

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
March 17, 2008**

INDEX OF BOARD RESOLUTIONS

<u>Board Resolution#</u>		<u>Pages</u>
08-03-019	Retirement Recognition and Award of Bronze Medallion to Ms. Rosemary Gear	2-3
08-03-020	Retirement Recognition of Dr. Kenneth Beem	4-5
08-03-021	Retirement Recognition of Professor Andrew Nelson	6-7
08-03-022	Retirement Recognition of Dr. Leonard Rosenbaum	8-9
08-03-023	Personnel Actions Confirmation Report	10-13
08-03-024	Award of Contract, Custom Made Retail Store Service Center, Rockville Campus	14-16
08-03-025	Award of Contract, Commons Renovation, Takoma Park/Silver Spring Campus	17-18

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

Resolution Number: **08-03-019**
Adopted on: **3/17/08**

Agenda Item Number: 6A
March 17, 2008

**Subject: Retirement Recognition and Award of Bronze Medallion
to Ms. Rosemary Gear**

WHEREAS, Ms. Rosemary Gear has served Montgomery College and its students with dedication and distinction for thirty-six years and retired from the College as of January 1, 2008; and

WHEREAS, for the past 18 years (1990-2008), Ms. Gear has supported the Office of the Vice President and Provost of the Germantown Campus while serving as a Senior Administrative Aide and most recently as the Aide to the Vice President and Provost; and

WHEREAS, during her eighteen years at the Germantown Campus, Ms. Gear has served on numerous campus and collegewide committees including the Germantown Staff Globe Awards Committee, Staff Professional Day Committee, Commencement Committee, Germantown's 25th Anniversary Committee, and several Staff Selection Committees; and

WHEREAS, she was a member of the now defunct Faculty/Staff Softball Team; and

WHEREAS, Ms. Gear was a recipient of the 2007 Outstanding Team Effort Award in recognition of her service on the Staff Professional Day Committee; and

WHEREAS, she received the 2007 Germantown Staff Globe Award--Outstanding Staff Member in an Academic Division; and

WHEREAS, Ms. Gear served on the Staff Senate Climate Committee from 1989 to 1992; and

WHEREAS, she received an Outstanding Service Award in 1991 for exceeding performance of her assigned work responsibilities and in recognition of her sustained outstanding job performance; and

WHEREAS, Ms. Gear served as a Secretary II for the Germantown Campus's Science and Mathematics Division from 1986-1990; and

WHEREAS, she volunteered as a Staff Senator on behalf of Associate and Support Staff in 1982 and as an Alternate Senator from 1986-1988; and

WHEREAS, during her tenure at the Takoma Park/Silver Spring Campus (1972-1986), Ms. Gear made many contributions by providing clerical support for several academic departments including Math/Science, Physical Education, Creative Arts and Foreign Languages, and Government and History; and

WHEREAS, she maintained her professional competence throughout her many years at the College by participating in numerous work-related workshops; and

WHEREAS, over her 36-year tenure at the institution, Ms. Gear maintained consistent above average performance; and

WHEREAS, the Germantown Office of the Vice President and Provost will miss Ms. Gear's 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 Vice President and Provost of the Germantown Campus and the President of the College recommend this public recognition of Ms. Gear 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. Rosemary Gear 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. Rosemary Gear is awarded the Bronze Medallion in recognition of her distinguished service to the College and as an expression of gratitude by 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. Rosemary Gear.

BKJ:abg

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

Resolution Number: **08-03-020**
Adopted on: **3/17/08**

Agenda Item Number: 6B
March 17, 2008

Subject: Retirement Recognition and Award of Emeritus Status to Dr. Kenneth Beem

WHEREAS, Dr. Kenneth Beem has served Montgomery College with enthusiasm and dedication for more than 36 years and retired from the College as of January 4, 2008; and

WHEREAS, he is known by his colleagues in the Department of Physics, Engineering, and Geosciences as an exceptional educator who focused on teaching a variety of Physical and Historical Geology courses; and

WHEREAS, his students hold him in high regard for consistently creating a stimulating learning environment that included diverse experiential activities; and

WHEREAS, he developed and taught honors seminars on the Geology of the Mid-Atlantic Region (regional geology), Geology of Maryland, Principles of Paleontology, Principles of Stratigraphy, and Field Geology; and

WHEREAS, he demonstrated his service to the College by serving on the Campus Honors Committee for 25 years, during which time he was instrumental in the development of the Montgomery Scholars program; and

WHEREAS, he demonstrated his commitment to the College by serving as a member of the Rockville Faculty Council, the Academic Regulations Committee, the Collegewide Honors Committee, the Academic Appeals Committee, and the Advising Cadre for more than 25 years, as well as by serving as coordinator of Assessment for the Rockville Campus, and as treasurer of American Association of University Professors; and

WHEREAS, he provided leadership at the College level by serving two years as assistant academic dean; and

WHEREAS, he has shown his professionalism by being the first community college representative from the Washington Region to the Faculty Advisory Council of the Maryland Higher Education Commission; and

WHEREAS, he has further shown his professionalism by obtaining a position as visiting research associate during two summers at NASA in Greenbelt, Maryland, to study the causes of mass extinctions; and

WHEREAS, the Board of Trustees' policy provides that all faculty 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, and the President of the College recommend this public recognition of Professor Beem on the occasion of his retirement; now therefore be it

Resolved, That members of the Board of Trustees express their sincere appreciation to Dr. Kenneth Beem for his dedication and 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 Dr. Kenneth Beem is granted the status of Professor Emeritus, and that he be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

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

BKJ:abg

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

Resolution Number: **08-03-021**
Adopted on: **3/17/08**

Agenda Item Number: 6C
March 17, 2008

Subject: Retirement Recognition and Award of Emeritus Status to Professor Andrew Nelson

WHEREAS, Professor Andrew Nelson has served Montgomery College and its students with dedication and distinction for more than twenty-five years and retired from the College as of January 4, 2008; and

WHEREAS, Professor Nelson served as a faculty member in the College from 1982 to 1985, after which he was appointed to the position of Dean, Applied Studies Cluster, serving in that capacity for seven years and later, in 1992, upon the reorganization of the College, served as Dean, Science, Mathematics and Applied Technologies until 1993; and

WHEREAS, Professor Nelson returned to full-time teaching in the business, management, accounting, and legal studies disciplines in January 1994, and served in this capacity until his retirement; and

WHEREAS, Professor Nelson was one of the first faculty to teach on-line and continued to do so until his retirement; and

WHEREAS, Professor Nelson served on College governing committees including the Faculty Congress (Vice Chair) Academic Assembly (Vice Chair for two years); and

WHEREAS, Professor Nelson served on the Germantown Faculty Council from 1996 to 1999 (and as Chair for two of those years); and

WHEREAS, during his twenty-five years at the College, Professor Nelson has served on many collegewide committees including the MyMC Advisory Group, the Affirmative Action Committee, the Management Curriculum Evaluation Committee, the Management Advisory Committee, the Campus Exploratory Committee, and the Commencement Committee; and

WHEREAS, Professor Nelson performed important professional service outside the College for the American Council of Education (ACE), evaluating courses for the ACE's Military Evaluations Program and College Credit Recommendation Service; and

WHEREAS, Professor Nelson provided service to his community by speaking at local high schools and serving the county on the Business Service Awards Judges Panel; 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 of service with Montgomery College shall be designated faculty emeritus(a) with appropriate rank or title, subject to the approval of the Board of Trustees; and

WHEREAS, the President of the College recommends this public recognition of Professor Nelson 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 Andrew Nelson for his contributions and 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 Andrew Nelson is granted the status of Professor Emeritus, and that he be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the Minutes of this Board of Trustees meeting and a copy of this resolution be presented to Professor Andrew Nelson.

BKJ:abg

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

Resolution Number: **08-03-022**
Adopted on: **3/17/07**

Agenda Item Number: 6D
March 17, 2008

Subject: Retirement Recognition and Award of Emeritus Status to Dr. Leonard Rosenbaum

WHEREAS, Dr. Leonard Rosenbaum has served Montgomery College with enthusiasm and dedication for 39 years and retired as of July 1, 2006; and

WHEREAS, as a distinguished member of the Psychology Department at the Rockville Campus since 1967, he was widely regarded as a superior professor, department chair, and colleague by his fellow faculty, students, and support staff; and

WHEREAS, he was widely admired and respected for his expertise, ethics, professionalism, and pedagogy in the discipline of psychology; and

WHEREAS, he enhanced the curriculum by designing and teaching new courses including Organizational Psychology and honors courses within the field of psychology; and

WHEREAS, he modified the Social Psychology course and materials to accommodate the use of his publication "Social Psychology: Is It Relevant? Where Did It Come From? What is it Anyway"; and

WHEREAS, he served as faculty advisor to the Black Student Association, the Jewish Student Association, and the Psychology Club, and he maintained a role as a resource for current and previous students including educational and social programs in Israel and for information regarding the American Jewish community's social, cultural, educational, and religious programs; and

WHEREAS, he served on the Campus Assembly and chaired the Rockville Steering Committee to evaluate the Rockville Campus Academic Organization, and had a long-standing record of exemplary service and dedication to Montgomery College faculty governance; and

WHEREAS, he continues to meet all requirements to maintain his license as a Psychologist, and has demonstrated his dedication to the community by providing volunteer pro bono services; and

WHEREAS, he has been active in numerous professional organizations, including the Eastern Psychological Association, the American Psychological Association, and the Metropolitan Association of Applied Psychologists; 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 of service with Montgomery College shall be designated faculty emeritus(a) with appropriate rank or title, subject to the approval of the Board of Trustees; and

WHEREAS, the Instructional Dean, the Vice President and Provost, and the President of the College recommend this public recognition of Dr. Leonard Rosenbaum on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Leonard Rosenbaum for his dedication and 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 Dr. Leonard Rosenbaum is granted the status of Professor Emeritus, and that he be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

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

BKJ:abg

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

Agenda Item Number: 8A
March 17, 2008

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: **08-03-023**
Adopted on: **3/17/08**

Agenda Item Number: 8A
March 17, 2008

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 February 1, 2008, to and including February 29, 2008; 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 February 1, 2008, to and Including February 29, 2008

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
2/18/08	Hall, Cassandra M	Instructional Assistant	H	Health Sciences
2/04/08	Kessler, Kathleen K	Senior Admin Aide	G	Office of Info Tech
2/18/08	Knight-Brown, Debra L	Financial Aid Spec	I	Financial Aid TP/SS
2/04/08	Lippa, Elana F	Dir of Planned Giving Financial Aid Outreach	N	Institutional Advancement
2/04/08	Maldonado, Wendy C	Counselor	J	Financial Aid TP/SS
2/04/08	Myers, Jeffrey A	Gen Maintenance Wkr	C	Facilities Operations - RV
2/18/08	Ortiz, Shiela M	Admin Aide	F	Student Life RV
2/04/08	Peterson, Russell A	Facilities Admin & Ops Mgr	K	Facilities Office
2/18/08	Phillips, Timothy A	Air Condition Mechanic	H	Facilities Operations - RV
2/04/08	Stevens, Kathryn E	Annual Fund Director	I	Institutional Advancement
2/04/08	Swiss, Cheryl D	Administrative Aide	F	Performing Arts Center - RV Facilities Operations -
2/04/08	Terry, Phillip C	Plumber	H	TP/SS
2/18/08	Towle, Lynn H	Admin Aide	F	Hospitality Management

STAFF SEPARATIONS

2/26/08	Almonor, Natasha D	Instructional Assoc	G	Arts/Humanities/SocialSciences
2/22/08	Bosser, Diane	Writer/Editor PT	I	Inst Adv Creative Services
2/27/08	Coddington, Erika C	Acad Advis Plan & Place Dir	K	Student Development
2/14/08	Jones, Tiffany A	Career/Transfer Ctr Asst PT	G	Student Development TP/SS
2/23/08	Meijer, Miriam C	Instructional Asst	G	Information Technology TP/SS
1/29/08	Starke, Cheryl A ¹	Instructional Lab Coor	I	Physics/Eng/Geoscience - RV
2/01/08	Williams, Laurie	Career/Transfer Ctr Spec/PT	H	Student Development TP/SS
2/22/08	Woods, Dianne V	Admin Aide	F	English/Lit/Prof Writing - RV

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	5	1	2	0	1	9
Male	4	0	0	0	0	4
TOTAL	9	1	2	0	1	13

¹ Retirement

STAFF SEPARATIONS: Ethnicity and Gender

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

FACULTY

FACULTY EMPLOYMENTS: None

Effective

<u>Date</u>	<u>Name</u>	<u>Position Title</u>	<u>Location</u>
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FACULTY SEPARATIONS

02/22/08	King, Jacqueline A	Professor - N/T	Student Development TP/SS
06/30/06	Rosenbaum, Leonard L ¹	Professor	Psychology - RV
12/22/07	Thornton, Susan F ²	Professor	Nat/App/Bus/Mgt/InfoSci TP/SS

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

² Deceased

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

Agenda Item Number: 8B
March 17, 2008

**AWARD OF CONTRACT
CUSTOM MADE RETAIL STORE SERVICE CENTER, ROCKVILLE CAMPUS,
BID NO. 508-019**

BACKGROUND

The Director of Auxiliary Services has requested a contract for the design, manufacture and installation of a custom made retail store service counter display and six (6) cash register modules for the College's Bookstore located in the Campus Center Building, Rockville Campus.

The existing customer service counter does not accommodate the newer model cash registers currently in use with the point-of-sale system, and, is not ADA compliant. The encased glass display case which is more than 25 years old is difficult to use because of wear and tear on its moving parts and, does not accommodate the types of electronic and technology merchandise our students require to meet their educational goals. Due to the high volume of customers served during peak periods at the beginning of each semester, upgrade and renovation of the customer service area to be ADA compliant will: (1) provide better usage of the newer model cash registers with the existing point-of-sale system for customers and employees, (2) house additional portable cash register modules to speed up service delivery, and (3) provide a secure display and storage space for electronic and technological products. This procurement also supports College Goal IV, provide state-of-the-market information technology resources that facilitate communication and support our learning organization.

On December 21, 2007, a solicitation was issued for the purchase of a custom made retail store service counter and display and portable cash register modules. Four (4) responses including one (1) bid deemed non-responsive were received on January 22, 2008. An evaluation committee consisting of Auxiliary Services Staff reviewed, evaluated, and ranked all responses based on established criteria. Summerhill Cabinets, Inc., Westminster, Maryland was the highest rated vendor meeting all College requirements. References were checked and affirmed. The total price for this purchase is a not-to-exceed amount of \$50,000. Board approval is required for competitive sealed proposals valued above \$25,000.

RECOMMENDATION

It is recommended that the Board of Trustees award a contract for the design, manufacture, and installation of a custom made retail store service counter and display and six (6) portable cash register modules to Summerhill Cabinets Inc., Westminster, Maryland for a total not-to-exceed amount of \$50,000.

BACK-UP INFORMATION

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

RESOURCE PERSON(S)

Ms. Carey-Fletcher
Ms. Chaney
Ms. Erskine
Mr. Johnson
Ms. Kryszak

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

Resolution Number: **08-03-024**
Adopted on: **3/17/08**

Agenda Item Number:8B
March 17, 2008

**Subject: Award of Contract, Custom Made Retail Service Counter, Rockville Campus,
Bid No. 508-019**

WHEREAS, the Director of Auxiliary Services has requested a contract for the design, manufacture, and installation of a custom made retail store service counter and display and six (6) portable cash register modules for the College's Bookstore located in the Campus Center Building, Rockville Campus; and

WHEREAS, the Director of Procurement certifies that specifications were developed by appropriate College staff; and the Chief Business Officer certifies that funds have been requested in the FY2008 Auxiliary Services 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 December 21, 2007, and posted on the College Procurement, Montgomery County, and State of Maryland websites on January 22, 2008; downloaded by twenty-six (26) vendors; four (4) responses including one (1) bid deemed nonresponsive were received, read aloud, and recorded, beginning at 3:00 p.m. on January 22, 2008; and

WHEREAS, upon evaluation, it was determined that the proposal submitted by Summerhill Cabinets, Inc., Westminster, Maryland, meets all College requirements, and is therefore the highest ranked bidder with the lowest bid; 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 the design, manufacture, and installation of a custom made retail store service counter and display, and six (6) portable cash register modules be awarded to Summerhill Cabinets Inc., Westminster, Maryland for a total not-to-exceed amount of \$50,000.

BKJ:abg

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

Agenda Item Number: 9
March 17, 2008

**AWARD OF CONTRACT
COMMONS BUILDING RENOVATION
TAKOMA PARK/SILVER SPRING CAMPUS
BID NO. 608-004**

BACKGROUND

This project provides for the realignment/renovation of space in The Commons Building (25,070 GSF) on the Takoma Park/Silver Spring Campus in accordance with College's 2002-2012 Facilities Master Plan. The renovated building will house general purpose classrooms, faculty offices, and the Bliss Conference and Innovation Suite. The building renovation includes complete interior demolition and selective, limited exterior demolition. The project also includes the addition of a 2-story elevator, a new stairway, connection to the central utility plant, and various site improvements.

Project plans and specifications were prepared by architectural and engineering consultants. The project was advertised for bid on February 4, 2008. Bids were opened in the Office of Procurement on February 25, 2008, and four (4) bids were received, including one that was deemed non-responsive. The remaining bids ranged from \$5,955,899 to \$6,196,400. The estimated cost of this project was \$7,000,000. Sufficient funds are available in the FY2008 Capital Budget for this work. Contractor references have been checked and are satisfactory. Board approval is required for competitive sealed bids valued above \$100,000.

RECOMMENDATION

It is recommended that, contingent upon Maryland State Board of Public Works approval, an award of contract for \$5,955,899 be made to Konover Construction Corporation, Columbia, Maryland as the recommended low bidder for The Commons Building Renovation on the Takoma Park/Silver Spring Campus.

BACK-UP INFORMATION

Board Resolution
Summary of Bids (Board Members Only)
Bidders' List (Board Members Only)

RESOURCE PERSON(S):

Mr. Capp
Ms. Wormack
Mr. Johnson

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

Resolution Number: **08-03-025**
Adopted on: **3/17/08**

Agenda Item Number: 9
March 17, 2008

**Subject: Award of Contract, Commons Building Renovation, Takoma Park/Silver Spring
Campus, Bid No. 608-004**

WHEREAS, the Associate Vice President for College Facilities requests approval of a contract for the renovation of The Commons Building on the Takoma Park/Silver Spring Campus; and

WHEREAS, the Acting 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 4, 2008, 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 and on the Montgomery County web site; and

WHEREAS, ninety-nine (99) contractors received bid documents, and four (4) 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 February 25, 2008; and

WHEREAS, after analysis of the bids, one bid was deemed non-responsive and of the remaining bids it was determined that the low bid of \$5,955,899 submitted by Konover Construction Corporation, Columbia, 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 Interim Chief Business Officer certifies that, contingent upon Maryland State Board of Public Works approval, funds are available in the FY2008 Capital Budget to enable the College to award the contract as recommended; and

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

Resolved, That contingent upon Maryland State Board of Public Works approval, a contract for providing all necessary supplies, materials, equipment, tools, labor, insurance, and performance for the renovation of The Commons Building on the Takoma Park/Silver Spring Campus, be awarded to Konover Construction Corporation, Columbia, Maryland, at the firm's base bid price of \$5,955,899; and be it further

Resolved, That the President is authorized to sign the contract on behalf of the Board of Trustees; and be it further

Resolved, That the Board of Trustees respectfully requests of the Maryland State Board of Public Works full State-eligible funding for this contract.

BKJ:abg