

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
December 12, 2006**

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

Resolution Number: **06-12-128**
Adopted on: **12/12/06**

Agenda Item Number: _____
December 12, 2006

Subject: Retirement Recognition for Ms. Rebecca Arrington

WHEREAS, Ms. Arrington has served Montgomery College with dedication and distinction for more than 15 years and retired from the College as of January 18, 2006; and

WHEREAS, in her capacity as a Building Services Worker, Office of Facilities (1990-2006), she provided a valuable service to faculty, staff, and students through her assistance in the daily upkeep of the facilities on the Rockville Campus; and

WHEREAS, Ms. Arrington was an asset to the Office of Facilities and helped to ensure a professional appearance of the Rockville Campus; and

WHEREAS, the President of the College recommends this public recognition of Ms. Arrington 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. Rebecca Arrington 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. Rebecca Arrington.

CRN:abg

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

Resolution Number: **06-12-129**
Adopted on: **12/12/06**

Agenda Item Number: _____
December 12, 2006

Subject: Retirement Recognition for Mr. George W. Brown

WHEREAS, Mr. George Brown served Montgomery College with dedication and distinction for 34 years and retired from the College as of September 30, 2006; and

WHEREAS, he began his career as a General Clerk II and was later promoted to Warehouse Supervisor for the Office of Procurement (1972 – 2006); and

WHEREAS, Mr. Brown received several awards for his dedicated service, including an Outstanding Service Award in 1980; and

WHEREAS, as a dedicated and loyal employee, Mr. Brown demonstrated a high level of quality to the College community in maintaining the Central Receiving, Central Stores, and Property Control operations while serving the many needs of the faculty, staff, and students; and

WHEREAS, his enthusiasm, work standards, and dedication to quality and efficiency contributed to the consistent operations of the Central Warehouse even while the College expanded its operations and services at the Takoma Park/Silver Spring and Germantown Campuses and the additional sites at Metro Center North, Wheaton, and Gaithersburg; and

WHEREAS, Mr. Brown received countless letters of appreciation from the College community for his pleasant manner and prompt service; and

WHEREAS, the President of the College recommends this public recognition of Mr. Brown on the occasion of his retirement; now therefore, be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. George W. Brown for his dedicated service and contributions to the College, and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of the Board of Trustee meeting and a copy be presented to Mr. George W. Brown.

CRN:abg

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

Resolution Number: **06-12-130**
Adopted on: **12/12/06**

Agenda Item Number: _____
December 12, 2006

Subject: Retirement Recognition for Mr. Thomas A. Campbell

WHEREAS, Mr. Thomas Campbell has served Montgomery College with dedication and distinction for more than 28 years and retired from the College as of August 4, 2006; and

WHEREAS, after completing a trainee program he was promoted to his latest capacity as a Building Equipment Mechanic for the Rockville Campus Facilities in October 1991, where he served as a great asset to the Campus and is recognized for his dedication and hard work; and

WHEREAS, Mr. Campbell demonstrated endless energy while maintaining the Campus building systems and received several commendations most recently in 1998 for meritorious service and a Special Recognition Award in 2001 for his work during the chiller equipment emergency; and

WHEREAS, his commitment to customer service was evident in his enthusiasm, work standards, and ability to maintain the ever changing building systems to improve the appearance and overall quality of the working environment for the College community; and

WHEREAS, the President of the College recommends this public recognition of Mr. Campbell on the occasion of his retirement; now therefore be it

Resolved, that the members of the Board of Trustees express their sincere appreciation to Mr. Thomas Campbell for his many contributions to the College, and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and a copy be presented to Mr. Thomas Campbell.

CRN:abg

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

Resolution Number: **06-12-131**
Adopted on: **12/12/06**

Agenda Item Number: _____
December 12, 2006

Subject: Retirement Recognition for Ms. Karen Hamrich

WHEREAS, Ms. Karen Hamrich served Montgomery College as a full-time staff member at the Rockville Campus for 38 years and retired as of February 1, 2006; and

WHEREAS, in her latest position as an Administrative Aide in the Music Department at the Rockville Campus (1997-2006), Ms. Hamrich provided astute and timely logistical support during the Music Building renovation, as well as managed the adjunct applied teachers studio assignments, supervised student employees, and took initiative in the area of public relations, resulting in a marked increase in attendance at events sponsored by the department; and

WHEREAS, Ms. Hamrich served with diligence as the Senior Administrative Aide in Institutional Advancement (1989-1997), where she was much-admired for providing the highest quality work in support of marketing and promotional activities, and meeting the needs of the Alumni Association; and

WHEREAS, she assisted in all areas of Student Development and was an integral member of the team as the Jobs Center Secretary for the Rockville Campus (1984-1989), including organizing eight college fairs as part of Career Week, training temporary employees, coordinating transfer days, and serving as a liaison between faculty and clerical staff; and

WHEREAS, throughout her earlier career as a Secretary II and Clerk Typist III (1967–1984), her considerable organizational and problem solving skills, unflappable demeanor, and exceptional attention to detail made Ms. Hamrich an asset not only to the Office of College Relations, but to the Instructional TV Office, Institutional Research, and to the Music Department; and

WHEREAS, Ms. Hamrich consistently served the College with distinction in all of her various capacities, for which she received an Outstanding Service Award in 1993, a Sustained Service Award in 1992, and numerous commendations for outstanding work and exemplary service; and

WHEREAS, for several years she successfully coordinated the Montgomery United Way annual campaign and served as an active volunteer for the Montgomery Tuberculosis and Respiratory Disease Association; and

WHEREAS, she demonstrated a deep and abiding commitment to serving the needs of students from diverse backgrounds; and

WHEREAS, Ms. Hamrich continually pursued opportunities to upgrade her skills through education, workshops, and in-service training programs; and

WHEREAS, she is held in high regard by her colleagues for her professionalism, enthusiasm, flexibility, and eagerness to lend a helping hand; and

WHEREAS, the Instructional Dean, the Vice President and Provost, and the President of the College recommend this public recognition of Ms. Karen Hamrich 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. Karen Hamrich for her service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

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

CRN:abg

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

Resolution Number: **06-12-132**
Adopted on: **12/12/06**

Agenda Item Number: _____
December 12, 2006

Subject: Retirement Recognition for Mr. Ki-Young Kim

WHEREAS, Mr. Kim has served Montgomery College with dedication and distinction for more than 17 years and retired from the College as of July 28, 2006; and

WHEREAS, in his capacity as a Building Services Worker within the Office of Facilities (1989-2006), he provided a valuable service to faculty, staff, and students through his assistance in the daily upkeep of the facilities on the Rockville Campus; and

WHEREAS, Mr. Kim was an asset to the Office of Facilities and received many compliments on the professional appearance of the Rockville Campus; and

WHEREAS, his service to students, faculty, and staff was always helpful and delivered with a high degree of courtesy and professionalism; and

WHEREAS, the President of the College recommends this public recognition of Mr. Kim on the occasion of his retirement; now therefore be it

Resolved, that the members of the Board of Trustees express their sincere appreciation to Mr. Ki-Young Kim for his many contributions to the College, and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, that this resolution become a part of the minutes of this Board of Trustees meeting and a copy be presented to Mr. Ki-Young Kim.

CRN:abg

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

Resolution Number: **06-12-133**
Adopted on: **12/12/06**

Agenda Item Number: _____
December 12, 2006

Subject: Retirement Recognition for Ms. Christine Lewis

WHEREAS, Ms. Christine Lewis has served Montgomery College as an Administrative Aide in the Department of Computer Science and Technologies at the Rockville Campus for more than nine years and retired as of September 29, 2006; and

WHEREAS, Ms. Christine Lewis received a Staff Recognition Award in March 1999 for her assistance with the newly established Computer Science and Computer Applications departments; and

WHEREAS, Ms. Christine Lewis assisted in the support of the Computer Science and Technologies Department by working diligently to create and distribute flyers and brochures publicizing the courses and programs of the department; and

WHEREAS, Ms. Christine Lewis was responsible for updating the department web page; and

WHEREAS, Ms. Christine Lewis supervised student assistants; and

WHEREAS, the Vice President and Provost and the President of the College recommend this public recognition of Ms. Lewis 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. Christine Lewis for her service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

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

CRN:abg

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

Resolution Number: **06-12-134**
Adopted on: **12/12/06**

Agenda Item Number: _____
December 12, 2006

Subject: Retirement Recognition for Ms. Catherine L. O'Connor

WHEREAS, Ms. Catherine O'Connor has served Montgomery College with dedication and distinction for more than 30 years and retired from the College as of December 31, 2005; and

WHEREAS, in her recent capacity as Network Engineering Specialist from 1995 to 2005, Ms. O'Connor studied project management and became a key project architect and leader for many network engineering projects, and received a Special Recognition Award in 2004 for her outstanding work on the new Health Sciences Center facility technology implementation project; and

WHEREAS, she played a pivotal role in converting the College's email system from MS Mail to Microsoft Exchange, (the current email system), and has always provided superior service and received many letters of recognition from various College units; and

WHEREAS, she received a Special Recognition Award in 1994 for her dedication and perseverance on the Campus Tower project; and

WHEREAS, while serving as a Computer Specialist I (1990-1995), Ms. O'Connor created excellent training materials and operational documentation for computer users collegewide; and

WHEREAS, Ms. O'Connor was regarded as a competent and thorough technician and an asset to the Office of Information Technology; and

WHEREAS, Ms. O'Connor received the Computing Services Employee of the Month Award in February 1990, March 1994, and October 1994 for consistently providing outstanding service to the College; and

WHEREAS, Ms. O'Connor served as a Staff Senator for Computing Services from 1990-1992; and

WHEREAS, on behalf of Associate and Support Staff, she served on the Policies and Procedure Committee from 1990-1991; and

WHEREAS, in her roles as Office Automation Coordinator (1988 to 1990), and User Service Coordinator (1987-1988), Ms. O'Connor provided superior service, trained many faculty and staff in the use of office automation software, and received many letters of recognition from various College units; and

WHEREAS, while serving as a Secretary III for Computing Services (1984-1987), Ms. O'Connor co-authored the financial system user training manual and provided hands-on help to users of microcomputer based software applications; and

WHEREAS in her earlier capacity as a Clerk Typist II for the Office of Facilities (1982-1984), Ms. O'Connor contributed to the Long Range Development Plan and was praised as a conscientious and dedicated employee; and

WHEREAS, in her earliest capacity as a Secretary I for the office of Safety and Security at the Rockville Campus (1975–1982), Ms. O'Connor improved the processing of vehicle registration and organized support for the conduct of traffic appeals in an outstanding manner; and

WHEREAS, Ms. O'Connor demonstrated team work, professionalism, and provided prompt and efficient customer service to students, faculty and staff; and

WHEREAS, Ms. O'Connor's commitment to her work was evident in the efficient manner in which she carried out her duties, as reflected in her overall high ratings on her performance evaluations and in the extraordinary notations of appreciation received from the College community; and

WHEREAS, the students, faculty, staff, and particularly the Office of Information Technology miss her enthusiasm, commitment, and presence; and

WHEREAS, the President of the College recommends this public recognition of Ms. Catherine L. O'Connor 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. Catherine L. O'Connor 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 of this resolution be presented to Ms. Catherine L. O'Connor.

CRN:abg

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

Resolution Number: **06-12-135**
Adopted on: **12/12/06**

Agenda Item Number: _____
December 12, 2006

Subject: Retirement Recognition for Ms. Mieko Tassone

WHEREAS, Ms. Mieko Tassone has served Montgomery College with dedication and distinction for 29 years and retired from the College as of June 30, 2006; and

WHEREAS, in her latest capacity as Analyst/Programmer in the Office of Information Technology, Ms. Tassone contributed significantly to the development of the College's Institutional Data Warehouse application through her team spirit, organizational skills, technical knowledge, resourcefulness, and willingness to assist students, faculty and staff; and

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

WHEREAS, Ms. Tassone is recognized for her various roles in the departments of Community Services, Security, Facilities, Computing Services, and Information Technology; and

WHEREAS, she earned and maintained the professional respect of her peers as demonstrated in the numerous letters of commendation through her tireless work efforts, ethics, and positive can-do attitude; and

WHEREAS, the President of the College recommends this public recognition of Ms. Tassone 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. Mieko Tassone for her valuable contributions and service to the College, and also extend to her their best wishes for many happy and productive retirement years; and be it further

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

CRN:abg

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

Resolution Number: **06-12-136**
Adopted on: **12/12/06**

Agenda Item Number: _____
December 12, 2006

Subject: Retirement Recognition for Mr. Lawrence M. Thomas

WHEREAS, Larry Thomas has served Montgomery College with dedication nearly seven years and retired as of September 19, 2006; and

WHEREAS, Larry began at the College in the Office of Admissions, Registration and Records in January of 2000, as the Takoma Park/Silver Spring Campus' International Student Coordinator; and

WHEREAS, he graciously and competently stepped into the void created by the Takoma Park/Silver Spring Registrar's illness in March of 2000; and

WHEREAS, Larry became the Rockville Campus Director of Academic, Advising, Planning and Placement in March of 2001; and

WHEREAS, he was appointed again as the Registrar for the Takoma Park/Silver Spring Campus in October of 2003, to become regular status in that position in January of 2005; and

WHEREAS, Larry has received years of consistent outstanding performance appraisals, and

WHEREAS, he was recognized with Special Recognition Awards twice during his tenure as Registrar; in May of 2002 and February of 2005; and

WHEREAS, Larry's expertise in the areas of international student services, including SEVIS management, health science admissions programs, higher education law and regulations, as well as the Banner student computing system, are unsurpassed; and

WHEREAS, Larry is looked upon by our sister institutions as the expert in these areas; and

WHEREAS, his thorough and logical understanding of all relevant issues made him an invaluable asset to the Director; and

WHEREAS, Larry was instrumental in the successful implementation of the Banner student information system, the federal government's SEVIS system, and the redesign of the admissions office in the new Student Services Center; and

WHEREAS, the President of the College recommends this public recognition of Mr. Thomas on the occasion of his retirement; now therefore be it

Resolved, that the members of the Board of trustees express their sincere appreciation to Mr. Larry Thomas for his service to the College, and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, that this resolution become a part of the minutes of this Board of Trustees meeting and a copy be presented to Mr. Larry Thomas.

CRN:abg

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

Resolution Number: 06-12-137
Adopted on: 12/12/06

Agenda Item Number: _____
December 12, 2006

Subject: Retirement Recognition and Award of Bronze Medallion to Ms. Linda L. Custer

WHEREAS, Ms. Linda L. Custer served Montgomery College with dedication and distinction for more than 24 years and retired as of December 30, 2005; and

WHEREAS, she began her association with the College as a Student Aide in 1980 and was the epitome of the College's internal spirit; and

WHEREAS, over the span of her career, Ms. Custer consistently performed her duties and responsibilities with the highest degree of professionalism and quality that enabled the Office of Information Technology to keep pace with advances in technology; and

WHEREAS, Ms. Custer served in many capacities including that of Clerk-Typist III (1981), Secretary to the Director of Computing Services (1982-1983), Office Automation Technician (1984), Office Automation Coordinator (1985-1988), Office Automation Supervisor (1989-1990), Computer Specialist II (1990-1995), and Computer Support Manager (1995-1998); and

WHEREAS, in her latest capacity as Manager of Asset Management and Computer Support Services (1998-2005), she made significant additional contributions to the College on behalf of the Office of Information Technology; and

WHEREAS, in her various administrative support positions, Ms. Custer demonstrated outstanding initiative, diligence, professionalism, and customer service, receiving numerous accolades from co-workers, faculty, staff, and administrators; and

WHEREAS, in 2002 she received a Special Recognition Award for providing significant support critical to the College's online recruiting system; and

WHEREAS, Ms. Custer played a pivotal role in the effort and success of the Y2K transition plan; and

WHEREAS, In 1998, she led her team in the development of the fully computer-equipped lab and classroom in the Humanities Building located at the Rockville Campus, which earned her and her team an Effective Team Effort Award; and

WHEREAS, in 1991 and 1992, Ms. Custer was selected as the Employee of the Month within Computing Services for being an exemplary employee who consistently provided outstanding service to the College; and

WHEREAS, Ms. Custer received an Outstanding Service Award in 1987 and in 1993 for her outstanding performance and meritorious service while serving the College in different capacities; and

WHEREAS, in her capacity as the Secretary to the Director of Computing Services (1982-1983), in addition to her secretarial duties, Ms. Custer learned, and assisted the Office Automation Coordinator with, systems administration and initiated the development and publication of the Wang Newsletter to assist College users; and

WHEREAS, Ms. Custer was instrumental in implementing the College's transition from Wang systems to personal computers and was recognized for her dedication in supporting users throughout the transition; and

WHEREAS, Ms. Custer served on the Staff Senate, Montgomery County Asset Management, and various other College and County committees; and

WHEREAS, she was instrumental in the development of the AUP (Acceptable Use Policy); and

WHEREAS, Ms. Custer contributed to the development of the Center for Teaching and Learning; and

WHEREAS, she successfully completed the Leadership Development Institute as well as the CAUSE Management Institute; and

WHEREAS, Ms. Custer shared her talents as a pianist by playing for several staff weddings and funerals and by accompanying performers and the College President at the first MC Follies in 2002; and

WHEREAS, she always willingly accepted additional duties and responsibilities working an untold number of hours beyond regular working hours to ensure the completion of her numerous duties and responsibilities; and

WHEREAS, during her more than 24-year career at the College, her commitment to her work was evidenced in the efficient manner in which she carried out her duties, as reflected in the consistently outstanding ratings on her performance evaluations and the multitude of notes of appreciation she received from the College community; and

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

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished services to the College; and

WHEREAS, The President of the College recommends this public recognition of Ms. Custer 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. Custer 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 Ms. Linda L. Custer is awarded the Bronze Medallion in recognition of her distinguished service to the College and community, and as an expression of gratitude of the College for her dedication and professional commitment to the College; and be it further

Resolved, That 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. Linda L. Custer.

CRN:abg

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

Resolution Number: **06-12-138**
Adopted on: **12/12/06**

Agenda Item Number: _____
December 12, 2006

Subject: Retirement Recognition and Award of Bronze Medallion to Ms. Barbara Smotrich

WHEREAS, Ms. Barbara Smotrich has served Montgomery College with dedication and distinction for more than 28 years and will retire effective January 1, 2007; and

WHEREAS, she has been a great asset to the College and the Office of Human Resources (OHR) with her stellar performance, tireless effort, and commitment; due to her vast knowledge and tremendous desire to learn and remain current within the human resources and information technology fields, Ms. Smotrich has long been Human Resource's resident expert and leader of technology; and

WHEREAS, Ms. Smotrich progressed from being a Personnel Specialist II (1978-1989), to Database Specialist (1989-1995), to HR Systems Analyst (1995-2001), to HR Systems & Reporting Manager (2001-Present), where she currently manages the overall integrity and operation of the College's Banner HR/Payroll system, Banner Web Time Entry modules, the recruitment information management system, the Benefits Billing System, the electronic Tuition Waiver Educational Assistance Plan (eTWEAP) Web self service system, the Human Resources Web site, and internal and external reports and surveys; and

WHEREAS, during her years of service she provided support and coordination for the Banner Web Time Entry Project; HR Payroll system; PACE, the College's first Applicant Tracking System; and the Retiree Benefits System; and

WHEREAS, as a professional recruiter, Ms. Smotrich was an ambassador for the College having received countless accolades from candidates, administrators, and search committee members expressing their appreciation for her helpfulness, patience, and articulate and professional manner; and

WHEREAS, Ms. Smotrich was the coordinator and primary designer of the OHR Web site, which enables the College community access to a wealth of information and valuable resources 24/7; and

WHEREAS, Ms. Smotrich is the author and primary editor of the e-hr Strategic Plan for OHR systems, an extensive planning document used to evaluate future systems solutions; and

WHEREAS, she was key in developing the recent online survey instrument to evaluate the overall effectiveness of Human Resources services; and

WHEREAS, due to her tireless efforts in successfully implementing the College's first online application recruitment information management system, the College was featured in the January 3, 2003 issue of *The Chronicle of Higher Education*; and

WHEREAS, Ms. Smotrich received the highly coveted Staff Distinguished Service Award in 2005 as a result of her being nominated by her peers for positively impacting College staff by her outstanding efforts in moving the College off a bankrupt, automated recruitment management system provider to a new system and provider within an amazing 30 day transition period; and

WHEREAS, she received Outstanding Service Awards in 1999, 1993, and 1987 for her excellent work and dedication in managing the HR/Payroll system; for her extensive work on the College's Information Resource Plan (IRP), a plan that determined the long-term strategic direction for MC's technical infrastructure; and for developing the PACE Personnel System; and

WHEREAS, she received a Sustained Service Award in 2002 for demonstrating continuous work of the highest quality and received Special Recognition Awards in 2004, 2003, 1999, 1998, and 1994 for her expedient action in locating a new vendor and implementing the College's current online recruitment information management system following the unforeseen and untimely bankruptcy of the former vendor; for her extraordinary effort in coordinating the College's first online application recruitment information management system project that improved efficiency and streamlined the recruitment and selection process; for her excellence in leading the Human Resources Information System Team; and for meticulously researching the market, writing requests for proposals, evaluating bids, and generally looking out for the best interests of the College; and

WHEREAS, while employed at the College, Ms. Smotrich earned her Master's Degree and recognition in *Who's Who in American College Students* by the University of Maryland Graduate School; and

WHEREAS, in 2000, Ms. Smotrich graduated from the College's Eighth Leadership Development Institute and has remained current in her field by attending human resource technology conferences, workshops and seminars, and by enrolling in credit and non-credit technical courses; and

WHEREAS, in addition to planning, designing, testing and troubleshooting new technological systems and initiatives, Ms. Smotrich acquired skills in the use of ORACLE hardware, the UNIX Operating System and report writers, documented essential technical procedures, authored instruction manuals, created presentations, coordinated training programs, set up security roles for users, managed ongoing upgrades, and scripted and performed analysis and testing for multiple system reports; and

WHEREAS, Ms. Smotrich received the Rotary Club Award for Exceptional Vocational Achievement in 1998; and

WHEREAS, she went beyond the call of duty by braving the "blizzard of 1996" to successfully process payroll when just about every other entity in the community was closed due to hazardous conditions; and

WHEREAS, Ms. Smotrich authored an article for PACESETTERS titled “Designing an Application System On Your Own,” which was published in the August 1988 issue of *TechKnowledge*, and was featured in the March 1988 issue of *Wang Magazine* for developing a complex system as a non-data processing professional; and

WHEREAS, in 1987 Ms. Smotrich received commendation from the College’s General Counsel for her expedient service and assistance in connection with preparing information for the Office of Federal Contract Compliance programs; and

WHEREAS, Ms. Smotrich gave freely of her time to assist students by volunteering as a panel participant to discuss leadership styles in 1984, by managing a tuition installment plan station during peak registration in 1983, and by volunteering at the Montgomery College Second Annual Phonathon, in which she helped the Alumni Association exceed their goals by helping to raise \$16,300 in pledges from MC’s Alumni and friends; and

WHEREAS, the Office of Human Resources staff will miss her supportive and compassionate nature along with her unwavering passion and energy for her work; and

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

WHEREAS, The Chief Human Resources Officer, the Executive Vice President for Administrative and Fiscal Services, and the President of the College recommend this public recognition of Ms. Smotrich 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. Barbara Smotrich 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 Ms. Barbara Smotrich be awarded the Bronze Medallion in recognition of her distinguished service to the College and community, and as an expression of gratitude of the College for her dedication and professional commitment to the College; and be it further

Resolved, That 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. Barbara Smotrich.

CRN:abg

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **06-12-139**

Agenda Item Number: _____

Adopted on: **12/12/06**

December 12, 2006

Subject: Retirement Recognition and Emeritus Status for Professor John E. Malachi

WHEREAS, Professor John Malachi served Montgomery College as a faculty member at the Rockville Campus for 20 years and retired as of August 25, 2006; and

WHEREAS he taught computer operating systems, computer applications, and business administration courses in the Business Administration Department from 1986 to 1989, and subsequently in the Computer Applications Department from 1989 to 2006; and

WHEREAS, Professor Malachi was a member of the Faculty Council and the Minority Recruitment Committee, as well as a coordinator of part-time faculty for the Computer Applications Department; and

WHEREAS, he served as a judge in the Afro-Academic Olympics and on various committees to evaluate and redesign the Computer Use and Management (CA106) course and the Introduction to Computer Applications (CA120) course; and

WHEREAS, Professor Malachi was dedicated to the success of students as demonstrated by his advising and tutoring responsibilities; and

WHEREAS, his colleagues respected him for offering alternative views and opinions in decision-making; 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 Instructional Dean, the Vice President and Provost, the Executive Vice President for Academic and Student Services, and the President of the College recommend this public recognition of Professor Malachi on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor John Malachi for his service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Professor John Malachi is granted the status of Professor Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

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

CRN:abg

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

Agenda Item Number: _____
December 12, 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: **06-12-140**
Adopted on: **12/12/06**

Agenda Item Number: _____
December 12, 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 November 1, 2006, to and including November 30, 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:abg

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including November 1, 2006, to and Including November 30, 2006

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
11/27/06	Daee, Sally S	Instructional Asst	G	Business/Science/Math/Tech GT
11/27/06	Nichols-Santiago, Michell	Senior Admin Aide	G	Office of Info Tech
11/13/06	Nubile, Barbara L	Associate Dean Dir of Netwrk & IT Client Svcs	O	Health Sciences
11/13/06	Paul, Dereck L	Instructional Asst/PT	O	Information Technology RV
11/27/06	Tamarkin, Thomas F	Senior Admin Aide	G	Chemistry RV
11/27/06	Towle, Lynn H	Customer Serv Asst	G	Office of Info Tech
11/13/06	Woolridge, Georgia S		F	WD & CE

STAFF SEPARATIONS

11/21/06	Finlay, Jeffrey I ¹	Grants Manager	L	VP Academic & Student Svcs
11/30/06	Hart, Elaine L ²	WD & CE MIS Coord	I	WD & CE
11/28/06	Mendez, Alejandro T	Blg Maint Mechanic	H	Facilities Operations - TP/SS

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	3	3	0	0	0	6
Male	1	0	0	0	0	1
TOTAL	4	3	0	0	0	7

STAFF SEPARATIONS: Ethnicity and Gender

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

¹ Deceased

² Retirement

TOTAL	2	0	1	0	0	3
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FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective Date	Name	Position Title	Location
11/18/06	Bell, Christina L ²	Instructor	English/Lit/Prof Writing RV

FACULTY SEPARATIONS: Ethnicity and Gender

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

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

Agenda Item Number: _____
December 12, 2006

**APPROVAL OF CHANGE ORDER FOR PARKING GARAGE IMPROVEMENTS
TAKOMA PARK/SILVER SPRING CAMPUS**

BACKGROUND

On June 19, 2006, the Board of Trustees awarded a contract for \$732,000 to McDonnell Landscape, Inc., Brookeville, Maryland, for various exterior façade, signage, landscaping, graffiti prevention, and deferred maintenance improvements for the parking garage and pedestrian bridge ramp at the Takoma Park/Silver Spring Campus. The deferred maintenance items for the garage, which opened in 1981, included power washing the existing structure, painting, and concrete deck repairs. Now that the power washing, painting, and lighting work (lighting is a separate contract with Valid Electric) is nearly complete, it's clear that both stairwells in the garage should also be upgraded while the contractor is still working in the building. Significant portions of the concrete stair risers, treads, and landings in the stairwells are badly deteriorated and should be replaced and/or repaired. Additionally, the handrails in the stairwells and various metal doors/door frames in the garage should also be replaced. The stair stringers (metal framework for stairs) will be sand blasted and repainted. Painting of the stairwells is also included.

Plans and specifications were developed for this work and Facilities staff requested a fee proposal from the contractor. The contractor's price for the work, \$291,174, was reviewed by College staff and consultants and negotiated down to \$272,550 which is acceptable for the amount of work involved. No time extension is associated with this change order. Sufficient funds are available in the FY2007 Capital Budget Planned Life Cycle Asset Replacement Project for this additional work.

RECOMMENDATION

It is recommended that a change order be approved for contract #453 with McDonnell Landscape, Inc., in the amount of \$272,550 in order to replace and repair concrete stair risers, treads, and landings as well as stairwell handrails and metal doors and associated work at the Takoma Park/Silver Spring Campus parking garage.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Capp
Mr. Moore

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

Resolution Number: **06-12-141**
Adopted on: **12/12/06**

Agenda Item Number: _____
December 12, 2006

Subject: Approval of Change Order for Parking Garage Improvements, Takoma Park/Silver Spring Campus

WHEREAS, on June 19, 2006, by Resolution # 06-06-051, the Board of Trustees awarded a contract for \$732,000 to McDonnell Landscape, Inc., Brookeville, Maryland, for various façade, landscaping and interior improvement work for the parking garage and pedestrian bridge ramp at the Takoma Park/Silver Spring Campus in order to extend the useful life of the garage, enhance the appearance of the structures, prevent graffiti, and correct deferred maintenance items at the garage; and

WHEREAS, the College has identified the need for additional deferred maintenance work at the garage including the repair/replacement of deteriorated handrails, hollow metal doors, stair stringers, and concrete stair risers, treads, and landings in order to adequately address deteriorated conditions in the garage; and

WHEREAS, McDonnell Landscape, Inc. has submitted a change order proposal as requested by the College for the additional corrective work at the garage; and

WHEREAS, College staff and consultants have reviewed the submitted change order proposal; and

WHEREAS, the Chief Facilities Officer recommends approval of the requested change order; and

WHEREAS, the Chief Business Officer certifies that sufficient funds are available in the FY2007 Capital Budget Planned Life Cycle Asset Replacement Project for this change order; and

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

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

Resolved, That the Board of Trustees approve a change order to the construction contract with McDonnell Landscape, Inc., Contract #453, for the Takoma Park/Silver Spring Campus Parking Garage, in the amount of \$272,550 for all work associated with replacing and/or repairing deteriorated concrete stair risers, treads, and landings as well as handrails and metal doors at the garage; and be it further

Resolved, That the President of the College is authorized to sign this change order with McDonnell Landscape, Inc., on behalf of the Board of Trustees.

CRN:abg

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

Agenda Item Number: _____
December 12, 2006

**CONTRACT AWARD
ROOF TOP AIR HANDLER REPLACEMENTS
MANNAKEE BUILDING, ROCKVILLE CAMPUS, BID NO. 607-006**

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 improvements. A project to come out of this process is the replacement and upgrading of the two (2) roof top air handling units serving the Mannakee Building on the Rockville Campus. The building was constructed in 1984 and this equipment is beyond its useful life. Maintenance problems have plagued the units over the years and roof leaks have also developed around them. The new units have been designed with additional features to prevent some of the operating problems experienced with the old units. These air handlers must be replaced before the start of the cooling season and before the planned roof replacement in 2007.

Project specifications were prepared by an engineering consultant and Facilities staff and the project was advertised for bid on October 30, 2006. Bids were opened in the Office of Procurement on November 17, 2006, and five (5) bids were received ranging from \$339,545 to \$497,000. The estimated cost of this project was \$350,000. Sufficient funds are available in the Capital Budget Planned Life Cycle Asset Replacement Project in FY2007 for this work. Contractor references have been checked and are satisfactory.

RECOMMENDATION

It is recommended that an award of contract for \$339,545 be made to Warner Industrial, Frederick, Maryland, as the recommended low bidder for the replacement of roof top air handling units on the Mannakee Building at the Rockville 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: **06-12-142**
Adopted on: **12/12/06**

Agenda Item Number: _____
December 12, 2006

**Subject: Contract Award for Roof Top Air Handler Replacements, Mannakee Building,
Rockville Campus, Bid No. 607-006**

WHEREAS, the Chief Facilities Officer requests approval of a contract for replacing two (2) roof top air handler units for the Mannakee Building on the Rockville Campus which have exceeded their useful life; 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 FY2007 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-two (22) contractors received bid documents and five (5) 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 November 17, 2006; and

WHEREAS, after analysis of the bids, it was determined that the low bid of \$339,545.00, submitted by Warner Industrial, Frederick, 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 two (2) roof top air handling units at the Mannakee Building on the Rockville Campus is awarded to Warner Industrial, Frederick, Maryland, at the low bid price of \$339,545.00.

CRN:abg

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

Agenda Item Number: _____
December 12, 2006

**AWARD OF CONTRACT, WEB AND INTERNET SYSTEMS CONSULTING SERVICES,
BID NO. 507-010**

BACKGROUND

The Chief Information Officer has requested a contract for Web and Internet systems consulting services to support College staff efforts. The contract for these consulting services expired in November 2006, and the College desires to continue these support services to meet ongoing and growing needs in support of Web programs, processes, and initiatives which enrich student learning. In support of advanced and emerging technology provided as part of students' educational experience, these services include the design and development of secure Web site portals, creation and production management of Web applications, configuration management control, and monitoring system performance.

On September 20, 2006, a Request for Bid was issued. On October 6, 2006, twelve responses were received including two "no bids." An evaluation committee, consisting of Information Technology staff, reviewed and evaluated all responses based on established criteria. Left Brain/Right Brain, Inc., Bethesda, Maryland, was the highest rated vendor meeting College requirements. Services are provided on a per task basis based on hourly rates. The total annual amount is \$350,000 for all services under this contract.

RECOMMENDATIONS

It is recommended that the Board of Trustees award a contract for Web and Internet systems consulting services to Left Brain/Right Brain, Inc., Bethesda, Maryland, beginning December 2006, for a one-year term, for an annual not-to-exceed amount of \$350,000, of which \$110,000 will be expended in FY2007. It is further recommended that the contract be renewed for four additional one-year terms, under the same terms and conditions, provided services and contributions are satisfactory, funding is 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. Leurig
Mr. Moore
Mr. Sorrell
Ms. Wormack

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

Resolution Number: 06-12-143
Adopted on: 12/12/06

Agenda Item Number: _____
December 12, 2006

Subject: Award of Contract, Web and Internet Systems Consulting Services
Bid No. 507-010

WHEREAS, the Chief Information Officer has requested a contract for Web and Internet systems consulting services for continuation of support services since the previous contract expired in November 2006; 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 FY2007 Operating Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a Request for Bid was publicly advertised in a County newspaper on September 20, 2006, and downloaded from the College Procurement Web site by 154 companies; 12 responses were received, publicly opened, read aloud, and recorded, beginning at 3:00 p.m. on October 6, 2006; and

WHEREAS, upon evaluation, it was determined that the proposal submitted by Left Brain/Right Brain, Inc., Bethesda Maryland, met all of the bid requirements for Web and Internet systems consulting services; and

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

Resolved, That a contract be awarded for Web and Internet systems consulting services to Left Brain/Right Brain Inc., Bethesda Maryland, beginning December 1, 2006, for a one-year term, for a not-to-exceed amount of \$350,000, of which \$110,000 will be expended in FY2007; and be it further

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

CRN:abg