

**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS  
April 18, 2007**

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

Agenda Item Number: \_\_\_\_\_  
April 18, 2007

**RECOGNITION OF PROFESSOR JOAN M. NAAKE**

**BACKGROUND**

Ms. Joan M. Naake has been a full-time faculty member in the English Department at the Germantown Campus since 1992. She received Montgomery College's 2002 Faculty Outstanding Service Award and the National Institute for Staff and Organization Development (NISOD) award twice. In April 2006, the College nominated her for the 2006 Professor of the Year Award. The Carnegie Foundation sponsors this national program, which is administered by the Council for Advancement and Support of Education, to recognize excellent undergraduate instruction at two-year, four-year, and graduate institutions. Professor Naake was selected as the winner for the State of Maryland from all of the nominated undergraduate instructors. The award was presented at a luncheon at the Willard Intercontinental Washington Hotel on November 16, 2006.

**RECOMMENDATION**

This resolution will mark the Board's official recognition of this honor to Professor Joan M. Naake.

**BACK-UP INFORMATION**

Board Resolution

**RESOURCE PERSON**

Dr. Shartle-Galotto

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

Resolution Number: **07-04-034**  
Adopted on: **4/18/07**

Agenda Item Number: \_\_\_\_\_  
April 18, 2007

**Subject: Recognition of Professor Joan M. Naake**

WHEREAS, Ms. Joan M. Naake has served as a Professor of English since 1992, has chaired the English Department at the Germantown Campus for one term, and has taught in the Millennium Scholars literature/psychology dyad; and

WHEREAS, her peerless and innovative teaching skill in face-to-face and distance learning formats, her participation as a Faculty Associate in the Center for Teaching and Learning, and her committed service to College governance; and

WHEREAS, Professor Naake's contribution to student success and learning by encouraging student participation in annual research colloquia and numerous co-curricular activities; and

WHEREAS, faculty colleagues and College administrators recognize her outstanding ability and dedication to teaching and contributions to the College and the community and supported her nomination as "Professor of the Year"; and

WHEREAS, the United States Professor of the Year program, sponsored by The Carnegie Foundation for the Advancement of Teaching and the Council for Advancement and Support of Education, is the one national program for excellent undergraduate teaching; and

WHEREAS, the criteria for selection include extraordinary dedication to undergraduate teaching, demonstrated by excellence in impact on, and involvement with, undergraduate students; scholarly approach to teaching and learning; contribution to undergraduate education in the institution, community, and profession; and support from colleagues and current and former students; and

WHEREAS, Ms. Joan M. Naake, competing against an outstanding national pool of community college educators, has been named the 2006 Carnegie Foundation for the Advancement of Teaching Maryland Professor of the Year; and

WHEREAS, the President of the College recommends this public recognition of Ms. Joan M. Naake on occasion of her award; now, therefore, be it

Resolved, That the members of the Board of Trustees recognize and commend Ms. Joan M. Naake upon being named the 2006 Maryland Professor of the Year; 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 Ms. Joan M. Naake.

BKJ:abg

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

Agenda Item Number: \_\_\_\_\_  
April 18, 2007

**REVISED 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: **07-04-035**  
Adopted on: **4/18/07**

Agenda Item Number: \_\_\_\_\_  
April 18, 2007

**Subject: Revised Personnel Actions Confirmation**

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

WHEREAS, the attached summary indicates related personnel actions taken by the College during the period from and including March 1, 2007, to and including March 31, 2007; 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

MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From and Including March 1, 2007, to and Including March 31, 2007

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Location
03/19/07	Burke, Janice K	Admin Aide	F	Math RV
03/19/07	Carroll, Dianne L	Blg Service Worker	A	Facilities Maintenance GT
03/05/07	Davis, Randi	Senior Admin Aide	G	Collegewide Cap Prjt/Oper
03/19/07	Hung, Anna	Blg Service Worker	A	Facilities Maintenance RV
03/05/07	Stein, David A	Development Assoc Director	J	Institutional Advancement

**STAFF SEPARATIONS**

03/10/07	Haji Seyed Javadi, Ali	Customer Service Coord	H	WD & CE
<del>03/16/07</del>	<del>Meijer, Miriam G</del>	<del>Instructional Asst</del>	<del>G</del>	<del>Information Technology TP/SS</del>
03/29/07	O'Keefe, Kristin T	Special Asst to the President	N	Office of the President
03/28/07	Zimbrunes, Elizabeth M	Safety & Security Officer	E	Facilities Security TP/SS

*STAFF EMPLOYMENTS: Ethnicity and Gender*

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

*STAFF SEPARATIONS: Ethnicity and Gender*

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

**FACULTY**

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

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

Agenda Item Number: \_\_\_\_\_  
April 18, 2007

**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. When the contractor started work on the exterior of the garage for the trellis system, it was clear that the grading around the garage had changed over the years and water was draining towards the foundation rather than away. As a result, re-grading the site and adding top soil along the Fenton and King Street sides of the garage foundation prior to installation of the footers for the trellis grid structures is necessary to correct this unforeseen condition. The change order also includes adding end caps to the exterior trellis system to prevent nesting birds and additional touch up painting in various locations.

Plans and specifications were developed for this additional work and Facilities staff requested a fee proposal from the contractor. The contractor's price for the work, \$55,989, was reviewed by College staff and consultants and negotiated down to \$44,100 which is acceptable for the amount of work involved. No time extension is associated with this change order. Sufficient funds are available in Facilities FY2007 Operating Budget 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 \$44,100 in order to re-grade the site along the parking garage's foundation, provide end caps for the trellis system, and provide additional touch up painting 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: **07-04-036**  
Adopted on: **04/18/07**

Agenda Item Number: \_\_\_\_\_  
April 18, 2007

**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 to re-grade the site along the garage foundation to correct drainage problems on the Fenton and King Street sides of the garage, to add end caps on the trellis system and to provide touch up painting in various locations; 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 Facilities' FY2007 Operating Budget for this change order; and

WHEREAS, College policy requires approval by the Board of Trustees of all change requests which will increase the cost of a capital 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., Brookeville, Maryland, Contract #453, for the Takoma Park/Silver Spring Campus parking garage, in the amount of \$44,100 for all work associated with re-grading the site along the garage foundation to correct drainage problems on the Fenton and King Street sides of the garage, adding end caps on the trellis system and providing touch up painting in various locations at the garage; and be it further

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

BKJ:abg

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

Agenda Item # \_\_\_\_\_  
April 18, 2007

**AWARD OF CONTRACT, PURCHASING CARD PROGRAM, BID NO. 507-016**

**BACKGROUND**

The Director of Procurement has requested a contract award for the purchasing card program servicing provider. Originally, the Board of Trustees authorized a collegewide purchasing card program to NationsBank, Inc., Charlotte, North Carolina (currently Bank of America, Phoenix, Arizona) under the terms and conditions of a State of Maryland contract. Subsequently, on May 21, 2001, the Board authorized extension of the contract to U.S. Bank, Minneapolis, Minnesota, under the terms and conditions of the State of Maryland succeeding contract. The current State of Maryland contract expires April 25, 2007.

Purchasing card programs are used widely by many colleges and universities to handle small routine business-related purchases and is a very cost efficient method of making small purchases. The purchasing card program addresses the College's Goal VI to increase financial efficiencies, reallocate resources, and seek additional funding sources. Originally, the College's purchasing card program was established to eliminate low-value repetitive purchases, reduce transaction costs, improve procurement efficiency, and save time on orders for instructional and administrative items. The program is audited annually by our internal auditor and purchases are reviewed monthly to ensure compliance with the program requirements. To date, 350 cards have been issued with yearly purchases valued above \$1 million. The College does not incur any charges beyond the actual purchase amounts because there are no user fees assessed with this no-cost program.

Based on the assessment results and cardholders feedback, College staff determined that an online web-based purchasing card system would further enhance the program and reduce the cost of doing business. An on-line web-based program will offer immediate access for cardholders, paperless expense tracking, electronic bulletin boards, rebates, and more relevant reporting program enhancements.

On January 24, 2007, a solicitation was issued for purchasing card program services. Ten (10) responses including two (2) no bids and one (1) bid that was declared non responsive, were received on February 20, 2007. An evaluation committee consisting of Procurement, Finance, and Information Technology staff reviewed, evaluated, and ranked all responses based on established criteria. M&T Bank, Baltimore, Maryland, was the highest ranked responsible vendor, offering the greatest rebate with an approximate annual amount between \$20,000 to \$30,000 based on prior year purchases, and meeting College requirements. References for M&T Bank were affirmative.

**RECOMMENDATIONS**

It is recommended that the Board of Trustees award a contract for purchasing card program services for a two-year contract term, beginning April 2007. It is further recommended that the contract be

renewed for three (3) additional one-year terms under the same terms and conditions at the sole option of the College, provided that services are satisfactory, funding is available, and it is in the best interest of the College.

BACK-UP INFORMATION

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

RESOURCE PERSONS

Mr. Moore  
Ms. Wormack

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

Resolution Number: **07-04-037**  
Adopted on: **04/18/07**

Agenda Item # \_\_\_\_\_  
April 18, 2007

**SUBJECT: Award of Contract, Purchasing Card Program, Bid No. 507-016**

WHEREAS, the Board of Trustees approved authorization and awarded the College's purchasing card program with Bank of America, Phoenix, Arizona (formerly NationsBank, Charlotte, North Carolina), in July 1998; and subsequently authorized continuation of purchasing card services to U.S. Bank, Minneapolis, Minnesota under the terms and conditions of the State of Maryland succeeding contract; and

WHEREAS, the College's purchasing card program addresses the College's goal to increase financial efficiencies, reallocate resources, and seek additional funding sources to support the learning college; and has been successful in reducing the number of low-value repetitive purchases, is cost efficient, and saves time in placing and receiving orders; and

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

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised in a County newspaper on January 24, 2007, and posted on the College Procurement, Montgomery County, and State of Maryland websites, mailed to three (3) vendors, and downloaded by thirty two (32) vendors; ten (10) responses, including two (2) no bids and one (1) bid declared as non responsive, were read, received and recorded, beginning at 3:00 p.m. on February 20, 2007; and

WHEREAS, upon evaluation it was determined that the proposal submitted by M&T Bank, Baltimore, Maryland, was the highest evaluated vendor, offering the greatest rebate, and meeting college specifications; and is therefore the highest ranked responsible bidder; and

WHEREAS, awards resulting from competitive sealed proposals valued above \$25,000 require approval of the Board of Trustees; and

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

Resolved, That a contract for purchasing card program services be awarded to M&T Bank, Baltimore, Maryland, for a two-year contract term, beginning April 2007, and be it further

Resolved, that the contract be renewed for three (3) additional one-year terms under the same terms and conditions, provided service and contributions to the College are satisfactory and it is in the best interest of the College.

BKJ:abg

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

Agenda Item # \_\_\_\_\_  
April 18, 2007

**AWARD OF CONTRACT, ADMINISTRATIVE WORKSTATION AND LAPTOP BACKUP AND  
RESTORATION SERVICES, BID NO. 507-028**

**BACKGROUND**

The Chief Information Officer has requested a contract for administrative workstation and laptop backup and restoration services since the current contract expires in May 2007. The College maintains over 3,000 desktop computers and associated data for over 3,000 employees across three campuses and off-site locations. Protection against emergency outages and disaster recovery backup and support services are essential to maintain College operations as part of the College's Goal IV, to provide state-of-the-market information technology resources that facilitate communication. Consistent with the College goal, a qualified contractor is needed to provide backup and restoration services. The College desires to continue these services through an outsourced contractor. Outsourcing these services is an effective and efficient use of resources.

On February 14, 2007, a solicitation was issued for desktop and backup services. Six (6) responses were received, including three (3) no bids on March 6, 2007. Of the three remaining responses, one bid was declared non-responsive. An evaluation committee consisting of information technology staff reviewed, evaluated, and ranked all responses based on established criteria. Iron Mountain Information Management, Inc., Boston, Massachusetts, was the highest ranked vendor meeting College requirements. References of the highest ranked vendor were affirmative. Past performance has been satisfactory. The total annual price for all services is \$181,560. Board approval is required for competitive sealed proposals valued above \$25,000.

**RECOMMENDATIONS**

It is recommended that the Board of Trustees award a contract for administrative workstation and laptop backup and restoration services to Iron Mountain Information Management, Inc., Boston, Massachusetts, for a three-year contract term, beginning May 2007, for an annual not-to-exceed amount of \$181,560. It is further recommended that the contract be renewed for three (3) additional one-year terms under the same terms and conditions at the sole option of the College, provided that services are satisfactory, funding is available and it is in the best interest of the College.

**BACK-UP INFORMATION**

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

**RESOURCE PERSONS**

Mr. Leurig  
Mr. Moore  
Ms. Wormack

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

Resolution Number: **07-04-038**  
Adopted on: **04/18/07**

Agenda Item #: \_\_\_\_  
April 18, 2007

**Subject: Award of Contract, Administrative Workstation and Laptop Backup and Restoration Services, Bid No. 507-028**

WHEREAS, the Chief Information Officer has requested a contract award for administrative workstation and laptop backup and restoration services since the current contract expires in May 2007; and such services are essential to maintain College operations as part of the College's Goal IV, to provide state-of-the-market information technology resources that facilitate communication and support the learning organization; 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 proposal was publicly advertised in a County newspaper on February 14, 2007, and posted on the College Procurement, Montgomery County, and State of Maryland websites, mailed to four (4) vendors, and downloaded by seventy-four (74) vendors; six (6) responses, including three (3) no bids and one bid declared non-responsive, were read, received and recorded, beginning at 3:00 p.m. on March 6, 2007; and

WHEREAS, upon evaluation it was determined that the proposal submitted by Iron Mountain Information Management, Inc., Boston, Massachusetts, was the highest ranked vendor meeting college specifications and is therefore the highest responsible bidder; and

WHEREAS, awards resulting from competitive sealed proposals valued above \$25,000 require approval of the Board of Trustees; and

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

Resolved, That a contract for administrative workstation and laptop backup and restoration services be awarded to Iron Mountain Information Management, Inc., Boston, Massachusetts, for a three-year contract term, beginning May 2007, for an annual not-to-exceed amount of \$181,560; and be it further

Resolved, that the contract be renewed for three (3) additional one-year terms under the same terms and conditions, provided service and contributions to the College are satisfactory, funding is available, and it is in the best interest of the College.

BKJ:abg

**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

Agenda Item Number: \_\_\_\_\_  
April 18, 2007

**AWARD OF CONTRACT  
FIRE ALARM, SPRINKLER, AND LIGHTING REPLACEMENTS  
THEATRE ARTS BUILDING, ROCKVILLE CAMPUS  
BID NO. 607-009**

**BACKGROUND**

This project replaces the existing non-addressable fire alarm in the Theatre Arts building with the College's standard micro-processor addressable fire alarm. The addressable design includes the ability to pin point the location of a fire and allows for the daily verification of the system's operability via computer. Additionally, this class of system includes voice evacuation which can be used for ancillary notification of the building occupants should an emergency require it. Other life safety improvements include replacement of all sprinkler heads, replacement of emergency lighting, and the replacement of the building emergency power supply. The building's stage, arena, tiered seating, and scene shop will be receiving new lighting to improve light levels and better support the multiple use aspect of the space.

Project specifications were prepared by an engineering consultant and Facilities staff. The project was advertised for bid on February 16, 2007. Bids were opened in the Office of Procurement on March 7, 2007; five (5) bids were received and one (1) bid was declared non-responsive. The remaining bids ranged from \$637,000 to \$888,000. The estimated cost of this project was \$700,000. Sufficient funds are available in the FY2007 Capital Budget Life Safety Project for this work. References were checked and positive responses were received. Board approval is required for competitive sealed bids valued above \$100,000.

**RECOMMENDATION**

It is recommended that an award of contract for \$637,000 be made to Valid Electric Company, Inc., Gaithersburg, Maryland for the replacement of the Fire Alarm System/Sprinkler Heads and Partial lighting renovation in the Theatre Arts building on the Rockville Campus.

**BACK-UP INFORMATION**

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

**RESOURCE PERSON(S)**

Mr. Capp  
Ms. Wormack  
Mr. Moore

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

Resolution Number: **07-04-039**  
Adopted on: **04/18/07**

Agenda Item Number: \_\_\_\_\_  
April 18, 2007

**Subject: Award of Contract, Fire Alarm, Sprinkler and Lighting Replacements, Theatre Arts Building, Rockville Campus, Bid No. 607-009**

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WHEREAS, the Chief Facilities Officer requests approval of a contract for replacing the fire alarm system; sprinkler heads; and the stage, arena, tiered seating, and scene shop lighting in the Theatre Arts building on the Rockville Campus; and

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

WHEREAS, pursuant to Md. (Educ.) Ann. Sec. 16-311, invitations to bid were publicly advertised on February 16, 2007, in the *Baltimore Sun*, the *Washington Post*, and the *Washington Examiner*; listed by two (2) reporting agencies; and posted on the Montgomery College Procurement Web site, two State of Maryland Web sites, and the Montgomery County Web site; and

WHEREAS, thirty-three (33) firms received bid documents, and five (5) bids for this project were received in the Office of Procurement and were publicly opened, read aloud, and recorded beginning at 3:00 p.m. local time on March 7, 2007; and

WHEREAS, after analysis of the bids, one (1) bid was declared non-responsive and it was determined that the low bid of \$637,000 submitted by Valid Electric Company, Inc., Gaithersburg, Maryland, meets all College specifications and is therefore the responsive bid; and

WHEREAS, Board approval is required for competitive sealed bids valued above \$100,000; and

WHEREAS, the Chief Business Officer certifies that funds are available in the FY2007 Capital Budget Life Safety Project to enable the College to award the contract as recommended; and

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

Resolved, That a contract for providing all necessary materials, labor, equipment, and insurance to replace the fire alarm system; sprinkler heads; and the stage, arena, tiered seating, and scene shop lighting in the Theatre Arts building on the Rockville Campus be awarded to Valid Electric Company, Inc. Gaithersburg, Maryland, at the firm's bid price of \$637,000.

Resolved, That the President is authorized to sign the contract on behalf of the Board of Trustees.

BKJ:abg

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

Agenda Item Number: \_\_\_\_\_  
April 18, 2007

**SOLE SOURCE AWARD OF CONTRACT, ADVERTISING SERVICES**

**BACKGROUND**

The Offices of Workforce Development and Continuing Education, Institutional Advancement, Facilities, Human Resources, and Procurement, and the Robert E. Parilla Performing Arts Center, utilize a wide variety of media to inform and engage stakeholders about programs, projects, bid information, and employee recruitment. A contract award is requested for advertising services to sustain implementation of the collegewide marketing plan in support of College Goals on a sole source basis. Staff determined that greater outreach through advertising to a broader circulation and a targeted market is needed. Advertising emphasizes the College's training capabilities for local employers to upgrade workforce competencies; increases participation by College and community representatives in economic, social, artistic, and cultural initiatives; and expands recruitment and retention of high-quality, diverse faculty and staff.

The Washington Post's market coverage, total circulation, average issue readership, and readership demographics will enable the College to maximize its reach of targeted audiences through The Post's print and electronic services. In particular, the Office of Human Resources will benefit from advertising of job vacancies in the Sunday and specialized print issues of The Washington Post, Express (distributed to Metrorail riders), and El Tiempo Latino (a Spanish language newspaper), plus online at washingtonpost.com. The College has awarded contracts to multiple media sources such as: national, regional, and local county papers, radio stations, on a sole source basis, and other forms of media (e.g. websites). In each case, the College evaluates the circulation and readership/listenership offering the greatest return on investment. A sole source procurement for advertising services is justified since The Washington Post's total circulation, average issue readership, and readership demographics will enable the College to maximize its reach of targeted audiences. The annual estimated cost for all units is \$250,000, depending upon usage. Board approval is required for sole source procurements above \$25,000. The Post contract is one of several advertising sole source awards, which include the Baltimore Sun; The Gazette; the Washington Business Journal; The Washington, DC Examiner; and the Washington Times; as well as several local radio stations.

**RECOMMENDATIONS**

It is recommended that the Board of Trustees approve an award of contract for advertising services to The Washington Post, Washington, DC, on a sole source basis, beginning April 2007, for an estimated total not-to-exceed amount of \$250,000, depending upon actual usage. It is further recommended that the contract be renewed annually, as long as the program services are necessary, under the same terms and conditions, provided services are satisfactory, funds are available, and it is in the best interest of the College.

**BACK-UP INFORMATION**

Board Resolution

RESOURCE PERSONS

Ms. Lawyer; Mr. Moore; Mr. Sorrell; Ms. Wormack

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

Resolution Number: **07-04-040**  
Adopted on: **04/18/07**

Agenda Item Number: \_\_\_\_\_  
April 18, 2007

**SUBJECT: SOLE SOURCE AWARD OF CONTRACT, ADVERTISING SERVICES**

WHEREAS, the Director of Procurement has requested a contract award for advertising services to address College goals to sustain implementation of the collegewide marketing plan on a sole source basis; and

WHEREAS, the Offices of Workforce Development & Continuing Education, Institutional Advancement, Facilities, Human Resources, and Procurement, and the Robert E. Parilla Performing Arts Center, use a variety of media to inform and engage stakeholders; deliver services and training for local employers to upgrade workforce competencies; increase participation by College and community representatives in economic, social, artistic, and cultural initiatives; and expand recruitment and retention of high-quality, diverse faculty and staff; and

WHEREAS, the Director of Procurement affirms that a sole source procurement for advertising services is justified since the market coverage, total circulation, average issue readership, and readership demographics will enable the College to maximize its reach of targeted audiences and only one regional vendor meets College requirements; and

WHEREAS the Chief Business Officer certifies that funds are available in the FY2007 Operating Budget; and

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

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

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

Resolved, That a contract be awarded for the purchase of print and electronic services to The Washington Post, Washington, DC, beginning April 2007, for an estimated total not-to-exceed amount of \$250,000, depending upon actual usage; and be it further

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

BKJ:abg

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

Agenda Item Number: \_\_\_\_\_  
April 18, 2007

**SOLE SOURCE AWARD OF CONTRACT, ADMISSIONS RECRUITMENT SOLUTIONS AND  
RELATED MATERIALS**

**BACKGROUND**

The Director of Admissions and Enrollment Management (AEM) has requested a contract for the purchase of admissions recruitment solutions and related services, on a sole source basis, that supports and enhances the College's 2007-2012 Recruitment Plans. This five-year plan supports College Goals I and IV to maximize access and to provide state-of-the-market information technology resources that facilitate communication. Staff determined a multiphase technology-based communications plan would enhance and supplement current recruitment efforts. An advanced technology recruitment solution will assist the College in increasing the enrollment of new adult learners and traditional age students.

Through research of various products and of other colleges' recruitment solutions, the solution offered by Hobsons Enrollment Management Technology (EMT) was highly recommended. Anne Arundel Community College, Johns Hopkins University, and the University of Maryland also utilize Hobsons EMT solutions to manage and meet their recruitment and enrollment needs. Hobsons EMT solution is a fully customized online system and uniquely qualified to provide these services because of its recruitment and enrollment management solutions, which are designed specifically for and complement college and university enrollment management recruitment efforts. Their solution promotes and encourages student communication with parents and teachers; enables staff to gather data about, provide personalized information to, and follow up with prospective students and their parents to encourage the students to enroll; and maximizes exposure of academic programs and student support services. A sole source procurement is justified since the product integration is proprietary and available only from Hobsons, and no other product meets College requirements. The total cost for the recruitment solution is \$62,908. 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 admissions recruitment solutions and related materials, to Hobsons, Cincinnati, Ohio, on a sole source basis, not to exceed the amount of \$62,908. It is further recommended that the contract be renewed annually, as long as the program services are necessary, under the same terms and conditions, provided services are satisfactory, funds are available, and it is in the best interest of the College.

**BACK-UP INFORMATION**

Board Resolution

**RESOURCE PERSONS**

Mr. Helberg; Mr. Moore; Mr. Sorrell; Ms. Wormack

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

Resolution Number: **07-04-041**  
Adopted on: **04/18/07**

Agenda Item Number: \_\_\_\_\_  
April 18, 2007

**Subject: Sole Source Award of Contract, Admissions Recruitment Solutions and Related Materials**

WHEREAS, the Director of Admissions and Enrollment Management has requested a contract award for admissions recruitment solutions and related materials in support of its five-year recruitment plan and College Goals I and IV to maximize access and to provide state-of-the-market information technology resources that facilitate communication on a sole source basis; and

WHEREAS, the Admissions and Enrollment Management Recruitment Plan uses multiple recruitment methods to recruit and enroll traditional age students and adult learners; to complement and expand traditional recruiting methods; and a multiphase technology-based communications plan is needed to enhance and supplement current recruitment efforts; and

WHEREAS, the Hobsons Enrollment Management Technology (EMT) solution and related materials meets College requirements; and

WHEREAS, the Director of Procurement affirms that a sole source procurement of the Hobsons EMT solution and related materials is justified since solutions product integration is proprietary and only available from one vendor, and no other product meets College requirements; and

WHEREAS the Chief Business Officer certifies that funds are available in the FY2007 Operating Budget; and

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

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

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

Resolved, That a contract be awarded for the purchase of admissions recruitment solutions and related materials to Hobsons, Cincinnati, Ohio, for a not-to-exceed amount of \$62,908; and be it further

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

BKJ:abg

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

Agenda Item # \_\_\_\_\_  
April 18, 2007

**MULTIPLE AWARDS OF CONTRACT  
HUMAN RESOURCE CONSULTING SERVICES, BID NO. 507-006**

**BACKGROUND**

The Chief Human Resources Officer has requested multiple contract awards for human resource consulting services. The College is committed to recruiting and retaining highly qualified faculty and staff, increase organizational effectiveness, design and delivery of fair and competitive benefits and compensation programs, and designing workforce succession plans. Human Resources determined that a comprehensive approach is needed for professionally recruiting, developing, and succession planning for faculty and staff consistent with the College's Goal III, to develop and replicate institutional models that promote achievement for all students and professional growth for faculty and staff. To accomplish this goal, five human resources functional areas require additional or supplemental consulting services: employee related services, benefits, classifications, administrative/organizational development, and employee relations services.

Employment consulting services provides a ready source for screening applications, conducting reference checks, credentialing, and conducting employment searches for specific positions. Benefits consulting services supplement and assist with employee benefit and retirement issues. Classification consulting services are required to develop strategies for implementing alternative compensation systems and to perform supplemental classification reviews of College positions. The need to address workforce planning is a College priority. To address this area, the Office of Human Resources requires administrative and organizational consulting services for assistance with organizational design and technology competency assessments, long-range human resource planning, and workforce succession planning services. Additional supplemental services in this area would include business process reengineering, organizational performance assessments, organizational effectiveness, employment investigations, fact-finding, and dispute resolution and mediation services. Through the use of supplemental human resource consulting services, a comprehensive approach to professionally developing faculty and staff will be implemented.

On October 18, 2006, a solicitation was issued for human resource consulting services. Thirty (30) responses were received including four (4) no bid responses on November 9, 2006. An evaluation committee consisting of human resources staff reviewed, evaluated, and ranked all responses based on established criteria. Multiple awards were made within each of the five strategic functional areas based on technical and price merit (see attached List of Awardees). In one case, the tie bid was resolved in accordance with College Policy and Procedure. References of the highest ranked vendors were affirmative. Pricing is based on hourly rates for each service category. The total estimated annual value of all consultant services is \$600,000.

**RECOMMENDATIONS**

It is recommended that the Board of Trustees award a contract for human resources consulting services to vendors identified on the attached List of Awardees, for a one-year contract term, beginning April 2007, for an annual not-to-exceed amount of \$600,000. It is further recommended that

the contract be renewed for four (4) additional one-year terms under the same terms and conditions at the sole option of the College, provided that services are satisfactory, funding is available, and it is in the best interest of the College.

#### BACK-UP INFORMATION

Board Resolution  
Bid Summary (Board Members Only)  
List of Awardees (Board Members Only)  
Bidders List (Board Members Only)

#### RESOURCE PERSONS

Ms. Lawyer  
Mr. Moore  
Ms. Von Bargaen  
Ms. Wormack

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

Resolution Number: **07-04-042**  
Adopted on: **04/18/07**

Agenda Item #: \_\_\_\_  
April 18, 2007

**Subject: Multiple Awards of Contract, Human Resource Consulting Services,  
Bid No. 507-006**

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WHEREAS, the Chief Human Resources Officer has requested multiple contract awards for human resources consulting that offers a comprehensive approach to the professional development of faculty and staff and succession planning consistent with the College's goals and objectives; and

WHEREAS, the College is committed to recruit and retain highly qualified, diverse faculty and staff; increase organizational effectiveness; deliver fair and competitive benefits and compensation programs; and develop workforce succession plans for future college needs; and

WHEREAS, supplemental human resource consulting services are required to facilitate and develop strategies that support these efforts; 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 proposal was publicly advertised in a County newspaper on October 18, 2006, and posted on the College Procurement, Montgomery County, and State of Maryland websites, mailed to eighty-eight (88) vendors, and downloaded by two hundred thirty-four (234) vendors; thirty (30) responses, including four (4) no bids were read, received and recorded, beginning at 3:00 p.m. on November 9, 2006; and

WHEREAS, upon evaluation it was determined that the proposals submitted by the sixteen bidders identified on the attached List of Awardees were the highest evaluated bidders meeting College specifications; and

WHEREAS, awards resulting from competitive sealed proposals valued above \$25,000 require approval of the Board of Trustees; and

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

Resolved, That a contract for human resource consulting services be awarded to the sixteen bidders identified on the attached List of Awardees, for a one-year contract term, beginning April 2007, for annual not-to-exceed amount of \$600,000; and be it further

Resolved, that the contract be renewed for four (4) additional one-year terms under the same terms and conditions, provided service and contributions to the College are satisfactory, funding is available, and it is in the best interest of the College.

BKJ:abg

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

Agenda Item # \_\_\_\_\_  
April 18, 2007

**MULTIPLE AWARDS OF CONTRACT, ART SUPPLIES AND EQUIPMENT FOR THE MORRIS  
AND GWENDOLYN CAFRITZ ART CENTER,  
TAKOMA PARK/SILVER SPRING CAMPUS, BID NO. 507-023**

BACKGROUND

The Chief Facilities Officer has requested multiple contract awards for the purchase of art studio equipment and supplies to be housed in the newly renovated Morris and Gwendolyn Cafritz Art Center building at the Takoma Park/Silver Spring Campus. The Art Center is scheduled to open for Fall 2007. The new facility will provide up-to-date instructional art studios that meet current requirements and responds to the needs of the campus arts programs. As originally designed, the new art center will house the College's art instructional programs and supports College Goal IV to create campus environments that promote intellectual and social interaction and facilitate learning. New equipment will include art studio supplies, storage cabinetry, photography and lithography equipment, pottery wheels, and other related supplies and equipment that support the arts instructional programs.

On February 28, 2007, a solicitation was issued for the purchase, delivery, and installation of art studio equipment and supplies for the Morris and Gwendolyn Cafritz Art Center building at the Takoma Park/Silver Spring Campus. Fifteen (15) responses were received including one (1) no bid response on March 21, 2007. Eight (8) bidders were declared nonresponsive since their bids did not meet College requirements. Items were grouped and awarded based on nine (9) categories by commodity and/or brand, allowing greater competition. Multiple awards were made within each of the categories to the lowest responsible bidders meeting College requirements (see attached List of Awardees). The total price for the purchase, delivery, and installation of the art studio equipment and supplies is \$185,747. Board approval is required for competitive sealed bid awards valued above \$100,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees award multiple contracts for the purchase, delivery, and installation of art studio equipment and supplies to the eight (8) bidders identified on the attached List of Awardees, for a total amount of \$185,747.

BACK-UP INFORMATION

Board Resolution  
Bid Summary (Board Members Only)  
List of Awardees (Board Members Only)  
Bidders List (Board Members Only)

RESOURCE PERSONS

Mr. Capp; Ms. Johnston; Ms. Matuskey; Mr. Moore; Ms. Wormack

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

Resolution Number: **07-04-043**  
Adopted on: **04/18/07**

Agenda Item #: \_\_\_\_  
April 18, 2007

**Subject: Multiple Awards of Contract, Art Supplies and Equipment for the Morris and Gwendolyn Cafritz Art Center, Takoma Park/Silver Spring Campus**

WHEREAS, the Chief Facilities Officer has requested multiple contract awards for the purchase, delivery, and installation of art studio equipment and supplies to be housed in the newly renovated Morris and Gwendolyn Cafritz Art Center building at the Takoma Park/Silver Spring Campus; and

WHEREAS, the purchase of this equipment supports the College's art instructional programs and is consistent with College Goal IV, to create campus environments that promote intellectual and social interaction and facilitate learning; 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 Capital 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 February 28, 2007, and posted on the College Procurement, Montgomery County, and State of Maryland websites, and downloaded by thirty one (31) vendors; fifteen (15) responses, including eight (8) bids that were declared nonresponsive and one (1) no bid, were read, received and recorded, beginning at 3:00 p.m. on March 21, 2007; and

WHEREAS, upon evaluation it was determined that bids submitted by the eight (8) bidders identified on the attached List of Awardees were deemed the lowest responsible bidders meeting College specifications; and

WHEREAS, awards resulting from competitive sealed proposals valued above \$100,000 require approval of the Board of Trustees; and

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

Resolved, That a contract for the purchase, delivery, and installation of art studio equipment and supplies be awarded to the eight (8) bidders identified on the attached List of Awardees, for a total price of \$185,747.

BKJ:abg

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

Agenda Item Number: \_\_\_\_\_  
April 18, 2007

**INCREASE IN TUITION RATE PER CREDIT HOUR**

BACKGROUND

The Board of Trustees adopted the College's FY2008 Operating Budget for submission to the County on January 16, 2007. After reviewing the budget situation -- as well as the existing and planned tuition and fee rates at area colleges and universities, and past tuition and fee rate increases at Montgomery College -- the Board of Trustees has concluded that an increase of \$3/\$6/\$9 in tuition is necessary effective with the fall 2007 semester. This is an increase of 3.2% for the in-County tuition rate. There was not any tuition or fee increase in FY2007.

RECOMMENDATION

It is recommended that the Board of Trustees increase the cost of tuition per credit hour by \$3/\$6/\$9 beginning with the fall 2007 semester for in-County, in-State, and out-of-State students, respectively, bringing the tuition per credit hour rates to \$96/\$197/\$266.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Campbell  
Ms. Dimon

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

Resolution Number: **07-04-044**  
Adopted on: **04/18/07**

Agenda Item Number: \_\_\_\_\_  
April 18, 2007

**Subject: Increase in Tuition Rate Per Credit Hour**

WHEREAS, the Board of Trustees adopted the FY2008 Operating Budget on January 16, 2007; and

WHEREAS, this budget includes items related to salary improvement, enrollment growth, academic program support, newly constructed or renovated facilities operations, enhanced student services, a boost in scholarship funds and financial aid staffing, and safety and security needs; and

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

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

WHEREAS, the Board of Trustees with support from County officials froze tuition and fees the previous year (FY2007) which was the first time there was not a tuition increase since 1984; and

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

Resolved, That the Board of Trustees adopts tuition rate increases of \$3/\$6/\$9 per credit hour for in-County, in-State, and out-of-State students respectively, effective beginning with the fall 2007 semester; this resolve establishes the tuition rates at \$96/\$197/\$266, for in-County, in-State, and out-of-State residents, respectively.

BKJ:abg

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

Agenda Item Number: \_\_\_\_\_  
April 18, 2007

**INCREASE IN THE TRANSPORTATION FEE OF \$2 PER CREDIT HOUR**

**BACKGROUND**

The current parking situation is critical at all three campuses. With the projected enrollment growth, the Facilities Master Plan (FMP) indicates that in the not-too-distant future there will be no available parking on the Germantown and Takoma Park/Silver Spring (TP/SS) campuses. A recent parking shortage at the Rockville Campus was solved temporarily by the addition of a parking lot across the street at the Carver Center site. The State and County will not fund parking garage construction and the College's Transportation Fund can be used to pay lease-back costs for the construction of new garages to the College Foundation which will finance construction of the garages through the sale of revenue bonds. The second TP/SS parking garage proposed to be funded through this process is already in the planning stages.

The current transportation fee for students is \$2 per credit hour. The fee has not increased since the Board established the Transportation Fund in 2004. A \$2 per credit hour increase in the fee is needed not only in order to accumulate sufficient fund balance to pay the lease back costs for the new TP/SS garage in the future, but also to continue current short-term parking and transportation improvements. These include payments to County Ride-On for free student bus travel, running a College parking shuttle service to an off-site garage near the TP/SS Campus to meet current parking demand and resume shuttle services at the Rockville Campus when construction of the new Science Center begins and available parking is reduced.

**RECOMMENDATION**

Effective with the fall 2007 semester, it is recommended that the Board of Trustees increase the transportation fee by \$2 per credit hour (and the equivalent amount for non-credit courses in Workforce Development and Continuing Education.) The fees collected will be accounted for outside of the Operating Budget in the Transportation Enterprise Fund.

**BACK-UP INFORMATION**

Board Resolution

**RESOURCE PERSON(S):**

Mr. Campbell  
Mr. Capp  
Ms. Dimon

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

Resolution Number: **07-04-045**  
Adopted on: **04/18/07**

Agenda Item Number: \_\_\_\_\_  
April 18, 2007

**Subject: Increase in the Transportation Fee by \$2 per Credit Hour**

WHEREAS, on April 19, 2004, by Resolution #04-39, the Board of Trustees adopted a \$2 per credit hour transportation fee to be used for transportation-related expenditures and on June 21, 2004, by Resolution #04-78, the Board of Trustees authorized the establishment of a Transportation Fund and authorized expenditures from the fund; and

WHEREAS, to accommodate projected enrollment growth as well as alleviate some of the parking problems experienced today, additional parking spaces and shuttle services must be created; and

WHEREAS, the State and County will not fund parking garage construction; and

WHEREAS, this situation dictates that now is the time to plan for the financing of these construction projects, beginning with a garage at the Takoma Park/Silver Spring Campus; and

WHEREAS, a transportation fee will pay the lease back costs to the College Foundation which will be financing the parking garages through the sale of revenue bonds and the fee will also provide improved transportation services and parking lot maintenance and operations; and

WHEREAS, these funds may only be expended with prior specific approval of each project by the Board of Trustees; and

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

Resolved, That the Board of Trustees increase the Transportation Fee from \$2 per credit hour to \$4 per credit hour beginning with the Fall semester 2007 and the equivalent amount for non-credit courses in Workforce Development and Continuing Education; and be it further

Resolved, That the funds collected be in the enterprise fund designated for transportation operations and improvements; and be it further

Resolved, That the use of these funds continue to be expended only with the prior approval of the Board of Trustees.

BKJ:abg

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

Agenda Item Number: \_\_\_\_\_  
April 18, 2007

**MODIFICATION TO COLLEGE POLICY 76001  
VEHICLE REGISTRATION AND PARKING**

BACKGROUND

College policy on vehicle registration and parking requires all students, faculty, and staff to register their vehicles in order to obtain a parking decal or hangtag to park at College facilities and permits the President of the College to regulate parking on College property, including parking with such tags and temporary permits. The policy should be updated to reflect current practices under this broad authority. This includes the additional clarifications that students may be required to pay a “per credit hour” (or equivalent) transportation fee separate from their consolidated fee, that employees may be required to pay an annual parking fee, and that others may be charged an appropriate fee for parking. Lastly, the update should affirm that the President of the College (or designee) is authorized to develop, modify, and publish parking fee schedules in addition to other parking regulations. A copy of the current policy and the proposed changes are attached, including the parking fee schedule.

RECOMMENDATION

It is recommended that the Board of Trustees approve a modification to College Policy 76001 to document that students may be required to pay a “per credit hour” (or equivalent) transportation fee separate from the consolidated fee, to affirm that employees may be required to pay an annual parking fee, and to affirm that the President of the College may develop, modify, and publish updated parking fee schedules as well as parking regulations as may be necessary. The actions and authority of the President of the College, with respect to these vehicle registration and parking matters, may be delegated as deemed appropriate by the President of the College.

BACK-UP INFORMATION

Board Resolution  
Policy 76001 Vehicle Registration and Parking (Board members only)  
Procedure 76001CP Vehicle Registration and Parking (Board members only)  
Parking Fee Schedule (Board members only)

RESOURCE PERSON(S):

Mr. Campbell  
Mr. Capp  
Mr. Sorrell

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

Resolution Number: **07-04-046**  
Adopted on: **04/18/07**

Agenda Item Number: \_\_\_\_\_  
April 18, 2007

**Subject: Modification to College Policy 76001 Vehicle Registration and Parking**

WHEREAS, Montgomery College has parking facilities including parking lots and garages associated with college-owned and leased property and has rules and regulations for vehicle registration and parking for students, faculty, staff, and visitors; and

WHEREAS, the College Policy 76001 provides broad authority for registration of vehicles on campus and broad authority of the President of the College to develop, publish, and disseminate parking regulations for the campuses; and

WHEREAS, since the last update of Policy 76001 in 1989, a per credit hour (or equivalent) transportation fee for students and a parking fee for employees has been established; and

WHEREAS, the policy should be updated to reflect these changes and refinements, and the President of the College recommends the following action; now therefore be it

Resolved, That the Board of Trustees affirms the authority of the College and the President to develop, adopt, and implement modifications to the registration and parking regulations as reflected in the attached modifications to the policy on "Vehicle Registration and Parking" and hereby adopts the attached modifications to the policy on "Vehicle Registration and Parking;" and be it further

Resolved, That the President or designee is authorized to modify and update the procedures as necessary to implement this policy

BKJ:abg

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

Resolution Number: **07-04-047**  
Adopted on: **04/18/07**

Agenda Item Number: \_\_\_\_\_  
April 18, 2007

**Subject: Honorary Degree for The Honorable Ida G. Ruben**

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

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

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

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

Resolved, That the Board of Trustees awards an honorary degree to the Honorable Ida G. Ruben at the Commencement Ceremony on May 18, 2007.

BKJ:abg