, and collegiality; and

WHEREAS, Professor Sanders-Edwards was a compassionate teacher and mentor who generously shared her time and wisdom; and

WHEREAS, Professor Sanders-Edwards served with dedication as department chair of the Counseling Department on the Takoma Park/Silver Spring Campus for three years; and

WHEREAS, Professor Sanders-Edwards participated in the development of a cooperative program between developmental English and Counseling to aid those students who have multiple barriers to academic success; and

WHEREAS, Professor Sanders-Edwards shared with her colleagues a special expertise in academic planning and career development and exhibited an unquestionable commitment to the scholastic and personal development of students; and

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

WHEREAS, the President of the College recommends this public recognition of Professor Renee Sanders-Edwards' retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their appreciation to Professor Renee Sanders-Edwards for her valuable contributions and service to the College and extend to her best wishes for happy and productive retirement years; and be it further

Resolved, That Professor Renee Sanders-Edwards is granted the status of Professor Emerita and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and a copy be forwarded to Professor Renee Sanders-Edwards.

CRN:ag

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

Resolution Number: **06-06-047**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Recognition of Ms. Kanika M. Hughley

WHEREAS, the Governor of the State of Maryland appointed Ms. Kanika M. Hughley as student member to the Board of Trustees of Montgomery College effective July 1, 2004, for a one-year term and was reappointed on July 1, 2005, and her term of office will end June 30, 2006; and

WHEREAS, during her tenure, Ms. Hughley served the Board of Trustees with distinction and dedication while also challenging herself as a Millennium Scholar and full-time employee; and

WHEREAS, Ms. Hughley's perspective as a student of the College, her interest in the concerns of students, and her understanding of the role of the Board as a corporate entity which must exercise sound judgment in the interest of the total College, have contributed significantly to the deliberations and effective decision-making of the Board; and

WHEREAS, she brought to the Board an energy and interest that encouraged the Board as a whole to ensure that the best interests of the College and its students were being served; and

WHEREAS, during her appointments to the Board, Ms. Hughley was an exemplary student leader at Montgomery College and in the community, serving as Honors Network club president, secretary of Phi Theta Kappa, a student advocate for various initiatives, and a member of the Committee for Montgomery; and

WHEREAS, Ms. Hughley led, with enthusiastic and well-spoken testimony many student advocacy efforts with State and local government officials, which helped obtain the needed public support for the College; and

WHEREAS, Ms. Hughley has conducted herself in an exemplary manner, and her demeanor, dependability, cooperation, and responsiveness to Board and College issues and events combine to make her a highly valued member of the Board; and

WHEREAS, in recognition of her distinguished service to the Board of Trustees of the College, the students, and the College community the Board recommends this recognition and tribute to Ms. Kanika M. Hughley; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Kanika M. Hughley for her conscientious and significant contributions to Montgomery College, to its Board of Trustees, to its students, and to the citizens of Montgomery County, and extend their best wishes to her for continued good health, happiness, and academic success and invite her continued interest in and support of the College in the years ahead; and be it further

Resolved, That in recognition of her dedication, support, and association with Montgomery College and Montgomery County, Ms. Kanika M. Hughley is awarded the College's Bronze Medallion for distinguished service; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Ms. Kanika M. Hughley.

CRN:ag

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

Resolution Number: **06-06-048**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Recognition of Dr. Mary E. Cothran

WHEREAS, Dr. Mary E. Cothran was appointed to the Board of Trustees of Montgomery College effective July 1, 1994, for a six-year term and was reappointed for a second six-year term beginning July 1, 2000, and ending June 30, 2006, bringing to an end an exemplary term in office as a Trustee; and

WHEREAS, Dr. Cothran has served the Montgomery College community with distinction and dedication, consistently demonstrating her belief in and understanding of the guiding principles of good stewardship; and

WHEREAS, during her twelve years on the Board of Trustees, Dr. Cothran was elected as second vice chair for two years and as chair of the Board from 1997 – 1999 and served in this leadership role for the appointment of the sixth president of the College; and

WHEREAS, Dr. Cothran brought to the Board by virtue of her career experiences, her educational background and her activities in the local community, a depth of knowledge and expertise, and has served the College well in deliberations regarding educational and budgetary issues; and

WHEREAS, Dr. Cothran has been at the forefront of education for students at all levels by serving various community organizations that tutored and mentored students, and served on community panels that addressed academic excellence; and

WHEREAS, Dr. Cothran was a strong advocate for minority students in her professional and personal life and a voice for disadvantaged children in Montgomery County; and

WHEREAS, her tireless advocacy on behalf of the College has helped to either enhance or stabilize local public funding for the College, especially during times of limited fiscal resources; and

WHEREAS, Dr. Cothran's integrity, wise counsel, dependability, and devotion to and sincere concern for the welfare of all members of the College community, have contributed immeasurably to the decisions of the Board of Trustees, and these qualities displayed during twelve years of distinctive service will be sorely missed by the Board and the President of the College; and

WHEREAS, College procedures allow that all Trustees completing at least one full six-year term of service are eligible for Trustee emeritus/emerita status at the time of their retirement from the Board, and such status shall be granted by a majority affirmative vote of the current Board of Trustees; and

WHEREAS, College procedures allow for the awarding of a Silver Medallion in recognition of documented truly outstanding service to the College, the academic profession, the County, the State or the nation; and

WHEREAS, the members of the Board of Trustees of the College recommend this tribute on the occasion of her retirement from the Board; now therefore be it

Resolved, That the members of the Board of Trustees of Montgomery College express their sincere appreciation to Dr. Mary E. Cothran for her conscientious and significant contributions to Montgomery College, its Board of Trustees, its students, faculty, staff and alumni, its community, and the citizens of Montgomery County, and that the Board extends to her its best wishes for her continued good health, happiness, and prosperity, and invites her continued support of the College in the years ahead; and be it further

Resolved, That Dr. Mary E. Cothran is granted the status of Trustee 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 in recognition of her dedicated service and association with Montgomery College and Montgomery County, Dr. Mary E. Cothran is awarded the Silver Medallion for sustained and exemplary outstanding service; and be it further

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

CRN:ag

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

Agenda Item Number: _____
June 19, 2006

PERSONNEL ACTIONS CONFIRMATION REPORT

BACKGROUND

The Board of Trustees by State Law has the authority and the responsibility for appointments to the College. Each month the Board receives a summary of personnel actions from the Office of Human Resources on new hires and employees who have separated from the College.

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACK-UP INFORMATION

Board Resolution
Personnel Actions Confirmation Report

RESOURCE PERSON(S)

Ms. Lawyer
Ms. Bokor

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

Resolution Number: **06-06-049**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Personnel Actions Confirmation

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

WHEREAS, the attached summary indicates related personnel actions taken by the College during the period from and including May 1, 2006, to and including May 31, 2006; and

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

Resolved, that the Board of Trustees accepts the attached report and confirms the action of the President.

Attachments

CRN:ag

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including May 1, 2006, to and Including May 31, 2006

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
5/15/06	Admassie, Eleni G	Blg Service Worker	A	Facilities Maintenance TP/SS
5/30/06	Cherry, Glenn A	Blg Service Worker	A	Facilities Maintenance TP/SS
5/30/06	Girma, Genaye T	Blg Service Worker	A	Facilities Maintenance TP/SS
5/01/06	Hanes, Glenn W	Air Condition Mechanic	H	Facilities Operations - RV
5/30/06	Kiv, Kenneth	Instructional Asst	H	Information Technology TP/SS
5/01/06	Loutoo, Kevin J	Customer Serv Asst/PT	F	WD & CE
5/15/06	Meaza, Addisu A	Instructional Asst/PT	G	Assessment Center RV
5/15/06	Mirand, Fritz	Blg Service Worker	A	Facilities Maintenance TP/SS
5/30/06	Moore, Amy P	Publications & Database Spec	G	WD & CE
5/30/06	Padaoil, Eustaquio L	Blg Service Worker	A	Facilities Maintenance TP/SS
5/15/06	Preston, Deborah E	Instruc & College Dean, Arts	P	Fine, Performing & Visual Arts
5/30/06	Tao, Yi	Senior Admin Aide	G	Human Resources Office
5/01/06	Thomas, Timothy I	Blg Service Worker	A	Facilities Maintenance GT
5/01/06	Tufa, Legesse G	Blg Service Worker	A	Facilities Maintenance TP/SS
5/30/06	Williams, Laurie	Career/Transfer Ctr Spec/PT	H	Student Development TP/SS

STAFF SEPARATIONS

5/30/06	Gray, Joyce E ¹	Admin Aide	F	IT Learning Center Admin RV
5/19/06	Sosinska, Katarzyna L	Library Assistant 10 Mos PT	F	IT Learning Center Library RV

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	4	1	0	0	6
Male	2	5	2	0	0	9
TOTAL	3	9	3	0	0	15

STAFF SEPARATIONS: Ethnicity and Gender

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

¹ Deceased

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective Date	Name	Position Title	Location
5/19/06	Ashby, Florence H ²	Professor	Math RV
5/19/06	Baack, Jessica K	Assistant Professor	Biology RV
5/19/06	Becker, Elizabeth C ²	Professor - N/T	Student Development DSS RV
5/19/06	Coley, Walter R ²	Professor	Business/Science/Math/Tech GT
5/19/06	Cronin, James E ²	Professor	History/Political Science RV
5/19/06	Daniel, Diane J ²	Professor	Humanities/Soc Sci/Educ GT
5/19/06	Delmer, David D ²	Professor	Health/Exercise/PE RV
5/19/06	Holy, Connie K	Associate Professor	Read/ESL/Foreign Lang/Phil RV
5/19/06	Keller, Minerva T	Assistant Professor	Read/ESL/Foreign Lang/Phil RV
5/19/06	Kieffer, David B ²	Professor	Business/Science/Math/Tech GT
5/19/06	Kiesler, Thomas A ²	Professor	Computer Science RV
5/19/06	Kirklin, Jean G ²	Professor	Math RV
5/19/06	Medley, India M	Professor	Health Sciences TP
5/19/06	Meyer, Gaye S	Assistant Professor	Speech/Dance/Theatre RV
5/19/06	Motschieder, Valeetah R ²	Professor	Health Sciences TP
5/19/06	Price, Thomas S ²	Professor - N/T	Student Development GT
5/19/06	Reardon-Anderson, Kathleen	Assistant Professor	Read/ESL/Foreign Lang/Phil RV
5/19/06	Sczepanski, John J	Associate Professor	Nat/Appl Sci,Bus/Mgt,Info Sci TP
5/17/06	Stupi, Anthony H ²	Professor	Business & Econ RV
5/19/06	Walcott, William H ²	Professor	Read/ESL/Foreign Lang/Phil RV
5/19/06	Weichbrod, Michael H ²	Professor	Sociol/Anthr/Crim Justice RV

FACULTY SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	7	1	1	1	0	10
Male	11	0	0	0	0	11
TOTAL	18	1	1	1	0	21

² Retirement

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

Agenda Item Number: _____
June 19, 2006

**CONTRACT AWARD
PARKING GARAGE LIGHTING REPLACEMENT
TAKOMA PARK/SILVER SPRING CAMPUS
BID NO. 606-011**

BACKGROUND

In 2002, the College completed a comprehensive facilities condition assessment to determine the condition of its buildings and sites. The County has provided funds in the College's Capital Budget to address deferred maintenance and life safety improvements. A project to come out of this process is the replacement of the lighting at the Takoma Park/Silver Spring Campus Parking Garage. The garage opened in 1981. The lighting was upgraded once in the early 1990's from low pressure sodium to high pressure sodium (HPS) lighting. The current fixtures are past their prime and should be replaced in order provide the garage with improved lighting levels in all areas (parking areas, stairwells and exterior lighting). The interior lighting will be changed to a better quality fluorescent lighting, which due to changes in electronic ballast technology, is more energy efficient than in the past. The new fixtures will be low profile to hug the low ceiling, sturdy, and suitable for this structure which is open to the weather. The new lighting will provide a whiter, more uniform light throughout the garage.

Project specifications were prepared by consultant and Facilities staff and the project was advertised on May 22, 2006. Bids were opened in the Office of Procurement on June 15, 2006, and 1 bid was received for \$518,000 from Valid Electric. The estimated cost of this project was \$460,000. Sufficient funds are available in the Capital Budget Planned Life Cycle Asset Replacement Project in FY2006 for this work. Valid has worked on several large electrical projects for the College, including work in Macklin Tower, Campus Center, and the new Student Services Center. Their work has been on time and the quality has been satisfactory.

RECOMMENDATION

It is recommended that an award of contract for \$518,000 be made to Valid Electric Company, Inc., Gaithersburg, Maryland, as the recommended low bidder for the replacement of parking garage lighting at the Takoma Park/Silver Spring Campus.

BACK-UP INFORMATION

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

RESOURCE PERSONS

Mr. Capp
Mr. Moore
Ms. Wormack

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

Resolution Number: **06-06-050**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Contract Award for Parking Garage Lighting Replacement, Takoma Park/Silver Spring Campus, Bid No. 606-011

WHEREAS, the Chief Facilities Officer requests approval of a contract for replacing inefficient and deteriorated lighting in the Takoma Park/Silver Spring Campus Parking Garage; and

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

WHEREAS, the Chief Business Officer certifies that funds are available in the Planned Life-Cycle Asset Replacement Project in the FY2006 Capital Budget to enable the College to award the contract as recommended; and

WHEREAS, pursuant to MD. (Educ.) Code Ann. Sec. 16-311, invitations to bid were publicly advertised in the *Washington Post*, *Baltimore Sun*; and the area *Journal Newspapers* and by McGraw Hill Construction Dodge and Reed Construction Data and posted on the Montgomery College Procurement Web site, two State of Maryland Web sites, and the Montgomery County Web site; and

WHEREAS, twenty-five (25) contractors received bid documents and one (1) response was received in the Office of Procurement, and were publicly opened, read aloud, and logged in beginning at 3:00 p.m. local time on June 15, 2006; and

WHEREAS, after analysis of the bids, it was determined that the low bid of \$518,000 submitted by Valid Electric Company, Inc., Gaithersburg, Maryland, meets all College specifications and is therefore the low responsible bid; and

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

Resolved, That a contract for providing all necessary supplies, materials, labor, equipment, tools, performance and insurance for the replacement of lighting in the Takoma Park/Silver Spring Campus Parking Garage is awarded to Valid Electric Company, Inc., Gaithersburg, Maryland, at the low bid price of \$518,000; and be it further

Resolved, That the President is authorized to execute a contract with Valid Electric Company, Inc., Gaithersburg, Maryland, on behalf of the College.

CRN:ag

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

Agenda Item Number: _____
June 19, 2006

**CONTRACT AWARD
PARKING GARAGE AND PEDESTRIAN BRIDGE RAMP IMPROVEMENTS
TAKOMA PARK/SILVER SPRING CAMPUS
BID NO. 606-012**

BACKGROUND

With the opening of the new Student Services Center at the Takoma Park/Silver Spring Campus and the increased visibility of the Campus' new facilities on both sides of the Metro tracks in this area, the need for improvements to the Campus Parking Garage have been under discussion. In particular, lighting, façade, landscaping, graffiti prevention, and deferred maintenance improvements have been recommended for implementation. The contract for replacement of the garage lighting is a separate item on the Board's June agenda. A study of façade improvements was undertaken by the Office of Facilities. The recommended solution is an environmentally friendly exterior trellis system which will allow plants to soften the harsh concrete structure. The trellis system will also prevent graffiti on the track-side of the garage which has been a problem. Graffiti has also been a problem on certain lower sections of the ramp to the pedestrian bridge along Fenton Street and a trellis system for sections of the ramp is also included in this project. The deferred maintenance items to be addressed include power washing the structure, painting, and concrete repairs. This work must be done prior to and in coordination with the lighting replacement.

Project specifications were prepared by consultant and Facilities staff and the project was advertised on May 22, 2006. Bids were opened in the Office of Procurement on June 15, 2006, and 2 bids were received. The bids ranged from \$732,000 to \$789,699. The estimated cost of this project was \$500,000. High steel prices continue to have an impact on bids and there are significant structural steel elements in this project. Sufficient funds are available for this work in the FY2006 Operating Budget and the FY2006 Capital Budget Planned Life Cycle Asset Replacement project for this work. References provided by the low bidder were checked and positive responses were received. The low bidder, McDonnell Landscape, Inc. is the landscape contractor for the Student Services Center and their work has been on time and satisfactory.

RECOMMENDATION

It is recommended that an award of contract for \$732,000 be made to McDonnell Landscape, Inc., Brookeville, Maryland, as the recommended low bidder for exterior improvements to the parking garage and pedestrian bridge ramp at the Takoma Park/Silver Spring Campus.

BACK-UP INFORMATION

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

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

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

Resolution Number: **06-06-051**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Contract Award for Parking Garage and Pedestrian Bridge Ramp Improvements, Takoma Park/Silver Spring Campus, Bid No. 606-012

WHEREAS, the Chief Facilities Officer requests approval of a contract for façade, landscaping, and interior improvements for the Takoma Park/Silver Spring Campus Parking Garage and lower sections of the pedestrian bridge ramp along Fenton Street to enhance the appearance of the structures, prevent graffiti and correct deferred maintenance items at the garage; and

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

WHEREAS, the Chief Business Officer certifies that funds are available in the FY2006 College Operating Budget and the FY2006 Capital Budget Planned Life Cycle Asset Replacement project to enable the College to award the contract as recommended; and

WHEREAS, pursuant to MD. (Educ.) Code Ann. Sec. 16-311, invitations to bid were publicly advertised in the *Washington Post*, *Baltimore Sun*; and the area *Journal Newspapers* and by McGraw Hill Construction Dodge and Reed Construction Data and posted on the Montgomery College Procurement Web site, two State of Maryland Web sites, and the Montgomery County Web site; and

WHEREAS, Forty-one (41) contractors received bid documents and two (2) responses were received in the Office of Procurement, and were publicly opened, read aloud, and logged in beginning at 3:00 p.m. local time on June 15, 2006; and

WHEREAS, after analysis of the bids, it was determined that the low bid of \$732,000 submitted by McDonnell Landscape, Inc., Brookeville, Maryland, meets all College specifications and is therefore the low responsible bid; and

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

Resolved, That a contract for providing all necessary supplies, materials, labor, equipment, tools, performance and insurance for the façade, landscaping and interior improvements for the Takoma Park/Silver Spring Campus Parking Garage and the Pedestrian Bridge Ramp is awarded to McDonnell Landscape, Inc., Brookeville, Maryland, at the low bid price of \$732,000; and be it further

Resolved, That the President is authorized to execute a contract with McDonnell Landscape, Inc., Brookeville, Maryland, on behalf of the College.

CRN:ag

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

Agenda Item Number: _____
June 19, 2006

**AWARD OF CONTRACT, EMPLOYMENT AND CASE MANAGEMENT SERVICES,
MONTGOMERY COUNTY REFUGEE TRAINING CENTER, BID NO. 406-017**

BACKGROUND

The Board of Trustees approved an agreement between the College and the State of Maryland for the Targeted Assistance Program (TAP) grant at its February 2006 meeting (Resolution No. 06-02-021). The agreement authorizes the College to administer this federally-funded program, which provides supplemental funding for services beyond those currently provided through the Montgomery County Refugee Training Center now administered by the College.

The Vice President for Workforce Development and Continuing Education has requested a contract to provide the employment and case management services necessary to support the Refugee Training Center. The TAP project will serve an additional 350 refugees and asylees who are residing in Montgomery and Prince George's Counties each year. The funding for the project is approximately \$550,000 per year and is currently committed for a three-year period. The TAP project will provide employment and training services to accelerate entry into the workforce at self-sustaining pay levels and in positions that provide health benefits. Instructional programs will be provided that are career laddering in high-demand occupational clusters. The program design will engage local business and other community service providers in maximizing these career opportunities. Beyond the instructional programs, there is a need for specialized employability and case management services.

A request for proposals was developed by appropriate College staff. An evaluation committee consisting of College and State staff reviewed and evaluated the proposals. Fifty-six (56) vendors were invited to submit proposals by 3:00 p.m. on April 17, 2006. Two responses were received, including one no bid. The proposal submitted by Lutheran Social Services of the National Capital Area, Falls Church, Virginia, meets all College requirements. The total price for the employment and case management services for a three-year period is \$761,518, of which \$243,709 is budgeted in FY2007. Sufficient grant expenditure authority exists within the proposed FY2007 Operating Budget as submitted. This contract will become effective on July 3, 2006 and may be renewed for two additional years, one year at a time.

RECOMMENDATIONS

It is recommended that the Board of Trustees award a contract for employment and case management services for refugees and asylees through the Montgomery County Refugee Training Center to Lutheran Social Services of the National Capital Area, Falls Church, Virginia, beginning July 3, 2006, for a total amount of \$761,518, of which \$243,709 is budgeted in FY2007. It is further recommended that the contract be renewed for two additional one-year terms provided performance is satisfactory, funds are available, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution
Bidders List (Board Members only)
Bid Summary (Board Members only)

RESOURCE PERSONS

Mr. Moore
Mr. Payne
Ms. Wormack

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

Resolution Number: **06-06-052**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

**Subject: Award of Contract, Employment and Case Management Services,
 Montgomery County Refugee Training Center, Bid No. 406-017**

WHEREAS, the State of Maryland, Maryland Office of New Americans, is requesting that the College assume the administration of the federally-funded Targeted Assistance Program as an extension of the current programs and services offered through the Montgomery County Refugee Training Center, which is administered by Montgomery College; and

WHEREAS, the Board of Trustees approved the Targeted Assistance Program grant at its February 2006 meeting; and

WHEREAS, the Vice President for Workforce Development and Continuing Education has requested a contract award for employment and case management services at the Refugee Training Center; and

WHEREAS, the Director of Procurement certifies that specifications were developed by appropriate College staff; and the Chief Business Officer certifies that funds have been requested in the FY2007 Workforce Development and Continuing Education Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Annotated Section, 16-311(c), an invitation to bid was publicly advertised in a County newspaper on March 31, 2006, and posted to College, County, and State procurement websites; mailed to thirty-four (34) vendors and downloaded from the Internet by twenty-two (22) vendors; two (2) responses were received, including one no bid, publicly opened, read aloud, and recorded, beginning at 3:00 p.m. on April 17, 2006; and

WHEREAS, upon evaluation by the proposal evaluation committee, it was determined that the bid submitted by Lutheran Social Services of the National Capital Area, Falls Church, Virginia, meets all College requirements and is therefore the highest evaluated responsible bidder; and

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

Resolved, That a contract be awarded to Lutheran Social Services of the National Capital Area, Falls Church, Virginia, for employment and case management services for the Montgomery County Refugee Training Center, beginning July 3, 2006, for a total amount of \$761,518, of which \$243,709 is budgeted in FY2007; and be it further

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

CRN:ag

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

Agenda Item Number: _____
June 19, 2006

**AWARD OF CONTRACT, INFORMATION TECHNOLOGY REPORT WRITER SOFTWARE,
BID NO. 506-033**

BACKGROUND

The Chief Information Officer has requested a contract award for the purchase of more advanced software that creates management reports using data from the College's integrated computer information software suite. The previously purchased information technology report writing software is obsolete and no longer meets College requirements. Staff determined that the information technology report writing product, Crystal Report Writer, meets College integration requirements, ensures collegewide access to reports, and features enhanced reporting capabilities.

A request for bids was developed by appropriate College staff and advertised on May 3, 2006. Forty-four (44) vendors received the bid. Five (5) responses, including one no bid, were received on May 23, 2006. The bid submitted by En Pointe Technologies Sales Inc., El Segundo, California, is the lowest responsible bidder meeting College requirements. Reference checks affirmed satisfactory past performance. The total bid price for the purchase, delivery, and installation services for the Crystal Report Writer software is \$130,434.

RECOMMENDATION

It is recommended that the Board of Trustees award a contract for the purchase, delivery, and installation of the information technology report writer software, Crystal Report Writer, to En Pointe Technologies Sales Inc., El Segundo, California, for a total price of \$130,434.

BACK-UP INFORMATION

Board Resolution
Bidders List (Board Members only)
Bid Summary (Board Members only)

RESOURCE PERSONS

Mr. Leurig
Mr. Moore
Ms. Wormack

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

Resolution Number: **06-06-053**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

**Subject: Award of Contract, Information Technology Report Writer Software,
 Bid No. 506-033**

WHEREAS, the Chief Information Officer has requested a contract award for the purchase of report writing software to create management reports from the College's integrated computer information suite software; and

WHEREAS, the current reporting writing software is obsolete and no longer meets College needs; and

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

WHEREAS, pursuant to Md. (Educ.) Code Annotated Section, 16-311(c), an invitation to bid was publicly advertised in a County newspaper on May 3, 2006, and posted to College, County, and State procurement websites on May 3, 2006; mailed to six (6) vendors and downloaded from the Internet by thirty-eight (38) vendors; five (5) responses were received, including one no bid, publicly opened, read aloud, and recorded, beginning at 3:00 p.m. on May 23, 2006; and

WHEREAS, upon evaluation of the bid responses, it was determined that the bid submitted by En Pointe Technologies Sales Inc., El Segundo, California, meets all College requirements and is therefore the lowest responsible bidder; and

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

Resolved, That a contract be awarded for the purchase, delivery, and installation of the information technology report writer software, Crystal Report Writer, to En Pointe Technologies Sales Inc., El Segundo, California, for a total price of \$130,434.

CRN:ag

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

Agenda Item Number: _____
June 19, 2006

**SOLE SOURCE AWARD OF CONTRACT, ENERGY MANAGEMENT SYSTEMS
MAINTENANCE, ROCKVILLE AND GERMANTOWN CAMPUSES**

BACKGROUND

The Chief Facilities Officer has requested continuation of a contract award for the purchase of energy management systems maintenance, on a sole source basis. In 2001, the Board of Trustees authorized a contract award to Siemens Building Technologies, Inc. for maintenance of the energy management systems, on a sole source basis. This contract will expire on June 30, 2006. The service provided through this contract has been outstanding and has materially contributed to improved classroom and office environments. The Siemens system is a proprietary product and is a more economical and advantageous solution for managing energy systems at the College. Continuation of the contract award to Siemens for energy management maintenance service is recommended, beginning July 1, 2006, for one five-year period. The total price for the five-year term is \$525,096, of which \$96,924 will be expended in FY2007, for both the Germantown and Rockville campuses. In addition to the current services provided, the contract will include annual software updates, graphics creation and backup, software consultation, online troubleshooting, operation support and training, system preventive maintenance, and component replacement. Emergency response will be provided within four hours. Board approval is required for sole source procurements above \$25,000.

RECOMMENDATION

It is recommended that a contract award for maintenance of the energy management systems, at the Rockville and Germantown campuses, be awarded to Siemens Building Technologies, Inc., Beltsville, Maryland, on a sole source basis, for the total price of \$525,096, of which \$96,924 will be expended in FY2007, for both campuses, for a five-year term beginning July 1, 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. Tarver
Mr. Wirth
Ms. Wormack

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

Resolution Number: **06-06-054**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

**Subject: Sole Source Award of Contract, Energy Management Systems
Maintenance, Rockville and Germantown Campuses**

WHEREAS, the Chief Facilities Officer has requested a contract award for the continued purchase of energy management systems maintenance at the Rockville and Germantown campuses, on a sole source basis; and

WHEREAS, the Director of Procurement certifies that the sole source basis of the award is fully justified because the energy management systems are proprietary and can only be maintained by Siemens; and the Chief Business Officer certifies that funds have been requested in the FY2007 Operating Budget; and

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

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

Resolved, That a contract for maintenance service for energy management systems at the Rockville and Germantown Campuses be awarded to Siemens Buildings Technologies, Inc., Beltsville, Maryland, on a sole source basis, for a five-year period beginning July 1, 2006, for the total price of \$525,096, of which \$96,924 will be expended in FY2007, for both campuses, provided funds are available, service is satisfactory, and it is in the best interest of the College.

CRN:ag

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

Agenda Item Number: _____
June 19, 2006

**SOLE SOURCE AWARD OF CONTRACT, COMMERCE MANAGEMENT
SYSTEM SOFTWARE**

BACKGROUND

The Chief Information Officer and the Chief Business Officer have requested a contract award for the purchase of an advanced integrated software solution for campus billing and payment processing, on a sole source basis. In 2001 the Board of Trustees approved an award of contract for the purchase of integrated voice and information payment software to TouchNet Information Systems, Inc., Lenexa, Kansas, on a sole source basis. The interactive information and payment system offered students the ability to register for courses; request grades, account balances, and financial aid award information; and pay for classes by telephone or at kiosk centers.

Staff determined that more advanced billing and payment systems are needed that offer students greater flexibility in tuition payment options, enhanced web-based registration, and increased security enhancements for addressing identity and confidentiality issues. In addition, any new products purchased must be compatible with the College's integrated computer information suite. The Commerce Management System software, licensed by TouchNet, meets College requirements. This product facilitates electronic payments, enhances student payment options, integrates with the College's computer information suite, and is the only product that allows the administration of in-house tuition payment plans. No other vendor can meet College requirements, and no other vendor provides this product due to its proprietary nature. The total price for the product's license, maintenance, delivery, and installation is \$126,604. Board approval is required for sole source procurements above \$25,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve an award of contract for the purchase of the Commerce Management System software license, delivery, installation, and maintenance to TouchNet Information Systems, Inc., Lenexa, Kansas, on a sole source basis, for a total price of \$126,604. It is further recommended that the contract be renewed annually, as long as the service is necessary, under the same terms and conditions, service is satisfactory, funds are available, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Leurig
Mr. Moore
Ms. Wormack

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

Resolution Number: **06-06-055**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Sole Source Award of Contract, Commerce Management System Software

WHEREAS, the Chief Information Officer and the Chief Business Officer have requested a contract to purchase an advanced integrated software solution for campus billing and payment processing, on a sole source basis; and

WHEREAS, the Board approved an award of contract for the purchase of integrated voice and information payment software to TouchNet Information Systems, Inc., Lenexa, Kansas, on a sole source basis, at its June 2001 meeting; and

WHEREAS, the College has determined that more advanced billing and payment systems are needed that offer students greater flexibility in tuition payment options, enhanced web-based registration, and increased security enhancements to protect identity and confidentiality; and

WHEREAS, the Director of Procurement certifies that the sole source request is justified in that this product is not available through any other source, and that no other product will meet College needs; and the Chief Business Officer certifies that funds are available in the FY2006 Operating Budget; 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 the purchase of the Commerce Management System software license, delivery, installation, and maintenance be awarded to TouchNet Information Systems, Inc., Lenexa, Kansas, on a sole source basis, for a total price of \$126,604; and be it further

Resolved, That the contract be renewed annually, as long as the service is necessary, under the same terms and conditions, service is satisfactory, funds are available, and it is in the best interest of the College.

CRN:ag

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

Agenda Item Number: _____
June 19, 2006

**SOLE SOURCE AWARD OF CONTRACT, COURSE MANAGEMENT SOFTWARE
LICENSE FOR E-LEARNING SERVICES**

BACKGROUND

In December 2003, the Board of Trustees approved a contract award to WebCT, Inc. for the continued licensing of the WebCT Campus Edition Course Management Systems, on a sole source basis, through June 30, 2006. The WebCT Campus Edition Course Management System offers flexibility in designing learning pathways to accommodate diverse learning styles and preferences; features comprehensive online assessment capabilities; tracks and collects student data to assist the College in refining and improving the distance learning experience for students; and provides faculty with an efficient administrative tool for managing day-to-day course activities. During the past three years, distance learning courses and materials were developed and have been standardized utilizing the WebCT product for the College's course materials.

The Chief Information Officer has requested a new contract award for the ongoing license of the course management system to WebCT, Inc., on a sole source basis, since the contract will expire on June 30, 2006. The sole source is justified since the WebCT product is a proprietary e-learning software tool; is not available from other sources; and has been standardized by the College as the e-learning software tool for use by faculty in the delivery of distance learning instruction. The estimated annual licensing price is \$60,000. Service performance has been satisfactory during the contract term. Board approval is required for sole source procurements above \$25,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve a contract award for the software licensing of the WebCT Course Management System to WebCT, Inc., Lynnfield, Massachusetts, on a sole source basis, beginning July 1, 2006, for an annual amount of \$60,000, depending upon usage. It is further recommended that the contract be renewed on a year-to-year basis, as long as the need exists, under the same terms and conditions, provided funding is available, service is satisfactory, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Leurig
Mr. Moore
Dr. Pinkney
Ms. Wormack

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

Resolution Number: **06-06-056**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

**Subject: Sole Source Award of Contract, Course Management Software License
for E-Learning Services**

WHEREAS, at its December 2003 meeting, the Board of Trustees approved a sole source contract award to WebCT, Inc., Lynnfield, Massachusetts, for the continued licensing of the WebCT Campus Edition Course Management System through June 30, 2006; and

WHEREAS, the contract award to SCT, through its third-party partner WebCT, provides the licensed software product, WebCT Campus Edition Course Management System, for course management, development, and delivery of the College's e-learning programs; and

WHEREAS, the Chief Information Officer has requested a new contract award for the continued use of the licensed WebCT Campus Edition Course Management System and support services, on a sole source basis; and

WHEREAS, the Director of Procurement affirms that the sole source procurement is justified since the WebCT product is a proprietary e-learning software tool; is not available from other sources; and has been standardized by the College as the e-learning software tool for use by faculty in the delivery of distance learning instruction; and the Chief Business Officer certifies that funds have been requested in the FY2007 Operating Budget for this purpose; 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 the contract for the licensing of the WebCT Campus Edition Course Management System be awarded to WebCT, Inc., Lynnfield, Massachusetts, beginning July 1, 2007, on a sole source basis, for an estimated annual amount of \$60,000, depending upon usage; and be it further

Resolved, That the contract be renewed on a year-to-year basis, as long as the need exists, under the same terms and conditions, provided funding is available, service is satisfactory, and it is in the best interest of the College.

CRN:ag

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

Agenda Item Number: _____
June 19, 2006

**SOLE SOURCE AWARD OF CONTRACT, ENTERPRISE ASSESSMENT
MANAGEMENT SOFTWARE**

BACKGROUND

The Chief Information Officer has requested a contract for the purchase of a web-based enterprise-wide assessment management tool to track outcomes assessment, on a sole source basis. The College has need of an assessment tool to track academic achievement that clearly aligns the College's goals and priorities with the Academic Master Plan, the institutional effectiveness measures mandated by the Maryland Higher Education Commission, the Middle States Self-Study, and the College's internal Academic Area Review. Staff met with various interested members from different academic and administrative departments to determine the best existing product that would afford flexibility as well as a safe, secure system. The alternative to purchasing would be in-house custom development, which would significantly increase the project costs and timeline.

Staff researched various software products to determine which product would best meet both the College's need for Banner systems integration and institutional planning and assessment requirements. Staff determined that the TracDat enterprise assessment management web-based software, developed by Nuventive, Allison Park, Pennsylvania, and sold through SunGard Higher Education, Malvern, Pennsylvania, would best meet College needs and requirements. SunGard Higher Education is a Nuventive business partner. Through this third-party agreement, SunGard and Nuventive provide colleges and universities with web-based software for managing an institution's planning, assessment, and self-study and accreditation processes through a structured framework for continuous improvement.

TracDat is the only online portfolio software that is integrated with Banner, which is critical to College operations. TracDat is uniquely qualified to meet College needs as it uses a systematic approach to establish common understanding and language; defines and aligns goals among all levels of the institution; documents how results are used to improve programs and learning, which a key factor for accreditation; and stores data in a secured, easily accessible location. No other vendor can meet College requirements, and no other vendor provides this product due to its proprietary nature. The total price for the product's license, delivery, installation, training, and maintenance is \$124,640. Board approval is required for sole source procurements above \$25,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve an award of contract for the purchase of the license, delivery, installation, training, and maintenance of TracDat web-based enterprise assessment management software to SunGard Higher Education, Malvern, Pennsylvania, for a total amount of \$124,640. It is further recommended that a contract for maintenance be renewed for as long as the service is necessary, under the same terms and conditions, service is satisfactory, funds are available, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Leurig
Mr. Moore
Ms. Somersall
Ms. Wormack

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

Resolution Number: **06-06-057**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Sole Source Award of Contract, Enterprise Assessment Management Software

WHEREAS, the Chief Information Officer has requested a contract award to purchase web-based enterprise assessment management software to track academic achievement that clearly aligns the College's goals and priorities with the Academic Master Plan, the institutional effectiveness measures mandated by the Maryland Higher Education Commission, the Middle States Self-Study, and the College's internal Academic Area Review, on a sole source basis; and

WHEREAS, the College has determined that the product, TracDat, developed by Nuventive, Allison Park, Pennsylvania, and sold through SunGard Higher Education, Malvern, Pennsylvania, meets College requirements; and

WHEREAS, the Director of Procurement certifies that the sole source request is justified in that this product is not available through any other source, and that no other product will meet College needs; and the Chief Business Officer certifies that funds are available in the FY2006 Operating Budget; and

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

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

Resolved, That a contract be awarded for the purchase of the license, delivery, installation, training, and maintenance of TracDat web-based enterprise assessment management software to SunGard Higher Education, Malvern, Pennsylvania, for a total amount of \$124,640; and be it further

Resolved, That the maintenance contract be renewed annually, as long as the service is necessary, under the same terms and conditions, service is satisfactory, funds are available, and it is in the best interest of the College.

CRN:ag

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE
ROCKVILLE, MARYLAND**

Agenda Item Number: _____
June 19, 2006

**AMENDMENT TO SOLE SOURCE AWARD OF CONTRACT, COURSE SCHEDULING
ASSISTANT SOFTWARE**

BACKGROUND

In 1999 the Maryland Higher Education Commission and the community college presidents collaborated to award a grant for the creation of an online, web-based system to help individuals and businesses search for continuing education offerings at all 16 community colleges. With the support of the Maryland Association of Community Colleges, several community colleges, including Montgomery College, were granted a license in 2001 for the use of Symplicity Networks Inc. software CRS-2000. The original licensed product met the basic requirements. However, each institution is responsible for incorporating any modifications needed based on its programmatic and system requirements.

Subsequently, in June 2003, the Board of Trustees approved the sole source purchase of the Symplicity Networks, Inc.'s CRS-2000 web-based course search software license through June 30, 2007 (Resolution No. 03-49). The Office of Workforce Development and Continuing Education has requested a contract modification for the purchase of the course scheduling assistant module to meet programmatic needs. The course scheduling assistant module will streamline programmatic operations, create and verify course information, and improve processing. No other vendor provides this product due to its proprietary license from the manufacturer. The total price of the course scheduling assistant module is \$33,080. The purchase amends the original contract award, increasing the contract amount from \$187,680 to \$220,760. Funding for the purchase has been requested in the FY2007 Workforce Development and Continuing Education Budget. Board approval is required for sole source procurements above \$25,000 and for contract modifications which increase the value of contracts.

RECOMMENDATION

It is recommended that the Board of Trustees approve amendment of the contract award to purchase the course scheduling assistant module component, to Symplicity Networks, Inc., Millersville, Maryland, on a sole source basis, increasing the contract amount by \$33,080 from \$187,680 to \$220,760. All other terms and conditions remain the same.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Moore
Mr. Payne
Ms. Wormack

**_BOARD OF TRUSTEES
MONTGOMERY COLLEGE
ROCKVILLE, MARYLAND**

Resolution Number: **06-06-058**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

**Subject: Amendment to Sole Source Award of Contract, Course Scheduling
 Assistant Software**

WHEREAS, in 1999 the Maryland Higher Education Commission (MHEC) and the community college presidents awarded a grant to create an online, web-based system to assist individuals and businesses locate continuing education offerings at the 16 community colleges; and

WHEREAS, in 2001 the College was licensed for the baseline CRS-2000 software, which provides a single common format supporting all of the major continuing education business elements among the 16 community colleges; has continued to maintain that product; and desires to further enhance the capabilities of the CRS-2000 software; and

WHEREAS, in 2003 the Board of Trustees awarded a contract for the purchase of web-based course search software CRS-2000, to Symplicity Networks, Inc., Millersville, Maryland, on a sole source basis, for a total contract amount of \$187,680 through June 30, 2007; and

WHEREAS, the Vice President for Workforce Development and Continuing Education has requested amending the contract award for the purchase of an additional module for the web-based course software currently utilized by the College, on a sole source basis; and

WHEREAS, the Director of Procurement affirms that the sole source request is justified in that this product is not available through any other source; is proprietary; and is currently the only product that will meet College needs; and the Chief Business Officer certifies that funds have been requested in the FY2007 Workforce Development and Continuing Education Budget; and

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

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

Resolved, That the contract award to Symplicity Networks, Inc., Millersville, Maryland, be amended for the purchase of the course scheduling assistant component module, increasing the contract amount by \$33,080 from \$187,680 to \$220,760.

CRN:AG

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

Agenda Item Number: _____
June 19, 2006

**APPROVAL OF SUPPLEMENTAL DESIGN AND ENGINEERING SERVICES
CULTURAL ARTS CENTER
TAKOMA PARK/SILVER SPRING CAMPUS**

BACKGROUND

On February 21, 2005, the Board of Trustees awarded a contract for \$1,430,145 to SmithGroup, Inc. to provide architectural/engineering services for the Cultural Arts Center project at the Takoma Park Campus/Silver Spring Campus. As the design process proceeded, additional time and effort by the SmithGroup and their consultants was required to address design issues that arose which have increased design fees by \$444,783. The items responsible for this increase are:

Unsuitable soil conditions – Further analyses of site conditions and evaluation of different foundation design options were required to address unforeseen conditions and issues related to unsuitable/unstable soil conditions.

Complex and extended mandatory referral process at the Maryland National Capital Park and Planning Commission – The MNCPPC review of the CAC project required preparation of transportation reports and traffic studies as well as a natural resource inventory and forest standard delineation (NRI/FSD) document preparation which was beyond the scope of the original design fee assumptions.

Change in site improvement and site utilities requirements – 1. The loading dock service entrances at Burlington Avenue and at King Street were changed due to various regulatory agency traffic requirements. A reconfiguration of the design was necessary. 2. PEPCO's original requirement for overhead poles changed to underground duct banks. 3. Storm water management requirements as part of Montgomery County's approval process required additional design effort.

Increase in building size for technical reasons – In a change approved by Maryland Department of Budget and Management, the gross floor area of the building increased from 51,600 to 58,700 square feet. It had been determined that the net-to-gross square foot ratio for performing arts facilities is more realistic at 55% rather than at the 60% used for most program purposes. (The gross area includes building support spaces such as mechanical rooms, corridors and building structure.) This meant that in order to achieve the amount of net square feet that the State had approved for the program, additional gross square footage was required and additional design effort.

Additional theatrical consultant design – The College requested more advanced design studies of the performance equipment, lighting, sound system, and main stage furnishings.

Fees for these services have been in discussion since last fall. College staff carefully reviewed the fee requests to determine whether additional design hours were warranted. The architect had initially included a request to increase fees as a result of increased construction cost estimates in addition to the technical issues mentioned above. This was not approved. It took quite some time for these issues to be resolved. After an internal review, it was determined that

this increase should be brought to the Board for approval. A total fee for these services has been negotiated at a cost of \$444,783. Of this amount, \$344,783.00 is for the period January 2006 through June 2006 since the Architect continued to work at the College's direction while the fees were being discussed.

Sufficient funds are available in the FY2006 Capital Budget Takoma Park Campus/Silver Spring Campus Expansion project for these additional services. Furthermore, it should be noted that the FY2007 Capital Budget includes the construction administration funds for this project and a contract modification to add these services to the SmithGroup contract will be brought to the Board for approval at the appropriate time.

RECOMMENDATION

It is recommended that the Board of Trustees approve supplemental design and engineering services totaling \$444,783 to Contract No. 438 with SmithGroup, Inc. for the design of the Cultural Arts Center as part of the Takoma Park Campus/Silver Spring Campus Expansion project.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Capp
Mr. Moore
Mr. Sorrell

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

Resolution Number: **06-06-059**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Approval of Supplemental Design and Engineering Services, Cultural Arts Center, Takoma Park/Silver Spring Campus

WHEREAS, on February 20, 2005, by Board Resolution #99-140, the Board of Trustees approved a contract award to SmithGroup, Inc. for \$1,430,145 for architectural and engineering design and construction administration services for the Cultural Arts Center as part of the Takoma Park Campus/Silver Spring Campus Expansion Project; and

WHEREAS, the Chief Facilities Officer has requested that SmithGroup, Inc. provide a proposal for additional architectural and engineering services for the Cultural Arts Center as part of the Takoma Park Campus/Silver Spring Campus Expansion project; and

WHEREAS, SmithGroup, Inc. submitted a fee proposal for such additional services, and this proposal has been reviewed by appropriate Facilities staff and determined to be acceptable for the amount of work involved; and

WHEREAS, the Chief Business Officer certifies that funds are available in the FY2006 Capital Budget - Takoma Park Campus/Silver Spring Campus Expansion Project for this purpose; and

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

Resolved, That the Board of Trustees approves supplemental services to Contract No. 438 with SmithGroup, Inc., in the amount of \$444,783 for additional design services for the Cultural Arts Center, Takoma Park Campus/Silver Spring Campus Expansion Project.

CRN:ag

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

Agenda Item Number: _____
June 19, 2006

**CONTINUATION OF AWARD OF CONTRACT, PROCUREMENT THROUGH OTHER
AGENCY, BANKING AND SAFEKEEPING SERVICES**

BACKGROUND

On May 15, 2000, the Board of Trustees approved an award of contract for the purchase of banking and safekeeping services through a procurement through other agency contract issued by Montgomery County Government. The College is a named participant in the County contract, and the contract continues to be advantageous to the College. The County contract will expire on July 26, 2006, and the County will extend the contract term to allow for a re-procurement of these services.

The Chief Business Officer has recommended continuation of the banking services contract with Wachovia Bank, Charlotte, North Carolina, under the terms and conditions of the County contract to ensure no disruption to the College's banking services. The annual estimated cost for this contract is \$50,000, with the actual cost dependent upon service usage. Costs associated with the banking services will be treated as a reduction in revenue.

RECOMMENDATION

It is recommended that the Board of Trustees approve continuation of the contract award to Wachovia Bank, Charlotte, North Carolina, for primary banking services, with an annual estimated cost of \$50,000, dependent upon service usage, under the same terms and conditions of Montgomery County Government Contract #9321000006BB, for as long as the current County contract exists.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Moore
Mr. Mullinix
Ms. Wormack

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

Resolution Number: **06-06-060**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

**Subject: Continuation of Award of Contract, Procurement Through Other Agency,
Banking and Safekeeping Services**

WHEREAS, on May 15, 2000, the Board of Trustees awarded a contract for the purchase of banking and safekeeping services through a procurement through other agency contract with Montgomery County Government; and

WHEREAS, the Montgomery County contract will expire on July 26, 2006, and the County will extend the contract term while the solicitation process is completed; and

WHEREAS, the Chief Business Officer recommends continuing the contract for banking services under the terms and conditions of Montgomery County Government Contract #9321000006BB, for as long as the current County contract exists; and

WHEREAS, the Director of Procurement certifies that the College is a named participant in the County's contract, that the requirements were bid under substantially the same procedures as required by Board of Trustees policy, and that the terms and conditions of the contract meet all College requirements; and

WHEREAS, Board policy states that the formal bidding process may be dispensed with in the event of a procurement through other agency contract; and

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

Resolved, That the contract award to Wachovia Bank, Charlotte, North Carolina, for banking and safekeeping services, for an annual estimated cost of \$50,000, with the actual cost dependent upon service usage, be continued under the terms and conditions of Montgomery County Government Contract #9321000006BB, for as long as the current County contract exists.

CRN:ag

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

Agenda Item Number: _____
June 19, 2006

**AWARD OF CONTRACT
EMERGENCY EXTERIOR WALL REPAIR
ROBERT E. PARILLA PERFORMING ARTS CENTER, ROCKVILLE CAMPUS**

BACKGROUND

Over the course of the past 18 months, a number of heavy gauge steel panels which are 8 inches wide by 12 feet tall and located 65 feet above the ground on the upper fly gallery exterior wall of the Robert E. Parilla Performing Arts Center (PAC) have blown off in high winds. Fortunately, to date, no one has been struck by these projectiles. Attempts to make permanent repairs to these metal panels have failed due to the fact that the supporting fire-proof plywood to which the panels are attached have become waterlogged and are also failing. This is similar to the failure of residential fire-proof plywood roofing material that has been in the news over the past few years. For these reasons, it is imperative that all of the metal panels and the entire plywood framing structure be removed and appropriate waterproofing be applied. The Performing Arts Center was completed in 1984 and, over the years, water apparently migrated behind the panels gradually deteriorating the plywood underlay.

Control Roofing and Sheet Metal Corporation (CRSM), Capitol Heights, Maryland, the low bid awardee (bid # 605-014, May 2004) for the College-wide roof repair project, was called in to re-attach the metal panels when they first blew off the building. This was during the period that CRSM was under contract to the College for the college wide roof repair project. This firm has been working with the College Architect to investigate the problem and to determine a permanent resolution to this issue. CRSM is very familiar with the Performing Arts Center and the technical challenges of the work and is available to do the work on the College's schedule. As a result, CRSM was asked to provide a price for this work on an emergency basis.

The cost of this work is \$85,750 which is reasonable for the amount and type of construction involved. Sufficient funds are available in the FY2006 Emergency Plant Maintenance and Repair Fund and this project meets the criteria for use of the fund. Board of Trustees approval is required for emergency procurements above \$25,000.

RECOMMENDATION

It is recommended that the Board of Trustee award a contract award, on an emergency basis, for repair of the upper fly gallery exterior wall of the Robert E. Parilla Performing Arts Center at the Rockville Campus, to Control Roofing and Sheet Metal Corporation, Capitol Heights, Maryland, for the total price of \$85,750.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSON(S): Mr. Capp, Mr. Moore, Ms. Wormack

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

Resolution Number: **06-06-061**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

**Subject: Award of Contract, Emergency Exterior Wall Repair, Robert E. Parilla
Performing Arts Center, Rockville Campus**

WHEREAS, the Chief Facilities Officer has requested a contract award, on an emergency basis, for the repair of the upper fly gallery exterior wall of the Robert E. Parilla Performing Arts Center at the Rockville Campus; and

WHEREAS, the Director of Procurement certifies that the emergency basis of the award is fully justified because metal panels are detaching from the upper level of the building and have been blown off by high winds because of deteriorated water saturated fire-proof plywood backing and pose a threat to property and people in the vicinity of the building; and

WHEREAS, the contractor for previous College wide roof repairs, Control Roofing and Sheet Metal Corporation had been working on the Performing Arts Center building panel problem with the College Architect to make initial repairs and investigate the problem and had detailed knowledge of the panel system and is available to perform the work on the College's schedule; and

WHEREAS, the Chief Business Officer certifies that sufficient funds are available in the Emergency Plant Maintenance and Repair fund in the FY2006 Operating Budget; and

WHEREAS, Board policy states that the formal bid process may be dispensed with in the event of an emergency repair; and

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

Resolved, That a contract is awarded, on an emergency basis, for the repair of the upper fly gallery exterior wall of the Robert E. Parilla Performing Arts Center at the Rockville Campus to Control Roofing and Sheet Metal Corporation, Capitol Heights, Maryland, for the total price of \$85,750.

CRN:ag

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

Agenda Item Number: _____
June 19, 2006

**CONTRACT AWARD AUTHORIZATION FOR LEASE OF PORTABLE OFFICE TRAILERS
GERMANTOWN AND ROCKVILLE CAMPUSES**

BACKGROUND

Both the Germantown and Rockville Campuses are out of office space for full-time faculty and staff. Additional space will not be available at the Rockville Campus until the scheduled completion of the new Science Center in spring 2009. At the Germantown Campus, the timing of the proposed lease of the Goldenrod office building is such that space will not be available for the fall semester. The FY2007 operating budget authorized thirteen (13) additional positions for the Rockville Campus and six (6) for the Germantown Campus. In order to accommodate this need and future campus needs, the College must lease portable office trailers.

Two (2) trailers will be leased for each campus which will be combined to provide one (1) office structure. Depending on the configuration, each double-wide trailer can accommodate from 6-10 offices, a reception area and a small meeting room. The Rockville trailer will be used to house the MC/MCPS partnership offices and faculty from various departments. The Germantown trailer will be used for various special program offices such as Gateway, Share, and also Business Park staff. The initial term of the lease for the Rockville trailers is five (5) years with an option to renew for up to three (3) additional years. The initial term of the lease for the Germantown trailers is two (2) years with an option to renew for up to three (3) additional years.

The project was advertised for bid on June 9, 2006 and bids are due on June 23, 2006, which is after the June Board meeting. In order to have the trailers on site before the start of the fall semester, the Board is requested to authorize the President to sign a contract not-to-exceed \$500,000 for the lease, installation and maintenance of the portable office trailers. Information on the actual award will be included in the Procurement report that goes to the Board in September.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the President to sign a contract with the responsive bidder(s) for the lease, installation, and maintenance of a total of four (4) portable office trailers for the Rockville and Germantown Campuses at a cost not-to-exceed \$500,000 to the responsive bidder(s) based upon the College's solicitation for Bid #606-014.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSON(S)

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

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

Resolution Number: **06-06-062**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

**Subject: Contract Award Authorization for Lease of Portable Office Trailers,
Germantown and Rockville Campuses**

WHEREAS, the Chief Facilities Officer has requested a contract to lease, install and maintain a total of four (4) portable office trailers to provide much needed office space at the Rockville and Germantown Campuses until additional space becomes available at these campuses; and

WHEREAS, due to varying space needs, the initial term of lease for the Rockville Campus trailers will be five (5) years and the initial term of lease for the Germantown Campus trailers will be two (2) years; and

WHEREAS, the Director of Procurement certifies that appropriate College staff have developed specifications for the lease of office trailers; and

WHEREAS, the Chief Business Officer certifies that sufficient funds are available in the FY2006 Operating Budget for lease and set up of office trailers; and

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

Resolved, That the President is authorized by the Board of Trustees to award a contract not-to-exceed \$500,000 for the lease, installation, and maintenance of a total of four (4) portable office trailers for the Rockville and Germantown Campuses, to the most responsive bidder(s), under the terms and conditions of Bid #606-014, in accordance with the College policy and procedure and Section 16 (Education Article) of the Annotated Code of Maryland; and be it further

Resolved, That this contract may be renewed for up to three additional years after the initial term of the lease, at the sole option of the College, if service is satisfactory, funding is available, and it is in the best interest of the College.

CRN:ag

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

Agenda Item Number: _____
June 19, 2006

**AWARD OF CONTRACT
ARCHITECTURAL & ENGINEERING SERVICES
ROCKVILLE CAMPUS SCIENCE CENTER AND BUILDING RENOVATIONS
(BID NO. 606-004)**

BACKGROUND

This contract award provides for architectural and engineering services for the new Science Center and the Science East and Science West building renovations on the Rockville Campus. The Science Center will support the science disciplines currently housed in Science East and Science West. The latter buildings will be reconfigured and renovated as separate future projects to support the Mathematics Department and the Math-Science Learning Center.

A request for proposal for architectural and engineering services was advertised on January 31, 2006. The College had 191 inquiries from interested architectural and engineering firms and, on February 22, 2006, 17 proposals were received. In accordance with the College's qualification-based selection process for consultant services, a selection committee comprised of Rockville Campus administration and faculty representatives, and Facilities and Procurement staff completed a thorough review and evaluation of all proposal submissions and short-listed six (6) highly qualified firms for interviews. Based on the interviews and final evaluation of each short-listed firm's qualifications, the selection committee recommended that Burt Hill (Washington, DC) be appointed project architect for the Science Center and the future Science East and Science West building renovations. Based upon this recommendation, Facilities requested the architect to submit a fee proposal for professional services for the design of the Science Center, the first building to receive funding from the State and County. The initial proposal from Burt Hill of \$5,325,246 was subject to extensive scope-of-work discussions with College staff. A final proposal of \$4,690,093 was submitted and is recommended for approval.

Funding for design services for the Science Center is split between FY2006 and FY2007. Contingent upon approval of the FY2007 Capital Budget, sufficient funds are available in the FY2006 and FY2007 Capital Budgets for the award of a design contract for the Science Center project. Following Board action, the design contract will be submitted to the State Board of Public Works for approval.

Burt Hill has extensive experience in the design of higher education science facilities. Facilities staff checked the firm's references and received favorable responses.

RECOMMENDATION

It is recommended that, contingent upon Maryland State Board of Public Works approval, Burt Hill, of Washington, DC, be appointed project architect to provide design and construction administration services for the Science Center and the future Science East and Science West building renovations and that a contract for architectural and engineering design services for the Science Center be awarded to Burt Hill, at a fee of \$4,690,093, contingent upon approval of the FY2007 Capital Budget request for the Rockville Science Center project.

BACK-UP INFORMATION

Board Resolution

RFP Architectural/Engineering Services List (Board Members only)

RESOURCE PERSON(S)

Mr. Capp

Mr. Moore

Ms. Wormack

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

Resolution Number: **06-06-063**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

**Subject: Award of Contract for Architectural and Engineering Services for Rockville
Campus Science Center and Building Renovations -Bid No. 606-004**

WHEREAS, in accordance with the amended and approved Facilities Master Plan for the Rockville Campus, the Chief Facilities Officer requests the appointment of an architectural and engineering services consultant for a new Science Center and future Science East and Science West building renovations on the Rockville Campus and the approval of the architectural and engineering services contract for the Science Center; and

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

WHEREAS, a Request for Proposal for Architectural and Engineering Services was publicly advertised on January 31, 2006, in the Washington Post, Baltimore Sun, the area Journal Newspapers, published by McGraw Hill Construction Dodge and Reed Construction Data, posted on the Montgomery College Procurement Web site, two State of Maryland Web sites, and the Montgomery County Web site; and

WHEREAS, one hundred and ninety-one (191) firms received the Request for Proposal, and seventeen (17) proposals for this project were submitted in the Office of Procurement at 3:00 p.m. local time on February 22, 2006; and

WHEREAS, in conformance with the College's consultant selection process, a selection committee composed of representatives of the Facilities and Procurement Offices, and the Rockville Campus reviewed and evaluated all of the project submissions; and

WHEREAS, all proposals were rated and ranked as outlined by the Request for Proposal's method of award, six (6) highly qualified firms were selected for interviews. Following the interviews and a final evaluation the committee recommended that the firm of the Burt Hill, from Washington, DC, be named project architect for the Science Center and the Science East and Science West building renovation projects on the Rockville Campus; and

WHEREAS, based upon this recommendation, the Facilities Office requested a fee proposal from Burt Hill, and negotiated a final fee for architectural and engineering professional design services for the Science Center; and

WHEREAS, the Chief Business Officer certifies that funds are available in the FY2006 and FY2007 Capital Budgets, contingent upon approval of the FY2007 Capital Budget, to enable the College to award a design services contract for the Science Center as recommended; and

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

Resolved, That, contingent upon Maryland State Board of Public Works approval, Burt Hill, of Washington, DC, is appointed project architect to provide architectural and engineering design services for the Science Center and the future Science East and Science West building renovations on the Rockville Campus; and be it further

Resolved, That, contingent upon Maryland State Board of Public Works approval, a contract for architectural and engineering professional design services for the Science Center on the Rockville Campus is awarded to Burt Hill, of Washington, DC, at a fee of \$4,690,093; and be it further

Resolved, That the Board of Trustees respectfully requests of the State of Maryland Board of Public Works the full State-eligible share of funding for this contract; and be it further

Resolved, That, upon receipt of the necessary approvals, the President is authorized to execute a contract with Burt Hill, of Washington, DC, on behalf of the College, for architectural and engineering professional design services for the Science Center on the Rockville Campus.

CRN:ag

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

Agenda Item Number: _____
June 19, 2006

**RATIFICATION OF AWARD OF CONTRACT, PRESIDENTIAL SEARCH CONSULTING
SERVICES, BID NO. 406-016**

BACKGROUND

The search and selection processes for new college and university presidents allow institutions to select individuals with the appropriate academic leadership and administrative skills to lead their institutions. Consultants are generally used by colleges and universities because of their knowledge and experience in conducting academic and executive professional recruitment efforts. Montgomery College requested proposals for presidential search consulting services from qualified firms to assist the Board of Trustees in its search for a chief executive officer. The goal of the services is for the consultant to assist the Presidential Search Advisory Committee and the Board of Trustees in hiring the best qualified individual for its next president. The presidential search firm will be responsible for meeting with the Board of Trustees and the Presidential Search Advisory Committee, participating in the development of the search process, recruiting the candidates, checking backgrounds and references, and other related services.

A request for proposals was developed by appropriate College staff. Thirty-nine (39) consultants/search firms were invited to submit proposals by 3:00 p.m. on April 27, 2006. Thirteen (13) responses were received, including four (4) no bids. Proposals were evaluated by the Board subcommittee using established criteria. After a review of the nine (9) proposals received, it was determined that four (4) responses merited continued consideration, and these consultants were invited for interviews. The proposal submitted by Academic Search Consultation Service, Washington, DC, was the highest evaluated, meeting all College requirements. The total price for the presidential search consulting services for an 18-month term is \$50,000 plus negotiated reimbursable expenses. Board approval is required for contract awards above the small procurement threshold of \$25,000.

Time is of the essence for completing the presidential search as the current president will retire in June 2007. The first meeting with the full Board to launch the search process was scheduled for June 8, 2006. It is anticipated that the process will be completed by January 2007. To ensure completion of this process within the timeframe required, Board approval by poll was obtained on May 17, 2006 (Resolution No. 06-05-042). Of the nine members of the Board who were polled, eight responded with an affirmative vote to approve the award of contract to Academic Search Consultation Service.

RECOMMENDATIONS

It is recommended that the Board of Trustees ratify the award of a contract to Academic Search Consultation Services, Washington, DC, for the provision of presidential search consulting services, for an 18-month term, beginning in May 2006, for a total price of \$50,000 plus negotiated reimbursable expenses. It is also requested that the Board of Trustees authorize extension of the contract for two six-month terms, if needed, provided that funds have been authorized and the fees for the extended contracts are considered reasonable, the quality of past services has been acceptable to the College, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution

Bidders List (Board Members only)

Bid Summary (Board Members only)

RESOURCE PERSONS

Mr. Cephas

Mr. Moore

Ms. Wormack

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

Resolution Number: **06-06-064**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

**Subject: Ratification of Award of Contract, Presidential Search Consulting Services,
Bid No. 406-016**

WHEREAS, the College has need of a qualified presidential search consultant for recruitment of a new president as the current president will retire in June 2007; and

WHEREAS, presidential search firms are used by colleges and universities for their expertise and experience in conducting national academic and executive professional recruitment efforts; and

WHEREAS, pursuant to Md. (Educ.) Code Annotated Section, 16-311(c), an invitation to bid was publicly advertised in a County newspaper on April 5, 2006, and posted to College, County, and State procurement websites on April 4, 2006; mailed to eighteen (18) vendors and downloaded from the Internet by twenty-one (21) vendors; thirteen (13) responses were received, including four (4) no bids, publicly opened, read aloud, and recorded, beginning at 3:00 p.m. on April 27, 2006; and

WHEREAS, upon evaluation by the proposal evaluation committee, it was determined that the proposal submitted by Academic Search Consultation Service, Washington, DC, meets all College requirements and is therefore the highest evaluated responsible bidder; and

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

WHEREAS, the Board of Trustees Bylaws require that a quorum shall consist of at least five board members and resolutions of the Board are adopted by a majority vote of those present and voting; and

WHEREAS, the Board was polled on May 17, 2006, for a vote on the award of contract for the presidential search consulting services to meet the critical timeframe for this project; and

WHEREAS, nine members of the Board were polled and eight members responded with an affirmative vote to approve the award of contract; and

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

Resolved, That the Board of Trustees ratifies Board Resolution 06-05-042 to award a contract for presidential search consulting services to Academic Search Consultation Service, Washington, DC, for an 18-month term beginning in May 2006, for a total price of \$50,000 plus negotiated reimbursable expenses; and be it further

Resolved, That the contract may be extended for two six-month terms, if needed, provided that funds have been authorized and the fees for the extended contracts are considered reasonable, the quality of past services has been acceptable to the College, and it is in the best interest of the College.

CRN:ag

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

Agenda Item Number: _____
June 19, 2006

OFFICIAL CHARGE TO THE PRESIDENTIAL SEARCH ADVISORY COMMITTEE

BACKGROUND

On May 15, 2006, The Board of Trustees appointed the Presidential Search Committee to serve in an advisory capacity to the Board of Trustees.

The Board of Trustees must deliver the official charge to the Presidential Search Committee. The Committee will be obligated to abide by all guidelines, regulations, timetables, reporting requirements, conduct, and confidentiality polices set forth in the official charge as it relates to the search process, and the screening, review, interviewing, and recommendation of candidates. Participation on the Committee will require the full consent to this charge by each Committee member at its first meeting on June 26, 2006.

At its recent retreat, the Board of Trustees felt that it was more appropriate to title the Committee the Presidential Search Advisory Committee.

RECOMMENDATION

Members of the Board of Trustees are requested to officially charge the Presidential Search Advisory Committee in its responsibilities in participating in a national search for the President of Montgomery College.

BACK-UP INFORMATION

Board Resolution
Charge from Montgomery College Board of Trustees
to the Presidential Search Advisory Committee

RESOURCE PERSON

Mr. Cephas

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

Resolution Number: **06-06-065**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Official Charge to the Presidential Search Advisory Committee

WHEREAS, on May 15, 2006, the Board of Trustees appointed the Presidential Search Committee; and

WHEREAS, the members of the Committee represent the diverse constituency of the Montgomery College community; and

WHEREAS, the official name of the committee shall be the Presidential Search Advisory Committee; and

WHEREAS, the Board of Trustees must deliver the official charge to the Presidential Search Advisory Committee, and advise the members of their obligation to abide by all guidelines, regulations, timetables, reporting requirements, conduct, and confidentiality policies set forth in the official charge; and

WHEREAS, the Board of Trustees will charge the Presidential Search Advisory Committee with responsibilities that include screening and reviewing applications, interviewing applicants, and making candidate recommendations to the Board; and

WHEREAS, the Chair of the Presidential Search Advisory Committee recommends that the following action be taken; now therefore be it

Resolved, That the Board of Trustees officially names the Presidential Search Advisory Committee and charges it with the attached charge in its responsibilities in participating in a national search for the President of Montgomery College; and be it further

Resolved, That Professor Brian V. Jones is unable to serve as a member of the Presidential Search Advisory Committee and will be replaced by Professor Sonya Chiles; and be it further

Resolved, That the official charge will be made a matter of the public minutes of this meeting.

Attachment

CRN:ag



Montgomery College Presidential Search

June 19, 2006

CHARGE FROM MONTGOMERY COLLEGE BOARD OF TRUSTEES TO THE PRESIDENTIAL SEARCH ADVISORY COMMITTEE

The role of the Presidential Search Advisory Committee is to serve in an advisory capacity to the Board of Trustees with the understanding that the Board, and only the Board, will make the final decision with regard to selecting a president. The Board is grateful to the members of the Presidential Search Advisory Committee for their willingness to commit their time and talents to serving Montgomery College in this significant task.

The Board of Trustees hereby charges the Presidential Search Advisory Committee to achieve the following objectives:

1. To develop a Presidential Profile which will guide the search and selection process following consultation with the College's internal and external constituents.
2. To assist in the conduct of an active national search for the President for Montgomery College following Affirmative Action and Equal Employment Opportunity guidelines and considerations as well as the regulations of the State of Maryland and Federal regulations.
3. To follow the timetable for the search that will bring recommendations to the Board of Trustees by December 2006.
4. To make periodic reports to the Board of Trustees, College constituents, and community on the progress of the search.
5. To observe the attached policies of strict confidentiality with regard to candidates, applicants, and nominees for the position.
6. To recommend three to five candidates, ***in unranked alphabetical order***, to the Board of Trustees for its selection of the President of Montgomery College. The Presidential Search Advisory Committee's official duties will conclude at this point.
7. To serve in an unofficial capacity as hosts for the visit of the finalists.

Confidentiality Policies

All individuals involved in the process of selecting the President of Montgomery College are expected to honor the following policies and to respect the confidentiality of candidates' personal and professional goals and current position.

1. Montgomery College is committed to conducting an open and equitable search process that conforms to the College's Affirmative Action and EEO regulations, and to meet the spirit of AA/EEO, as well as the legal requirements of the State of Maryland and Federal regulations.
2. The official spokesperson for the Presidential Search process is the Chair of the Presidential Search Advisory Committee in consultation with the Chair of the Board of Trustees of Montgomery College. Other individuals must not discuss the search with members of the press or College constituency groups. Regular progress reports will be sent to all interested groups and the media.
3. All candidate files are confidential and must be maintained and reviewed in a manner that insures that candidates' identities are not divulged.
4. Information on whether or not an individual is a candidate and candidates' status at each stage of the search is confidential.
5. All information contained in semi-final and final candidates' background and reference reports is confidential.
6. The identity of candidates ***is not to be divulged to anyone***, including the press, members of the College constituency groups, and to the community, unless and until the candidates are invited (and accept the invitation) to come to the College for open interviews as final candidates.

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

Agenda Item Number: _____
June 19, 2006

**SALARY IMPROVEMENT IN FY2007 FOR NON-BARGAINING
ADMINISTRATIVE, ASSOCIATE, AND SUPPORT STAFF**

BACKGROUND

Each year, during the spring, the Board acts on salary improvement for Administrative, Associate and Support Staff. Salaries for Bargaining Unit Staff are negotiated with the AFSCME representative. Board action is necessary at this time for Non-Bargaining Administrative, Associate and Support Staff.

RECOMMENDATION

The President recommends approval of the following resolutions:

1. Non-Bargaining Associate and Support Staff General Salary Adjustment for FY2007. This resolution provides for a three and seventy five hundredths (3.75) percent salary adjustment for Non-Bargaining Associate and Support Staff for FY2007.
2. Salary Schedule for Non-Bargaining Administrative, Associate, and Support Staff for FY2007. This resolution adjusts the pay schedule for all Non-Bargaining Unit Staff and Administrative employees by three and seventy five hundredths (3.75) percent, effective July 1, 2006.
3. Non-Bargaining Administrative, Associate, and Support Staff Salary Merit Adjustment for FY2007. This resolution authorizes a merit adjustment for eligible Non-Bargaining Associate, and Support Staff in the amount of two and seventy five hundredths (2.75) percent on their anniversary date. Administrative staff are eligible for a salary adjustment on July 1 of each year. This adjustment is based entirely on performance.
4. Special Recognition and Outstanding Service Awards for FY2007. This resolution authorizes one-time, lump sum awards of up to \$2,000 for special recognition and outstanding service by Non-Bargaining Administrative, Associate, and Support Staff.
5. Non-Bargaining Associate and Support Staff Shift Differential for FY2007. This resolution authorizes the continuation of a shift differential of \$0.80 for hours actually worked for those Non-Bargaining Associate and Support Staff who are regularly scheduled to work more than 25 hours in a work week between the hours of 10:00 p.m. and 6:30 a.m.

BACK-UP INFORMATION

Board Resolutions (5)

RESOURCE PERSON(S)

Ms. Lawyer

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

Resolution Number: **06-06-066A**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

**Subject: Non-Bargaining Associate and Support Staff General Salary Adjustment for
FY2007**

Resolved, That the Board of Trustees authorizes a general salary adjustment for eligible College Non-Bargaining Associate and Support Staff, as determined by the President, of three and seventy five hundredths (3.75) percent effective July 1, 2006, for those employees already employed on June 30, 2006, whose employment continues uninterrupted into FY2007.

CRN:ag

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

Resolution Number: **06-06-066B**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Salary Schedule for Non-Bargaining Administrative, Associate, and Support Staff for FY2007

WHEREAS, as part of an on-going effort to attract and retain highly qualified Administrative, Associate, and Support Staff, the College strives to maintain a competitive salary schedule; and

WHEREAS, a review of data concerning salary improvement indicates that it would be appropriate to modify the College pay schedule for FY2007 by three and seventy five hundredths (3.75) percent; and

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

Resolved, That the salary schedule for Non-Bargaining Administrative, Associate and Support Staff be modified for FY2007 as shown on the attachment.

Attachment

CRN:ag

**Proposed
Salary Schedule for
Non-Bargaining Staff
Montgomery College
FY07
(Effective 7/1/06)**

<u>GRADE</u>	<u>HOURLY RATE</u>		<u>ANNUAL RATE*</u>	
	<u>MIN</u>	<u>MAX</u>	<u>MIN</u>	<u>MAX</u>
A	\$11.34	\$19.40	\$23,587.20	\$40,352.00
B	\$12.02	\$20.56	\$25,001.60	\$42,764.80
C	\$12.74	\$21.78	\$26,499.20	\$45,302.40
D	\$13.50	\$23.08	\$28,080.00	\$48,006.40
E	\$14.59	\$24.91	\$30,347.20	\$51,812.80
F	\$15.76	\$26.90	\$32,780.80	\$55,952.00
G	\$17.01	\$29.05	\$35,380.80	\$60,424.00
H	\$18.38	\$31.36	\$38,230.40	\$65,228.80
I	\$20.21	\$34.49	\$42,036.80	\$71,739.20
J	\$22.24	\$37.92	\$46,259.20	\$78,873.60
K	\$24.46	\$41.70	\$50,876.80	\$86,736.00
L	\$26.90	\$45.86	\$55,952.00	\$95,388.80
M	\$29.06	\$49.52	\$60,444.80	\$103,001.60
N	\$31.38	\$53.46	\$65,270.40	\$111,196.80
O	\$33.89	\$57.73	\$70,491.20	\$120,078.40
P	\$36.60	\$62.34	\$76,128.00	\$129,667.20
Q	\$38.80	\$66.08	\$80,704.00	\$137,446.40
R	\$41.13	\$70.03	\$85,550.40	\$145,662.40
S	\$43.59	\$74.23	\$90,667.20	\$154,398.40

*ANNUAL EQUIVALENT RATE FOR A FULL-TIME, 12-MONTH EMPLOYEE

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

Resolution Number: **06-06-066C**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Non-Bargaining Administrative, Associate, and Support Staff Salary Merit Adjustment for FY2007

WHEREAS, the College does not provide automatic step increases, but historically has provided merit adjustments to employees who receive satisfactory or higher performance evaluations instead; and

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

Resolved, That all College Non-Bargaining Associate and Support Staff who are not at the top of a pay grade and who receive a satisfactory or higher performance evaluation are eligible for a salary merit adjustment in the amount of two and seventy-five hundredths (2.75) percent based on performance in FY2007 on the appropriate merit anniversary date; and be it further

Resolved, That all Administrative Staff are eligible for a salary adjustment on July 1 of each year, and such adjustment is based entirely on performance.

CRN:ag

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

Resolution Number: **06-06-066D**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Special Recognition and Outstanding Service Awards for FY2007

Resolved, That the Board of Trustees authorizes up to \$2,000 as the lump sum amount for special recognition and outstanding service awards to be presented to those Administrative, Associate, and Support Staff employees of the College who are eligible and approved for such an award during FY2007.

CRN:ag

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

Resolution Number: **06-06-066E**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Non-Bargaining Associate and Support Staff Shift Differential for FY2007

Resolved, That the Board of Trustees authorizes the continuation of a shift differential of \$0.80 in FY2007 for hours actually worked for those Non-Bargaining Associate and Support Staff who are regularly scheduled to work more than 25 hours in a work week between the hours of 10:00 p.m. and 6:30 a.m.

CRN:ag

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

Agenda Item Number: _____
June 19, 2006

PART-TIME FACULTY PAY STRUCTURES AND RATES FOR FY2007

BACKGROUND

A three-tier pay structure for part-time faculty was implemented effective in FY2001 and has continued through FY2006. This three-tier pay schedule will continue as it is intended to encourage increased continuity among part-time faculty.

On October 15, 2001, the Board of Trustees approved a supplemental stipend for part-time faculty with high demand skills within the information technology arena. On July 14, 2003, the Board approved including nursing for the supplemental stipend. Furthermore, on June 21, 2004, the Board approved including a supplemental stipend for the health sciences. The supplemental stipend for part-time faculty with high demand skills remains constant in FY2007.

RECOMMENDATION

It is recommended that the Board of Trustees approve an increase in the salary schedules for part-time faculty for FY2007 by approximately six and one half (6.5) percent effective at the beginning of the 2006-07 academic year.

BACK-UP INFORMATION

Board Resolution
FY2007 Part-time Faculty Pay Schedules

RESOURCE PERSON

Ms. Lawyer

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

Resolution Number: **06-06-067**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Part-Time Faculty Pay Structures and Rates for FY2007

WHEREAS, as part of an on-going effort to attract and retain well-qualified, part-time faculty, the College strives to maintain salaries competitive with the market; and

WHEREAS, as part of an ongoing effort to attract and retain well-qualified, part-time faculty with high demand skills within the information technology, nursing, and health sciences arenas, a supplemental stipend for identified courses remains constant; and

WHEREAS, the information technology courses selected for stipends will be determined semester by semester by the Information Technology Leadership Group, managed by the Information Technology Institute; and

WHEREAS, the nursing and health sciences courses selected for stipends will be determined semester by semester by the Dean of Health Sciences; and

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

Resolved, That the three-tier salary schedule for part-time faculty including a supplemental stipend for teachers with high demand skills within the information technology, nursing, and health sciences arenas, be modified for FY2007 by approximately six and one half (6.5) percent effective at the beginning of the 2006–07 academic year.

Attachment

CRN:ag

FY2007 PART-TIME FACULTY PAY SCHEDULES

Three-Tier, Part-Time Faculty Salary Schedule:

Lecturer base pay rate (\$750 per esh)

Adjunct I base pay rate + \$35 per esh (\$785), achieved after teaching a minimum of six semesters (may be non-consecutive) and 18 credits as a part-time faculty member at the Lecturer rank and having participated in certain professional development activities; OR

Upon initial hire if a recommendation is made for advanced placement for meeting the criteria for that of Adjunct I.

Adjunct II base pay rate + \$65 per esh (\$815), achieved after teaching a minimum of six semesters (may be non-consecutive) and 18 credits as a part-time faculty member at the Adjunct I rank and having participated in additional professional development activities; OR

Upon initial hire if a recommendation is made for advanced placement for meeting the criteria defined for that of Adjunct II.

Three-Tier, Part-Time Faculty Salary Schedule Including Supplemental Stipend for Teachers with High Demand Skills:

Lecturer base pay rate + stipend = \$850 ($\$750 + 100 = 850$)

Adjunct I Adjunct I rate + stipend = \$900 ($\$785 + \$115 = \900)

Adjunct II Adjunct II rate + stipend = \$950 ($\$815 + \$135 = \950)

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

Agenda Item Number: _____
June 19, 2006

**RECOMMENDATION TO ELECT PARTICIPATION IN THE ALTERNATE CONTRIBUTORY
PENSION SELECTION PLAN UNDER TITLE 23 OF THE STATE PERSONNEL AND
PENSIONS ARTICLE OF THE ANNOTATED CODE OF MARYLAND AS AMENDED BY
CHAPTER 110 OF THE LAWS OF MARYLAND**

BACKGROUND

During the 2006 Session of the Maryland General Assembly, the Legislature enacted and Governor Robert L. Ehrlich, Jr. on April 25, 2006 signed Chapter 110, Acts 2006 which creates an Alternate Contributory Pension Plan for certain members of the Employees' Pension System, Employees' Retirement Bifurcated System, the Teachers' Pension System, and the Teachers' Retirement Bifurcated System. The law further provides a one-year window election period during which the employer may elect to participate in the new, alternate pension plan.

The Alternate Contributory Pension Plan legislation is effective July 1, 2006. For the Modified Contributory Pension Plan members who participate in the new, alternate plan, it increases the amount of the retirement benefit paid for retirement credit accrued after June 30, 1998 by approximately 33%. All covered members who retire on or after July 1, 2006 will be eligible for the increased benefit.

The law also provides for increased member contributions to partially fund the increased benefits. Member contributions will be increased as follows:

- 3% of base salary effective July 1, 2006
- 4% of base salary effective July 1, 2007
- 5% of base salary effective July 1, 2008

As a result of the legislation, nearly 750 faculty, administrative, professional, and clerical staff will be automatically transferred from the Modified Contributory Pension Plan to the Alternate Contributory Pension Selection (ACPS) Plan effective July 1, 2006. As the College participates in the Modified Contributory Pension Plan on behalf of its approximately 250 "blue collar" employees as a participating governmental unit (PGU), we have the option to elect participation in the new ACPS Plan. The College funds the cost associated with such participation and for FY06 under the current plan structure, these costs were approximately \$700,000.

The State Retirement and Pension System of Maryland provided us with information concerning the cost calculation for employers participating as a PGU. The Base Cost is determined by an annual valuation of the actuarial liability. The FY2007 Base Cost will be 5.68% of covered payroll. The Enhanced Pension System Surcharge is an additional 2.42% of covered payroll. Beginning in FY2008, the surcharge for a PGU to participate in the ACPS Plan will be 1.76%, resulting in a total contribution of 9.86% of covered payroll. Since the Surcharge for the ACPS Plan will not be applied until FY2008, our FY2007 costs will not be affected. For illustrative purposes, if such surcharge were applied beginning FY2007, based on the current payroll of the affected employees, the additional cost would be approximately \$178,400. The total projected cost for FY2008 will be available by February 1, 2007 once the actuarial liability has been determined and the Base Cost has been established.

RECOMMENDATION

In order to provide all College employees with the same retirement benefits, the President recommends that the College elect to participate in the Alternate Contributory Pension Selection Plan as a Participating Governmental Unit. The necessary funds will be requested in future years to meet the expected obligation.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSON(S)

Ms. Lawyer

Mr. Moore

Ms. von Bargaen

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

Resolution Number: **06-06-068**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Recommendation to Elect Participation in the Alternate Contributory Pension Selection Plan under Title 23 of the State Personnel and Pensions Article Annotated Code of Maryland

WHEREAS, Montgomery College is a participating employer in the Maryland State Employees' Retirement and Pension Systems; and

WHEREAS, Chapter 110, Acts 2006 creates an Alternate Contributory Pension Plan; and

WHEREAS, such legislation permits each participating governmental unit to make a one-time election to participate in the benefit improvement or retain the current benefit structure; and

WHEREAS, nearly 750 employees in the Teachers' Modified Contributory Pension Plan will be automatically transferred to the Alternate Contributory Pension Selection Plan effective July 1, 2006; and

WHEREAS, Chapter 100, Acts 2006 allows the opportunity for the College to provide all employees with the same retirement benefit options; and

WHEREAS, the increased cost associated with an election to participate in the Alternate Contributory Pension Selection Plan as a participating governmental unit will not have any impact on our budget until FY2008; and

WHEREAS, appropriate funds will be budgeted on an annual basis beginning in FY2008; and

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

Resolved, That the President or her designee be authorized to sign a Participating Governmental Unit Election Form to Participate in the Alternate Contributory Pension Selection Plan under Title 23 of the State Personnel and Pensions Article of the Annotated Code of Maryland.

CRN:ag

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

Agenda Item Number: _____
June 19, 2006

FINAL ADOPTION OF THE FY2007 COLLEGE CAPITAL BUDGET

BACKGROUND

On May 25, 2006, the County Council approved the College's FY2007 Capital Budget by appropriating \$55,780,000 to fund 21 projects. The Council's approved budget (Council Resolution No. 15-1464) is made up of the following:

<u>Project</u>	<u>FY07 Request</u>	<u>Council Final Action</u>
ADA Compliance – College	\$ 50,000	\$ 50,000
Elevator Modernization – College	580,000	580,000
Energy Conservation – College	125,000	125,000
Facility Planning – College	650,000	650,000
Germantown Child Care Center	1,609,000	1,609,000
Germantown Bioscience Education Center	3,400,000	3,400,000
IT Information Technology – (Replacement)	6,000,000	6,000,000
IT Student Learning Support Systems	1,600,000	1,000,000
IT Network Operating Center	4,000,000	4,000,000
IT Network Infrastructure & Support Systems	2,000,000	1,000,000
Life Safety Systems – College	1,000,000	1,000,000
Outdoor Athletic Facilities	100,000	100,000
Planned Life-Cycle Asset Replacement–College	2,000,000	2,000,000
Planning, Design & Construction	1,117,000	1,117,000
Roof Replacement	300,000	300,000
Rockville Computer Science Alterations	70,000	70,000
Rockville Macklin Tower Alterations	2,161,000	2,161,000
Rockville Physical Plant Building	2,010,000	0
Site Improvements	500,000	500,000
Storm Water Management	100,000	100,000
TP/SS Campus Expansion	23,118,000	23,118,000
TP/SS Commons Renovation	6,900,000	6,900,000
TP/SS Fine Arts Pavilion Renovation	736,000	0
TOTAL	\$60,126,000	\$55,780,000

With regard to changes to the FY2007 funding request, the County made four changes as follows: (1) IT Student Learning Support Systems – reduced \$600,000 for fiscal reasons; (2) IT Network Infrastructure and Support Systems – reduced \$1.0 million for fiscal reasons; (3) Rockville Physical Plant Building – deferred one year due to lack of State funding; and (4) Takoma Park/Silver Spring Fine Arts Pavilion Renovation – deferred one year due to lack of State funding.

The approved FY2007 Capital Budget provides funding for two new buildings: construction funding for the Cultural Arts Center on the Takoma Park/Silver Spring Campus and design funding for the Bioscience Education Center on the Germantown Campus. The FY2007 Capital Budget also provides funding for deferred maintenance projects to keep older buildings functioning as well as new funding for site improvements projects to address deferred

maintenance of the College's site infrastructure.

RECOMMENDATION

The Board is asked to adopt the FY2007 Capital Budget as appropriated by the Montgomery County Council and authorize the President to implement the approved budget. The attached resolution provides for the formal action taken each year following the Council's appropriation of the College's Capital Budget.

BACK-UP INFORMATION

Board Resolution
Other Approved Projects

RESOURCE PERSON

Mr. Capp

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

Resolution Number: **06-06-069**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Final Adoption of the FY2007 College Capital Budget

WHEREAS, on November 14, 2006, by Board Resolution #05-123, the Board of Trustees adopted the FY2007-2008 College Capital Budget; and

WHEREAS, on May 25, 2006, by Council Resolution #15-1464 the Montgomery County Council approved the College's FY2007-2012 Capital Improvements Program and approved the FY2007 Capital Budget with new appropriations totaling \$55,780,000 for 21 projects; and

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

Resolved, That the Board of Trustees adopts the FY2007 College Capital Budget, and authorizes the President to implement the budget as amended, approved, and appropriated by the Montgomery County Council for the College, pursuant to Council Resolution #15-1464.

CRN:ag

MONTGOMERY COLLEGE
FY2007 Capital Budget
Other Approved Projects (No Funds Requested in FY2007)

Projects with prior-year appropriations (Approved as submitted):

Rockville Science Center
TP/SS King Street Art Center
TP/SS Central Plant
TP/SS Parking Garage #2

Outyear projects with no previous appropriation (FY2007-2012):

Rockville Science East Renovation
Rockville Science West Renovation
Rockville Parking Garage (Note: Deleted from CIP by Council)
Rockville Student Services Center
Rockville Library Resource Center
Germantown Access Road
Germantown Science & Applied Studies Building Alterations
Germantown Student Resource Center
Germantown Parking Garage (Note: Deleted from CIP by Council)
Germantown Science & Applied Studies Building Alterations – Phase II
Germantown Humanities & Social Sciences Building Renovation
TP/SS Communication Arts Center Renovation
TP/SS Math & Science Center
TP/SS Information Science Pavilion Renovation
TP/SS Student Services Pavilion Renovation

Projects pending close out:

Rockville Art Building Renovation

Projects closed out as of July 1, 2006:

none

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

Agenda Item Number: _____
June 19, 2006

PETITIONS FOR STATE FUNDING

BACKGROUND

On May 25, 2006, the Montgomery County Council appropriated the College's FY2007 Capital Budget including funds for five State-assisted projects: Roof Replacement, Takoma Park Campus Expansion, Commons Renovation, Rockville Science Center, and Germantown Bioscience Education 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 \$300,000 (\$150,000 - County and \$150,000 - State aid) in funding for the Science North roof replacement. The FY2007 appropriation for the Takoma Park Campus Expansion project totals \$23,118,000 (\$11,559,000 - County and \$11,559,000 - State aid) which is for construction of the Cultural Arts Center and related costs. The FY2007 appropriation for the Commons Renovation project is \$6,900,000 (\$3,450,000 - County and \$1,000,000 - State aid). The additional \$2,450,000 million in State aid will be requested in the FY2008 Bond Bill. The State share for the Rockville Science Center totals \$1,660,000 for the design phase. (The County appropriated \$6,200,000 for design in FY2006 of which the State share was \$1,440,000. The \$1,660,000 represents the State's remaining share for a total of \$3,100,000.) The FY2007 appropriation for the Germantown Bioscience Education Center totals \$3,400,000 for the design phase (\$1,700,000 - County and \$1,700,000 - State aid).

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 FY2007 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: \$150,000 for design and construction funds for the replacement of the Science North roof; \$11,559,000 for construction and related costs for the Cultural Arts Center as part of the Takoma Park Campus Expansion project; \$1,000,000 for the Commons Renovation project; \$1,660,000 for design funds for the Rockville Science Center; and \$3,400,000 for design funds for the Germantown Bioscience Education 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: **06-06-070A**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

**Subject: Proposal to Construct a Public Junior/Community College or Additions Thereto,
Roof Replacement: 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 roof on the Science North building on the Takoma Park/Silver Spring Campus and has determined that the sum of \$150,000 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 roof on the Science North building 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 FY2007 State of Maryland Capital Budget by the 2006 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 \$150,000 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:ag

Resolution No.: _____
Introduced: _____
Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

Subject: Petition for State Grant of \$150,000 for design and construction activities necessary to the replacement of the roof at Montgomery College's Science North building at the Takoma Park/Silver Spring 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 roof on Science North building 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 \$150,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
4. In the FY2007 Capital Budget for Montgomery College, the Board of Trustees proposed undertaking design and construction necessary for the replacement of the roof on the Science North building on the Takoma Park/Silver Spring Campus of the College. On May 25, 2006, the County Council approved \$300,000 for this project, contingent on the receipt of \$150,000 from the State.
5. In April 2006, the State General Assembly and the Governor approved the FY2007 State of Maryland Capital Budget which included \$150,000 for undertaking the design and construction necessary to the replacement of the roof on the Science North building. 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 2006 session of the General Assembly of the FY2007 State of Maryland Capital Budget and approval by the Governor, the County petitions the Maryland Higher Education Commission for a grant of \$150,000 for the design and construction of the Science North building roof replacement 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 roof of the Science North building located 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.

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: **06-06-070B**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

**Subject: Proposal to Construct a Public Junior/Community College or Additions Thereto,
Takoma Park/Silver Spring Campus Expansion – 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 certain construction-related activities as part of the expansion of the Takoma Park/Silver Spring Campus of the College and has determined that the sum of \$11,559,000 for Cultural Arts Center construction 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 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 FY2007 State of Maryland Capital Budget by the 2006 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 \$11,559,000 (Cultural Arts Center construction) 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:ag

Resolution No.: _____

Introduced: _____

Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

Subject: Petition for State Grant of \$11,559,000 for undertaking construction of the Cultural Arts Center 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 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 \$11,559,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
4. In the FY2007 Capital Budget for Montgomery College, the Board of Trustees proposed undertaking certain construction activities as part of the Takoma Park/Silver Spring Campus expansion of the College. On May 25, 2006, the County Council approved \$23,118,000 for this project, contingent on the receipt of \$11,559,000 from the State.
5. In April 2006, the State General Assembly and the Governor approved the FY2007 State of Maryland Capital Budget, which included \$23,118,000 for undertaking certain construction activities (Cultural Arts Center - \$11,559,000) 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.

Action

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

1. In accordance with the enactment by the 2006 session of the General Assembly of the FY2007 State of Maryland Capital Budget and approval by the Governor, the County petitions the Maryland Higher Education Commission for a grant of \$23,118,000 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/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.

Linda M. Lauer
Clerk of the Council

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

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

Resolution Number: **06-06-070C**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

**Subject: Proposal to Construct a Public Junior/Community College or Additions Thereto,
Takoma Park/Silver Spring Commons Renovation – 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 certain construction activities as part of the Takoma Park/Silver Spring Commons renovation project on the Takoma Park/Silver Spring Campus of the College and has determined that the sum of \$1,000,000 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 certain construction activities as part of the Takoma Park/Silver Spring Commons renovation project 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 FY2007 State of Maryland Capital Budget by the 2006 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 \$1,000,000, 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:ag

Resolution No.: _____
Introduced: _____
Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

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

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 Commons renovation 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 \$1,000,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
3. In the FY2007 Capital Budget for Montgomery College, the Board of Trustees proposed undertaking certain construction activities as part of the Takoma Park Commons renovation project on the Takoma Park/Silver Spring Campus of the College. On May 25, 2006, the County Council approved \$3,450,000 for this project, contingent on the receipt of \$1,000,000 from the State in FY 2007 and \$2,450,000 in FY 2008.
4. In April 2006, the State General Assembly and the Governor approved the FY2007 State of Maryland Capital Budget, which included \$1,000,000 for certain construction activities as part of the Takoma Park/Silver Spring Campus Commons renovation 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 2006 session of the General Assembly of the FY2007 State of Maryland Capital Budget and approval by the Governor, the County petitions the Maryland Higher Education Commission for a grant of \$1,000,000 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 Commons renovation 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.

Linda M. Lauer
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No. _____
Takoma Park/Silver Spring Commons renovation PDF #016600

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

Resolution Number: **06-06-070D**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

**Subject: Proposal to Construct a Public Junior/Community College or Additions Thereto,
Germantown Bioscience Education 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 expenses as part of the Bioscience Education Center on the Germantown Campus of the College and has determined that the sum of \$1,700,000 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 Bioscience Education Center on the Germantown 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 FY2007 State of Maryland Capital Budget by the 2006 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 \$1,700,000, 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:ag

Resolution No.: _____
Introduced: _____
Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

Subject: Petition for State Grant of \$1,700,000 for undertaking certain design activities as part of the Bioscience Education Center on the Germantown 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 Bioscience Education Center on the Germantown 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 \$1,700,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
4. In the FY2007 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 25, 2006, the County Council approved \$3,400,000 for this project, contingent on the receipt of \$1,700,000 from the State.
6. In April 2006, the State General Assembly and the Governor approved the FY2007 State of Maryland Capital Budget, which included \$1,700,000 for undertaking certain design activities as part of the Bioscience Education Center on the Germantown 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 2006 session of the General Assembly of the FY2007 State of Maryland Capital Budget and approval by the Governor, the County petitions the Maryland Higher Education Commission for a grant of \$1,700,000 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 BioScience Education Center on the Germantown 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.

Linda M. Lauer
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No. _____
BioScience Education Center PDF #056601

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

Resolution Number: **06-06-070E**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

**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 FY2007 State of Maryland Capital Budget by the 2006 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:ag

Resolution No.: _____
Introduced: _____
Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

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 FY2007 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 25, 2006, 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 2006 session of the General Assembly of the FY2007 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.

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: _____
June 19, 2006

FINAL ADOPTION OF THE FY2007 CURRENT FUND AND SPECIAL FUNDS BUDGETS

BACKGROUND

On January 17, 2006, the Board of Trustees adopted a budget in the amount of \$178,842,038 for the Current Fund and \$17,509,607 for the Special Funds. It is necessary to readopt the budgets since the County Council's final appropriation is different than the College's budget request.

The FY2007 final Operating Budget represents a 9.3% increase from the prior year and an increase in County funding of \$12.6 million. In the Current Fund, State Aid increased \$900,000. For the first time since 1994, there will be no tuition or fee increase for fall semester. The Other Funds (Emergency Plant Maintenance & Repair Fund, Cable TV, Student Activities and Athletics, and Grants) do not need to be readopted because Board Resolution #06-01-012 did not specify amounts.

This budget provides for an increase in costs for compensation and enrollment growth, half-year funding for the opening of the Takoma Park/Silver Spring Student Services Center, half-year funding for the King Street Art Center, increases in costs for benefits and utilities, and more funding for scholarships. The budget also includes funds for Middle States reaccreditation and \$1.5 million in new requests, with \$500,000 in the administrative area and \$1 million in the academic and student services areas. Most of these funds support enrollment growth, scholarships, safety and security, or the Learning College.

The budget includes 69.75 new positions for the Operating Budget as follows: 12 faculty for enrollment growth, 20 positions for the new King Street Art Center and its Network Operation Center, 8.5 positions for the campuses, 20 temporary with benefits positions converted to regular ones and 9.25 other new positions. In the Enterprise Funds, there are 12.5 new positions.

There is a provision in this resolution to reappropriate encumbered balances in FY2006. This action will allow funding for items encumbered in the current fiscal year to automatically be reappropriated in the next fiscal year.

RECOMMENDATION

Members of the Board are asked to readopt the FY2007 Current Fund and Special Funds Budgets as presented, and authorize the President to implement the budgets which are subject to final County Council funding actions in June 2006.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Campbell
Ms. Dimon

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

Resolution Number: **06-06-071**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Final Adoption of the FY2007 Current Fund and Special Funds Budgets

WHEREAS, the Board of Trustees originally adopted the College's Fiscal Year 2007 Operating Budget on January 17, 2006, by Board Resolution #06-01-11; and

WHEREAS, the Montgomery County Council considered the budget in work sessions during April and May 2006 and approved an expenditure budget of \$196,1351,645 which resulted in a total of \$178,842,038 for the Current Fund, and \$17,509,607 for the Special Funds; and

WHEREAS, the County Executive and County Council recognized the valuable contribution that Montgomery College makes to the community and increased County funding by \$12.6 million for the Current Fund; and

WHEREAS, the County has funded the amount a \$4 tuition increase would have generated so there is no tuition or fee increase for fall semester; and

WHEREAS, the Council has approved the College's Fiscal Year 2007 Operating Budget for State-mandated functions and appropriated a Current Fund expenditure authority of \$178,842,038; and

WHEREAS, by the same resolution, the Council appropriated the expenditure authority for the Special Funds as follows: Workforce Development and Continuing Education Fund, \$12,255,711, and Auxiliary Enterprises Funds, \$5,253,896; and

WHEREAS, the College seeking to be consistent with other County agencies and colleges in Maryland, requests the authority for encumbered expenditures to carry into the next fiscal year; and

WHEREAS, the foregoing expenditure appropriation has been applied to functional expense categories to reflect Council actions; now therefore be it

Resolved, That the Board of Trustees hereby readopts the FY2007 College Current Fund Operating Budget in the amount of \$178,842,038, Workforce Development and Continuing Education Fund in the amount of \$12,255,711; and the Auxiliary Enterprises Fund in the amount of \$5,253,896 for a total of \$196,351,645; and be it further

Resolved, That the Board of Trustees authorizes reappropriation and expenditures of encumbered FY2006 appropriations for all funds, permitting the funds to be spent in FY2007 (unencumbered appropriations lapse at the end of FY2006); and be it further

Resolved, That the functional totals for the Fiscal Year 2007 Operating Budget will be in the amounts listed below:

	<u>CURRENT FUND</u>	<u>SPECIAL FUNDS</u>
10 Instruction	\$ 67,340,520	\$ 12,020,111
40 Academic Support	25,676,404	-0-
50 Student Services	23,909,468	-0-

60	Operations & Maint. Of Plant	23,811,464	-0-
70	Institutional Support	35,317,482	235,600
80	Scholarships & Fellowships	2,786,700	-0-
	Auxiliary Expenditures	<u>-0-</u>	<u>5,253,896</u>
TOTAL		\$178,842,038	\$17,509,607

and be it further

Resolved, That the estimated budgeted source of funds projected by the Board of Trustees to fund the College's Operating Budget during FY2007 are in the amounts listed below, subject to final County Council funding actions in June 2006.

	<u>CURRENT FUND</u>	<u>SPECIAL FUNDS</u>
County Contribution	\$ 89,955,640	\$ -0-
State Aid	24,327,284	4,419,416
Tuition & Fees	59,553,759	7,733,141
Miscellaneous	1,710,000	1,482,252
Fund Balance	3,506,101	666,906
Income from Sales & Service	-0-	3,447,146
Net Transfers	<u>(210,746)</u>	<u>(239,254)</u>
TOTAL	\$ 178,842,038	\$17,509,607

CRN:ag

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

Agenda Item Number
June 19, 2006

**AUTHORIZATION OF EXECUTION OF LEASE AGREEMENT
FOR GERMANTOWN CAMPUS EXPANSION SPACE AT
20271 GOLDENROD LANE, GERMANTOWN, MARYLAND**

BACKGROUND

The Germantown Development Project entails three related projects: The Bioscience Education Center, the Germantown Technology Incubator, and the Science and Technology Park. Together these projects will address the educational, training, and related business needs of the Germantown Campus for the next several years. The Bioscience Education Center received initial planning funds for FY2007, but it is currently planned to be operational in the fall of 2011, over 5 years from now. The Campus is currently out of office space for faculty and staff and needs additional instructional space. The current State space eligibility calculations show that for fall 2005 enrollments, the Germantown Campus had an overall space deficit of nearly 100,000 square feet. This coming fall, temporary office trailers will be set up on to accommodate some of the overflow. That, however, is only as temporary stop gap solution because of anticipated space needs pending the availability of the Bioscience Education Center.

To these ends, discussions have been underway since last summer with the owners of an available office building adjacent to the Germantown Campus on Goldenrod Lane. The Goldenrod building can meet both campus education/training and incubator needs for the short run pending the availability of the Bioscience Education Center and a decision on how to satisfy long term incubator needs.

Facilities planning staff, working with the Campus administration, have identified an immediate College need for 17,100 net square feet of interim space which includes classrooms, labs offices and appropriate support space. Montgomery County has also tentatively identified incubator needs of approximately 35,000 gross square feet. It is envisioned that the County will lease approximately half of the building for use as interim space for the Germantown Technology Incubator. The County has committed to partner with the College on leasing up to one-half of the building space for the Germantown Incubator and the College may also coordinate the lease-purchase with the Montgomery College Foundation. The Goldenrod building is ideally situated to meet both the Campus and County needs until the new Bioscience Education Center is available in 2011. It is also understood that leasing this space for the College and the Germantown Technology Incubator will add to the marketability of the pending Science and Technology Park. It is envisioned that the College will be working with the Montgomery College Foundation, Inc., and the County to accomplish this lease-purchase.

Working with Trammell Crow Company, the College requested and received a lease proposal from ROYCO, Inc. for 20271 Goldenrod Lane in Germantown, Maryland, a two-story office building built in the 1980's. The building can accommodate offices, classrooms, and labs. This lease, with an option to purchase, is for the entire building and includes surface parking. Relocation of certain offices and programs from the Campus to the Goldenrod building will free up much needed space for core instructional programs.

The owner has proposed a five (5) year lease, with an option to purchase, for the 67,619 square foot building. The College negotiated a favorable rate of \$13.25/sq. ft. which translates to a first year lease cost of approximately \$895,952. The lease may be in stages with the first stage being not more than \$13.25 per square foot and subject to a termination fee not-to-exceed \$100,000, and the second stage being the remainder of the five (5) year lease at \$13.25 per square foot, net of operating expenses and real estate taxes, subject to a 2% annual rent increase. The purchase price for the property, is not-to-exceed \$13,000,000, subject to an increase of 3% per annum (compounded annually), from the commencement date specified in the lease to the date of closing on the sale. The owner's build-out allowance is \$15/sq. ft. The College will be responsible for daily custodial service, refuse removal, landscape maintenance and parking management.

The lease and one-time start-up costs which include communications and computing infrastructure, furniture, and additional renovations will be addressed through an FY2007 supplemental appropriation request to the County for the current fund. The supplemental appropriation request is also on the June Board agenda.

RECOMMENDATION

It is recommended that, contingent upon County funding approval of a supplemental appropriation for additional funds to the FY2007 Operating Budget (Current Fund), the Board of Trustees authorize the President to negotiate and execute a five (5) year lease agreement, with an option to purchase, with ROYCO, Inc. for office, classroom and laboratory space at 20271 Goldenrod Lane, Germantown Maryland.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSON(S)

Mr. Capp
Mr. Moore
Ms. Lawyer
Ms. Wormack

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

Resolution Number: **06-06-072**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Authorization of Execution of Lease Agreement for Germantown Campus Interim Expansion Space, 20271 Goldenrod Lane, Germantown Maryland

WHEREAS, the Executive Vice President for Administrative and Fiscal Services requests a lease agreement for rental space at 20271 Goldenrod Lane , Germantown, Maryland for the purpose of providing office, classroom and laboratory space because current campus locations are at capacity; and

WHEREAS, the Chief Business Officer certifies that, contingent upon approval of a supplemental appropriation to the College's FY2007 Operating Budget, sufficient funds are available to enable the College to award a lease agreement as recommended; and

WHEREAS, the available space at 20271 Goldenrod Lane, Germantown, Maryland, meets all College requirements, and the Director of Procurement certifies that there appears to be no other rental space location that can meet the College needs within the desired radius and timetable; and

WHEREAS, Montgomery County has committed to partner with the College on leasing up to one-half of the building space for the Germantown Incubator and the College may coordinate the lease-purchase with the Montgomery College Foundation; and

WHEREAS, appropriate College staff requested and received a proposal from ROYCO, Inc. that meets the College's requirements, at a reasonable cost; and

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

Resolved, That the President is authorized to negotiate and execute any and all documents required for, or necessary, appropriate or convenient to the transaction described in this Resolution, including but not limited to a five (5) year lease, with an option to purchase, for space at 20271 Goldenrod Lane, Germantown, Maryland, to be awarded to ROYCO, Inc.; and be it further

Resolved, That the lease may be in stages, with the first stage being not more than \$13.25 per square foot and subject to a termination fee not-to-exceed \$100,000, and the second stage being the remainder of the five (5) year lease at \$13.25 per square foot, net of operating expenses and real estate taxes, subject to a 2% annual rent increase; and be it further

Resolved, That the purchase price for the property not exceed \$13,000,000, subject to an increase of 3% per annum (compounded annually), from the commencement date specified in the lease to the date of closing on the sale.

CRN:ag

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

Agenda Item Number: _____
June 19, 2006

**SUPPLEMENTAL APPROPRIATION REQUEST AND REQUEST FOR ADDITIONAL
COUNTY FUNDS, FY2007 OPERATING BUDGET (CURRENT FUND), FOR
GOLDENROD OFFICE BUILDING LEASE FOR GERMANTOWN CAMPUS**

BACKGROUND

The Germantown Campus is at capacity for office space and will also need additional classrooms and labs as the programs planned for the new Bioscience Education Center continue to grow. However, the new building will not be available for another five (5) years and interim expansion space is needed for this Campus. It is also understood that Montgomery County desires space for the Germantown Technology Incubator and will partner with the College to lease space. A mixed use office/technology building adjacent to the Germantown Campus at 20271 Goldenrod Lane with 67,619 square feet of rentable space is available and the College negotiated a lease term contingent upon funding availability. Additional funds are needed in the FY2007 Operating Budget (Current Fund) to pay for the annual lease costs, operating costs, renovation costs (exclusive of a \$15/sf build out allowance from property owner) furniture and equipment, IT costs, and property management fees.

The additional funds totaling \$4,000,000 are required for annual lease costs, utilities, operations and maintenance costs, furniture and equipment, IT costs, and renovation costs.

RECOMMENDATION

It is recommended that a supplemental appropriation request amending the Approved FY2007 Operating Budget (Current Fund) in the amount of \$4,000,000 be submitted to the County for consideration to provide sufficient additional County funds and appropriation authority in the Current Fund for the lease of an office building at 20271 Goldenrod Lane, Germantown Maryland which is located immediately adjacent to the Germantown Campus.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Capp
Ms. Dimon
Ms. Madden
Mr. Moore
Mr. Sorrell

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Resolution Number: **06-06-073**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Supplemental Appropriation Requests for Additional County Funds for FY2007 Operating Budget (Current Fund) for Goldenrod Building Lease for the Germantown Campus

WHEREAS, on June 19, 2006, the Board of Trustees authorized the President to implement the FY2007 Operating Budget, as amended and approved by the Montgomery County Council pursuant to the Council Resolution adopted on May 25, 2006; and

WHEREAS, Montgomery College has need, on an interim basis, for additional office, classroom, and laboratory space for the Germantown Campus until the new Bioscience Education Center opens in 2011; and

WHEREAS, Montgomery County also has need for upcounty technology incubator space and has been working with the College to provide such space as a part of a future Germantown Technology Incubator to be located on the Germantown Campus; and

WHEREAS, the new buildings will not be available for at least five (5) years and the programs require additional space now; and

WHEREAS, a suitable office building adjacent to the Germantown Campus is available and has sufficient space for both the College's and the County's interim needs until the new buildings are built; and

WHEREAS, the College desires to amend the FY2007 Operating Budget and provide for a supplemental appropriation of \$4,000,000 in additional funds for the lease and management of space at 20271 Goldenrod Lane, Germantown, Maryland; and

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

Resolved, That the Board amends the FY2007 Operating Budget (Current Fund) to include a supplemental appropriation request of \$4,000,000 from additional County funds for the lease of space at 20271 Goldenrod Lane, Germantown, Maryland; and be it further

Resolved, That the Board authorizes the President to transmit the supplemental appropriation request to the Montgomery County Executive for review and recommendation to the Montgomery County Council for final action for funding.

CRN:ag

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

Agenda Item Number: _____
June 19, 2006

BOARD OF TRUSTEES SCHEDULE OF MEETINGS FOR FY2007

BACKGROUND

The Maryland Open Meetings Act is based on the General Assembly's policy determination in favor of open decision-making by governmental bodies. It is essential to the maintenance of a democratic society that, except in special and appropriate circumstances: (1) public business be performed in an open and public manner; and (2) citizens be allowed to observe the performance of public officials; and the deliberations and decisions that the making of public policy involves. In addition, Montgomery College Board of Trustees Bylaws states that the Board shall give reasonable advance notice of its open meetings. The notice shall be in writing and shall include the date, time, and place of the meeting and shall be publicized by posting and any other method reasonably designed to give public notice.

RECOMMENDATION

It is recommended that the Board adopt the attached schedule of meetings for FY2007.

BACK-UP INFORMATION

Board Resolution
Montgomery College Board of Trustees Schedule of Meetings for FY2007

RESOURCE PERSON

Ms. Graham

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

Resolution Number: **06-06-074**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Board of Trustees Schedule of Meetings for FY2007

WHEREAS, the Maryland Open Meetings Act is based on the General Assembly's policy determination in favor of open decision-making by governmental bodies. It is essential to the maintenance of a democratic society that, except in special and appropriate circumstances: (1) public business be performed in an open and public manner; and (2) citizens be allowed to observe the performance of public officials; and the deliberations and decisions that the making of public policy involves; and

WHEREAS, Montgomery College Board of Trustees Bylaws states that the Board shall give reasonable advance notice of its open meetings; and

WHEREAS, the notice shall be in writing and shall include the date, time, and place of the meeting and shall be publicized by posting and any other method reasonably designed to give public notice; and

WHEREAS, attached to this resolution is a Schedule of Meetings for FY2007 that includes meetings with various constituent groups of the College, and those meetings may be changed based on availability; and

WHEREAS, the public will be notified of any change in meeting dates in accordance with the Board of Trustees Bylaws and the Maryland Open Meetings Act; 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 adopts the attached Schedule of Meetings for FY2007.

Attachment

CRN:ag

BOARD OF TRUSTEES SCHEDULE OF MEETINGS FOR FY2007

<u>MEETING DATES</u>	<u>MEETINGS</u>	<u>ACTIVITIES</u>	<u>LOCATION</u>
JUL & AUG	NO MEETINGS		
SEP 06	Board Officers		Teleconference
SEP 12 (Tue)	Executive Session & FY08 Capital Budget Work Session	dinner w/Staff Senate	Central Administration
SEP 18	Regular Business Meeting		Rockville Campus
OCT 04	Board Officers		Teleconference
OCT 09*	Executive Session		Central Administration
OCT 16	Executive Session Regular Business Meeting & Presentation of Proposed FY08 Capital Budget		Takoma Park Campus Takoma Park Campus
OCT 30	Board Officers		Teleconference
NOV 09 & 10*	Fall Retreat / Executive Session*	dinner w/Foundation Board	TBD
NOV 10		lunch w/Faculty Gov	TBD
NOV 20	Executive Session Regular Business Meeting w/Adoption of FY08 C.Budget		Germantown Campus
DEC 04*	Board Officers / Executive Session*		Teleconference
DEC 11	Executive Session Regular Business Meeting & Presentation of Proposed FY08 O.Budget		Central Administration Central Administration
JAN 04	Board Officers		Teleconference
JAN 08	Executive Session & FY08 Operating Budget Work Session		Central Administration
JAN 16 (Tue)	Public Hearing - Proposed FY08 O.Budget & Regular Business Meeting w/Adoption of FY08 O.Budget		Central Administration
JAN 18 (Thur)*	Review/Possible Adoption of Proposed FY08 O.Budget		Central Administration
FEB 05	Board Officers		Teleconference
FEB 19	Executive Session Regular Business Meeting		WD&CE WD&CE
MAR 05	Board Officers		Teleconference
MAR 13	Executive Session	dinner w/Alumni Board	Central Administration
MAR 20 (Tue)	Regular Business Meeting		Central Administration
APR 02	Board Officers		Teleconference
APR 16	Executive Session Regular Business Meeting w/Tuition Actions		Central Administration
APR 24		dinner w/Students	Central Administration
MAY 07	Board Officers		Teleconference
MAY 18	Commencement		
MAY 21	Executive Session Regular Business Meeting		Central Administration Central Administration
JUN 04	Board Officers		Teleconference
JUN 07 & 08	Spring Retreat / Executive Session		TBD
JUN 18	Regular Business Meeting & Implementation of FY08 Capital Budget		Central Administration
JUN 26	Dinner w/Foundation Board	TBD	

Note: * = if needed date

Winter Holidays: December 24, 2006 – January 1, 2007 ***** Spring Break: March 12-18, 2007

All **Regular Business Meetings** are scheduled in the Trustee Board Room, Central Administration, 900 Hungerford Drive, Rockville, Maryland, except where noted.

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

Agenda Item Number: _____
June 19, 2006

MODIFICATION OF BOARD POLICY ON RECOGNITION AWARDS

BACKGROUND

The purpose of recognition awards is to recognize exceptional, outstanding, distinguished, sustained, or special service to Montgomery College by individuals or groups. Traditionally, upon retirement from the College, Silver and Bronze Medallion Awards have been awarded to College employees who have demonstrated outstanding or distinguished service to the College, the academic profession, the County, the State, or the nation. With regard to departing College Presidents, in cases where exceptional service to the College and higher education are nationally recognized, a Gold Medallion may be awarded.

Upon review of the College policy on Recognition Awards, it is recommended that the policy be updated to include only those awards and recognitions that require Board of Trustees' approval. Moreover, it is recommended that language pertaining to all recognitions and awards that are approved by Board of Trustees' resolution be included in the policy and that with regard to medallion awards, references to resigning College employees be removed, as resigning employees are not eligible to receive a medallion award.

RECOMMENDATION

It is recommended that the Board of Trustees approve the changes in Montgomery College Policy 38001, Recognition Awards, as attached.

BACK-UP INFORMATION

Board Resolution
Revised Montgomery College Policy 38001, Recognition Awards
Revised Montgomery College Procedure 38001CP, Recognition Awards (for background information only)

RESOURCE PERSON(S)

Ms. Lawyer
Ms. Bokor

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

Resolution Number: **06-06-075**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Modification of Board Policy on Recognition Awards

WHEREAS, the Board of Trustees policy on Recognition Awards establishes policy to recognize exceptional, outstanding, distinguished, sustained, or special service to the College, the academic profession, the County, the State, or the nation by individuals or groups; and

WHEREAS, as part of policy review, it was concluded that awards and recognitions that do not require approval by the Board of Trustees, be removed from the College policy; and

WHEREAS, those recognitions and awards that do not require approval by the Board of Trustees, remain within the College procedure; and

WHEREAS, with regard to medallion awards, it is recommended that references to resigning employees be removed from the policy, as employees who resign from the College are not eligible for a medallion award; and

WHEREAS, as part of the review process, it is also recommend that new language outlining the criteria for the Gold Medallion, which recognizes retiring College Presidents that have demonstrated exceptional service to the College and nationally recognized contributions to higher education, be included in the policy; and

WHEREAS, additional language pertaining to Retirement Recognitions and Tributes, which are routinely approved by Board of Trustees' resolution, be included in the policy; and

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

Resolved, That effective June 19, 2006, Montgomery College Policy 38001, entitled Recognition Awards, be revised as presented.

CRN:ag

[Delete text within brackets]

Insert new text underlined in bold

POLICY Board of Trustees - Montgomery College

38001

Chapter: Personnel

Modification No. 05[4]

Subject: **Recognition Awards**

I. Purpose

The purpose of recognition awards is to recognize **exceptional**, outstanding, distinguished, sustained, or special service to the College, **the academic profession, the County, the State, or the nation** by individuals or groups.

II. Awards

The following awards are authorized by the Board of Trustees:

A. Gold Medallion

This award recognizes exceptional service and nationally recognized presidential leadership in higher education. A retiring College President may be recommended for this award. Where criteria for award are met, medallions may be awarded posthumously. The award is approved by Board of Trustees' resolution.

[A]~~B~~. Silver Medallion

This award recognizes outstanding service to the College, the academic profession, the County, the State, or the nation. Departing members of the Board of Trustees, retiring[/resigning] College faculty, **administrators** and staff, and friends of the College may be recommended for this award. Where criteria for award are met, medallions may be awarded posthumously. The award is approved by Board of Trustees' resolution.

[B]~~C~~. Bronze Medallion

This award recognizes distinguished service to the College. Departing members of the Board of Trustees, retiring[/resigning] College faculty, **administrators** and staff, and friends of the College may be recommended for this award. Where criteria for award are met, medallions may be awarded posthumously. The award is approved by Board of Trustees' resolution.

[C. Certificates of Appreciation

This award recognizes special service to the College. Departing members of Board advisory committees, scholarship donors, and friends of the College may be recommended for this award. The award is approved by the President for special service to the College, or by a Vice President and Provost for special service to a campus or to the continuing education program.]

[D. Service Award to Community Citizen

This award recognizes a citizen of the community served by a campus or the Office of Continuing Education for outstanding service which benefits the students, the campus, or the community. The award is approved by the President.]

[E. Length of Service Award

This award recognizes sustained, creditable service to the College by members of the faculty and staff. The award is approved by the President.]

[F. Outstanding Alumni Achievement Award

This award recognizes outstanding former students and graduates of Montgomery College who distinguish themselves through outstanding achievements in their professions, exemplary service to the community and/or exceptional service to the College through activities with the Alumni Association or other volunteer work with the College. The award is initiated and approved annually by the Alumni Association Board of Governors.]

[G. Outstanding Service Award

This award recognizes a sustained, outstanding performance by an administrative, associate, or support staff employee that is continuously well above expectations, and/or exceptional, one-time contributions or service.]

[H.]D. Administrator and Faculty Emeritus/Emerita

This award is given in recognition of retiring administrators and faculty in accordance with the procedures described herein. The award is approved by Board of Trustees' resolution.

[I.]E. Trustee Emeritus/Emerita

This award is given in recognition of service by former members of the Board of Trustees as specified in the procedures described herein. The award is approved by Board of Trustees' resolution.

[J. Employee Suggestion Program

This award is given to College employees to reward unusual or exceptional employee suggestions that have contributed to the efficiency and effectiveness of College operations.]

[K. Acts of Heroism

This award is given to an employee in recognition of an exceptional act or an act of heroism.]

[L. Sustained Service Award

This award recognizes sustained, acceptable performance by associate and support staff.]

E. Retirement Recognition

This award recognizes retiring full-time faculty and regular administrative, associate and support staff for their years of service and dedication to the College. The award is approved by Board of Trustees' resolution.

G. Tribute

This award honors full and part-time faculty and regular administrative, associate and support staff who deacease while employed with the College. The award is approved by Board of Trustees' resolution.

III. Implementation of Policy

The President is authorized to establish procedures to implement this policy **and all other recognitions and awards that do not require the Board of Trustees' authorization.**

Board Approval: September 21, 1987; March 20, 1989; October 28, 1991; June 15, 1992; September 18, 2000;_____.

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

Agenda Item Number: _____
June 19, 2006

**REQUEST CONSIDERATION BY MARYLAND HIGHER EDUCATION COMMISSION OF
STATEWIDE DESIGNATION FOR BOTH THE ASSOCIATE OF APPLIED SCIENCE DEGREE
AND CERTIFICATE IN SURGICAL TECHNOLOGY**

BACKGROUND

Montgomery College's Surgical Technology program includes an associate in applied science (A.A.S.) degree and a certificate. The Maryland Higher Education Commission (MHEC) approved the degree almost five years ago and the certificate several years later. This program is accredited by the Commission on Accreditation of Allied Health Education Programs and has been offered successfully with increasing enrollments.

Statewide designation is now being requested for both the A.A.S. degree and for the certificate. Maryland has no other statewide designated Surgical Technology programs.

RECOMMENDATION

The Board of Trustees is requested to endorse the process of obtaining program approval from MHEC for statewide designation for both the associate of applied science degree and the certificate in Surgical Technology.

BACK-UP INFORMATION

Board Resolution
Curriculum Description
Statewide Programs Definition

RESOURCE PERSON

Ms. Pickwick

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

Resolution Number: **06-06-076**
Adopted on: 06/19/06

Agenda Item Number: _____
June 19, 2006

Subject: Request Consideration by Maryland Higher Education Commission of Statewide Designation for both the Associate of Applied Science Degree and Certificate in Surgical Technology

WHEREAS, Montgomery College has conducted over the past five years a successful, accredited Surgical Technology program, which includes an associate of applied science degree as well as a certificate option; and

WHEREAS, this is an unique career program, only one of two programs in the State, to prepare graduates for employment in hospital operating rooms and surgical centers; and

WHEREAS, Montgomery College desires to add a statewide designation for the Surgical Technology program; and

WHEREAS, the approval of the Maryland Higher Education Commission will enable Montgomery College to offer all students an in-county rate; and

WHEREAS, the approval of the Maryland Higher Education Commission will enable Montgomery College to expedite the recruitment process to assist in filling the increasing vacancy rate in hospitals in Maryland and the metropolitan area; and

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

Resolved, That the members of the Board of Trustees endorses the application to the Maryland Higher Education Commission for statewide designation for the associate of applied science degree and certificate in Surgical Technology.

CRN:ag

SURGICAL TECHNOLOGY

Surgical Technology (TP)

Revised— Effective Semester: Fall 2006

Students who plan to major in surgical technology will be assigned the temporary major of pre-surgical technology, with POS code 590, until they are officially admitted to the surgical technology program. Students may take preparatory courses and courses that fulfill general education requirements during the waiting period. As an alternative to being assigned a temporary major, students waiting for admission to the surgical technology program may choose to major in general studies or any other open-admission program. The Office of Admissions, Records, and Registration at Takoma Park will assign a matriculated code once students are admitted to the surgical technology program.

This curriculum is designed for those who desire to move into surgical technology careers or who wish to upgrade present surgical skills in this area. The certificate curriculum is designed to accommodate the student to enter the workforce earlier and/or for those who have earned a degree in health science. Certificate can be completed in one or two years. Credits earned in the degree provide transfer options for students who choose to continue studies beyond the A.A.S. admission requirements for A.A.S. and Certificate are the same.

The curriculum, emphasizing both didactic and clinical experience, offers a broad base of surgical skills needed by those who function as integral members of the surgical team. The program is accredited by the Commission on Accreditation of Allied Health Education Programs. Upon successful completion of the program, the graduate will receive the A.A.S./Certificate and will be eligible to apply to take the certification examination given by the Association of Surgical Technologist. Surgical Technologists are eligible for employment in hospitals, operating rooms, physicians' offices, surgery centers, labor and delivery, and freestanding minor surgery facilities.

Each of the surgical technology courses builds upon materials offered in the previous course. Students must meet prerequisites to the first semester courses. A grade of C or better in each surgical technology course must be achieved.

For information regarding the program and admissions, please contact the Office of Admissions, Records, and Registration at the Takoma Park Campus, 3016-650-1501, or the program department.

Surgical Technology A.A.S.(TP)

General Education and Other Requirements (34 credit hours)

BI 203	Microbiology	4
BI 204	Human Anatomy and Physiology I*	4
BI 205	Human Anatomy and Physiology II	4
EN 101	Techniques of Reading and Writing	3
EN 102 or EN 109	Writing for Technology and Business	3
HI 125	Medical Terminology I	2
HI 126	Medical Terminology II	2
PY 102	General Psychology I	3
	Mathematics foundation	3
	Speech foundation	3
	Arts or humanities distribution	3

Surgical Technology Requirements (30 credit hours)

SG 101	Surgical Technology I	6
SG 102	Surgical Technology II	6
SG 201	Surgical Technology III	6
SG 202	Clinical Practicum I	3
SG 211	Survival technology IV	6
SG 212	Clinical Practicum II	3

Total credit hours 64

**Students should check the prerequisite for BI 204.*

Surgical Technology Certificate (TP): 228

BI 204	Human Anatomy and Physiology I	4
BI 205	Human Anatomy and Physiology II	4
SG 101	Surgical Technologist I	6
SG 102	Surgical Technologist II	6
SG 201	Surgical Technologist III	6
SG 202	Clinical Practicum I	3
SG 211	Surgical Technologist IV	6
SG 212	Clinical Practicum II	3

Total credit hours 38

Statewide Programs

The Maryland Higher Education Commission (MHEC) designates some curricula at Maryland community colleges as statewide programs. They are available to students in counties where the local community college does not offer the same program. Registered students are eligible for tuition differential between the in-county and out-of-county costs, providing the funds have been made available through the State budget process.

Current Montgomery College programs approved statewide are:

- ✓ Diagnostic Medical Sonography (A.A.S. and Certificate) *
- ✓ Biotechnology (A.A.S.)
- ✓ Fire Science Fire Service Management (A.A.S. and Certificate)
- ✓ Graphic Design (A.F.A.)
- ✓ Studio Arts (A.F.A.)
- ✓ Technical Writing (Certificate)

* This program is listed first as it is another health sciences program like Surgical Technology.