

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
September 15, 2008**

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

Resolution Number: **08-09-081**
Adopted on: **9/15/08**

Agenda Item Number: 6A1
September 15, 2008

Subject: Tribute to Mr. Laval S. McRae

WHEREAS, the death on June 1, 2008 of Mr. Laval S. (Scott) McRae, a Human Resources Specialist who began his career at Montgomery College in 1986, has deeply saddened the College community; and

WHEREAS, throughout his 22 year career at Montgomery College, Mr. McRae served the College community with dedication and distinction; and

WHEREAS, Mr. McRae held a master's degree in Human Resources Management and demonstrated outstanding interpersonal skills in his treatment of employees and their representatives; and

WHEREAS, he met regularly with supervisors and employees to minimize formal grievances and received letters of appreciation for his professionalism, guidance and support in facilitating communication and resolving employee relations issues involving the College's personnel policies and procedures; and

WHEREAS, Mr. McRae acquired substantial practical knowledge while serving on the Faculty and Staff collective bargaining teams; and

WHEREAS, he was instrumental in making the Annual Length of Service Award Luncheon a success; and

WHEREAS, he received a Special Recognition Award in 2007, 2006, 2005, 2002, and 1991 and was awarded an Outstanding Service Award in 1992 for his outstanding dedication and meritorious service to the College; and

WHEREAS, he completed the year long Academy for Leadership & Development Program in 2004 and remained active in his profession by participating in human resources related educational courses, conferences and seminars; and

WHEREAS, in addition to serving on the Dr. Martin Luther King, Jr. Commemorative Committee for Montgomery County and the College's Outstanding Service Award Committee, Mr. McRae volunteered his time and talent at numerous College-related events such as the Part-time Faculty Recruitment Fair, the American Film Institute's Arts for the Stars Program, the Montgomery College Hispanic Awards Program, and the Dr. Harry Harden, Jr. Black & African-American Student Academic Awards Program, in which he received formal recognition from the awards committee in 2008 for his continuous involvement and support of the program; and

WHEREAS, he supported the learning community by delivering a presentation on the preparation and execution of the employment interview to Montgomery College students enrolled in a Career Development class (2000), by volunteering for the Longitudinal Student Success Study (1992), by participating as a speaker at the Summer Youth Employment & Training Luncheon (1987), and by participating in past fund raising efforts such as the United Way Campaign and the Montgomery College Annual Fund Phonathon; and

WHEREAS, Mr. McRae's patient and compassionate nature will be sorely missed at the College; and

WHEREAS, his untimely death represents a profound loss for friends and colleagues at Montgomery College that loved, respected, and admired him; and

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

Resolved, That the members of the Board of Trustees express their sincere sorrow at the passing of Mr. Laval S. (Scott) McRae and extend their deepest sympathy to his family, friends, and colleagues; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and that a copy of this resolution be presented to the family of Mr. Laval S. (Scott) McRae.

BKJ:abg

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

Resolution Number: **08-09-082**
Adopted on: **9/15/08**

Agenda Item Number: 6A2
September 15, 2008

Subject: Tribute and Posthumous Bronze Medallion Award to Mr. Douglas M. Williams

WHEREAS, the death on January 26, 2008 of Mr. Douglas M. Williams, a librarian who began his career at Montgomery College in 1986, has deeply saddened the College community; and

WHEREAS, throughout his 21 year career at Montgomery College, Mr. Williams served the students, faculty, and staff with dedication and distinction; and

WHEREAS, Mr. Williams earned a master's in library science degree from the University of Maryland in 1994 and made many contributions to the Rockville Campus Library by overseeing the operations at the Circulation Desk and the work of Library Assistants and Student Aides, and by providing oversight to the reference collection, reference area, and reference desk scheduling; and

WHEREAS, he created the first "disaster recovery plan" for the Rockville Campus Library and provided a model in adopting the movement from print to non-print by implementing cost saving strategies that lead to the purchase of new databases and the provision of more on- and off-campus access to online reference resources 24/7; and

WHEREAS, he served as an Instructional Assistant in the Art Department at the Rockville Campus (1987-1993), in which he earned an Outstanding Service Award in 1991 for his significant contributions to the Outdoor Sculpture Program; and

WHEREAS, Mr. Williams held a master's degree in fine arts from the University of North Carolina at Chapel Hill and taught Art History as an Adjunct Professor at Montgomery College since 1988; and

WHEREAS, he participated in campus and community exhibits to display his art work at shows including the Annual Faculty Art Show at the College; The New Art Center, Washington, D.C.; McGrillis Gardens-Sixth annual Sculpture Exhibition, Bethesda, MD; One Man Exhibitions at the Takoma Park Public Library and the University of Maryland Art Library; at Inner Lofts Gallery, Baltimore; and the Professional Gallery in Columbia; and

WHEREAS, he taught at art studios throughout the community and was selected as the Artist in Residence for the City of Rockville in 1988; and

WHEREAS, he served on numerous campus and College committees including an NEH Steering Committee, the MC Scholars, the Honors Program Committee, the Rockville Campus Library's Renovation Committee and the Digital Reference Committee; and

WHEREAS, Mr. Williams was awarded an Outstanding Service Award in 1996 for implementing a fundraising program, which became the Friends of the Library to solicit individual appeals to alumni, businesses, faculty, and students and included memorial and honorary giving; and

WHEREAS, he identified large gaps in the reference collection in the subject area of art and raised enough money to purchase for all three campuses, a significant multi-volume encyclopedia of scholarly research in the field of art, which recognized artists and art from countries and genre not covered up to that publishing point in history; and

WHEREAS, throughout his College tenure, Mr. Williams possessed and utilized his combined knowledge of art and librarianship with his understanding of College curriculum, programs, and changing enrollment to wisely request appropriate allocations for purchasing resources that positively impacted the research conducted by students, faculty, and other visitors to our College in support of the mission of the libraries and the College; and

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

Resolved, That the members of the Board of Trustees express their sincere sorrow at the passing of Mr. Douglas M. Williams and extend their deepest sympathy to his family, friends and colleagues; and be it further

Resolved, That Mr. Douglas M. Williams be awarded the Bronze Medallion posthumously, in recognition of his distinguished service to the College, and as an expression of gratitude of the College for his exceptional dedication and professional commitment to further the goals of the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and that a copy of this resolution and the Bronze Medallion be forwarded to the family of Mr. Douglas M. Williams on behalf of the friends and colleagues that loved, respected, and admired him.

BKJ:abg

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

Resolution Number: **08-09-083**
Adopted on: **9/15/08**

Agenda Item Number: 6B1
September 15, 2008

Subject: Retirement Recognition and Award of Emeritus Status to Dr. Paul Birzneiks

WHEREAS, Dr. Paul Birzneiks has served Montgomery College with distinction as a full-time faculty member at the Rockville Campus for 36 years and retired as of August 25, 2007; and

WHEREAS, Dr. Birzneiks was a successful classroom instructor who helped many students through the academic rigors of composition and literature courses; and

WHEREAS, Dr. Birzneiks was committed to meeting the needs of all students in his classes by responding to the diversity among students in the planning of assignments; and

WHEREAS, Dr. Birzneiks served as a member of the literature committee and contributed to the Academic Area Review of literature offerings; and

WHEREAS, Dr. Birzneiks participated as a facilitator and interpreter for the U.S. Department of State and Delphi International Program of World Learning, gaining invaluable insights into human rights that he used to transform his curriculum; and

WHEREAS, Dr. Birzneiks served as a translator for Latvian historians and textbook writers, maintained membership in the Latvian Writers Association, published Latvian poems and reviews, and presented his work at Litfest 2000; and

WHEREAS, Dr. Birzneiks served the community and this country as an interpreter and translator for the U.S. Department of State and Congress, including translating an airport security manual designed to prevent international terrorism; and

WHEREAS, Dr. Birzneiks served as a member of the Rockville Appeals Committee and the English Department Literature Committee; 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 Rockville Campus Vice President and Provost, the Executive Vice President for Academic and Student Services, and the President of the College recommend this public recognition of Dr. Paul Birzneiks 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. Paul Birzneiks for his contributions to the College, and extend to him their best wishes; and be it further Resolved, That Dr. Paul Birzneiks 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 Dr. Paul Birzneiks.

BKJ:abg

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

Resolution Number: **08-09-084**
Adopted on: **9/15/08**

Agenda Item Number: 6B2
September 15, 2008

Subject: Retirement Recognition for Mr. Stephen Campanella

WHEREAS, Mr. Stephen Campanella served Montgomery College as a Theatre Production Technician with dedication and commitment for 36 years and retired as of June 27, 2008; and

WHEREAS, he was a well respected member of the Speech, Dance, and Theatre Department who was admired for his excellence and creativity in designing and executing costumes, sets, rigging, and lighting, ensuring the safety and security of student and professional performers; and

WHEREAS, during his tenure, Mr. Campanella provided technical support for 240 productions in numerous ways either as a master carpenter, master electrician, lighting designer, scenery designer, and sound designer; and

WHEREAS, he was a founding member of the Summer Dinner Theatre program and was active in this program for 31 years; and

WHEREAS, Mr. Campanella performed in numerous College productions, including as a student performer in the production of *Die Fledermouse* before being drafted into the Army and sent to Vietnam and most recently in the 2007-08 musical production of *Chicago*; and

WHEREAS, he was on two contract negotiation teams for the American Federation of State, County and Municipal Employees (AFSCME) union and he served for the last 18 years as a union steward; and

WHEREAS, he was an active staff member for all of the Madrigal Dinners presented on the Rockville Campus; and

WHEREAS, he was in the first Leadership Development Institute and the third Advanced Leadership Development Group; and

WHEREAS, he is the recipient of several letters of appreciation and commendations, including two Staff Special Recognition awards and an Outstanding Service award; and

WHEREAS, he has been an outstanding member of the Speech, Dance and Theatre Department and has served on numerous Department committees and headed up the annual Holiday Party Committee; and

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

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

Resolved, That this resolution becomes part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Mr. Stephen Campanella.

BKJ:abg

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

Resolution Number: **08-09-085**
Adopted on: **9/15/08**

Agenda Item Number: 6B3
September 15, 2008

Subject: Retirement Recognition for Ms. Shirley Henry

WHEREAS, Ms. Shirley Henry served Montgomery College as a full-time staff member in the Department of Communication Arts Technologies (CAT), formerly Visual Communications Technologies, at the Rockville Campus for 37 years and retired on June 29, 2007; and

WHEREAS, Ms. Henry was consistently held in high regard by her colleagues in the CAT Department for being a knowledgeable and conscientious administrative aide; and

WHEREAS, she provided exemplary support to CAT Department faculty members, and other staff; and

WHEREAS, Ms. Henry provided basic academic advising to students in person, via electronic mail, and telephone; and

WHEREAS, she managed the department's purchasing accounts, as well as performed bookkeeping duties for all accounts and expenditures; and

WHEREAS, she managed student assistant and temporary staff resources; and

WHEREAS, the Instructional Dean, the Vice President and Provost, and the President of the College recommend this public recognition of Ms. Henry 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. Shirley Henry for her outstanding 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. Shirley Henry.

BKJ:abg

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

Resolution Number: **08-09-086**
Adopted on: **9/15/08**

Agenda Item Number: 6B4
September 15, 2008

Subject: Retirement Recognition for Mr. Michael T. Howard, Sr.

WHEREAS, Mr. Michael T. Howard, Sr. served Montgomery College with dedication and distinction for 28 years and retired from the College on June 27, 2008; and

WHEREAS, in his capacity as the Receiving Clerk within the Procurement Department since 1980, he provided a valuable service to faculty, staff, and students through his assistance in receiving College merchandise and scheduling the delivery of such items; and

WHEREAS, as a dedicated and loyal employee, Mr. Howard with his enthusiasm, work standards, and dedication to quality and efficiency, contributed to the consistent operations of the Central Warehouse even while the department implemented a new tracking system and during the transition of a new supervisor; and

WHEREAS, Mr. Howard was an asset to the Procurement/Central receiving department and received many compliments on the assistance that he continuously gave with the receipt and delivery of merchandise in a timely fashion; 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. Michael T. Howard, Sr. 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. Michael T. Howard, Sr. 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. Michael T. Howard, Sr.

BKJ:abg

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

Resolution Number:
Adopted on:

Agenda Item Number: 6B5
September 15, 2008

**Subject: Retirement Recognition and Award of Emeritus Status to Professor
Harold A. (Hal) Hultman**

WHEREAS, Professor Hal Hultman has served Montgomery College with enthusiasm and dedication for more than 19 years and retired as of January 12, 2008; and

WHEREAS, he is known by his colleagues in the Department of Physics, Engineering, and Geosciences and his students as a superior, enthusiastic, and dedicated teacher who has the expertise and flexibility to teach a wide diversity of courses in Electrical Engineering, Physical Sciences, Macroeconomics, Business and Management; and

WHEREAS, he developed and taught three new courses: Microprocessor Programming for Engineers; Digital Logic Design; and Digital Circuits Laboratory, for which he designed and utilized a completely new laboratory; and

WHEREAS, he demonstrated his service to the College by creating and teaching modules in Business Finance and Physical Sciences, as well as honors seminars and independent study courses for the Collegewide Honors Program; and

WHEREAS, he completed two prestigious appointments as an Associate Smithsonian Fellow, one in Physics and one in Economics; and

WHEREAS, he served as a facilitator and mentor in the Montgomery Scholars Honors Capstone research course, and as coordinator of the Montgomery College Smithsonian Internship Program and of the Montgomery College Library of Congress Internship Program; and

WHEREAS, he contributed to the academic community by serving as the College's representative on the Maryland State Department of Education "Project Lead The Way" pre-engineering certification team; and

WHEREAS, he served as a member of the Maryland State Department of Education task force that developed the Associate of Arts in Teaching (AAT) degree option; thereafter, leading a Collegewide effort to revamp completely the teaching approach in the physical science courses that are part of the AAT; and

WHEREAS, he actively pursued professional development opportunities and contributed to scholarly discourse by presenting technical papers at the American Association for Engineering Education national and international conferences; and

WHEREAS, the Board of Trustees' policy provides that all faculty 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 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 Hultman on the occasion of his retirement; now therefore be it

Resolved, That members of the Board of Trustees express their sincere appreciation to Professor Hal Hultman 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 Professor Hal Hultman 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 Professor Hal Hultman.

BKJ:abg

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

Resolution Number: **08-09-088**
Adopted on: **9/15/08**

Agenda Item Number: 6B6
September 15, 2008

Subject: Retirement Recognition to Ms. Donna Kinsey

WHEREAS, Ms. Donna Kinsey has served Montgomery College with dedication and distinction for more than 22 years and retired from the College as of July 1, 2008; and

WHEREAS, in her capacities as an Instructional Assistant and a Computer Support Specialist in the Office of Information Technology, Ms. Kinsey contributed significantly on various projects and assignments through her team spirit, organizational skills, technical knowledge, resourcefulness, and willingness to assist students, faculty, and staff; and

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

WHEREAS, she earned and maintained the professional respect of her peers as demonstrated in her tireless work efforts, high ethical standards and positive can-do attitude; and

WHEREAS, the Chief Information Officer and the President of the College recommend this public recognition of Ms. Kinsey 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. Donna Kinsey 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. Donna Kinsey.

BKJ:abg

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

Resolution Number: **08-09-089**
Adopted on: **9/15/08**

Agenda Item Number: 6B7
September 15, 2008

Subject: Retirement Recognition and Award of Emerita Status to Professor P. Gail Schmitt

WHEREAS, Professor P. Gail Schmitt has served Montgomery College as a full-time faculty member at the Rockville Campus for 16 years and will retire as of July 1, 2008; and

WHEREAS, Professor Schmitt is a master teacher who has effectively taught English as a Second Language, grammar and writing, as well as speaking and listening to approximately 2,200 Montgomery College students; and

WHEREAS, Professor Schmitt has been an excellent colleague, who has been dedicated to effective teaching as well as to the learning and success of students; and

WHEREAS, Professor Schmitt has reached out on behalf of Montgomery College internationally and locally, by providing information, instruction, and mentoring to her current and former students, to Dominican Republic fellows of the United States Information Agency - Latin American Social Sciences Faculty (USIA-FLACSO) grant, to new adjunct and full-time faculty, to prospective students and their families, to Montgomery County Public Schools' students and staff, and to students new to the Rockville Campus; and

WHEREAS, Professor Schmitt has contributed to the development and success of the American English Language Program, its faculty, and its students through her service as EL101/102 (American English Language I and II) Course Group coordinator and her participation in the Academic Area Review of the AELP; and

WHEREAS, Professor Schmitt has acted as a builder of bridges and articulation through her collaboration with speech faculty members, benefiting students and colleagues in the AELP speaking and listening track; and

WHEREAS, Professor Schmitt served as a member of the Rockville Campus Faculty Advising Cadre, the Latino Outreach Committee, and the Assessment Center Advisory Committee, as well as ESL faculty and staff hiring committees; and

WHEREAS, her colleagues and students have held her in high esteem for her empathy, insight, and diplomacy; and

WHEREAS, her colleagues have held her in high regard for her service to her department, the campus, and the College; and

WHEREAS, her colleagues commend her for her excellent fellowship and have greatly appreciated her sharing of all manner of delectable home-baked sweets; 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 Gail Schmitt on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor P. Gail Schmitt for her dedication and 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 Professor Schmitt is granted the status of Professor Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Professor P. Gail Schmitt.

BKJ:abg

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

Resolution Number: **08-09-090**
Adopted on: **9/15/08**

Agenda Item Number: 6B8
September 15, 2008

Subject: Retirement Recognition of Ms. Julie Shackelford

WHEREAS, Ms. Julie Shackelford served Montgomery College with dedication and distinction for thirty years and retired from the College as of June 30, 2008; and

WHEREAS, during her College tenure, Ms. Shackelford provided critical support for various areas of the College including the Student Development Office, the former Affirmative Action Office, Policy Planning and Research Office, and most recently as the Senior Administrative Aide in the Planning and Institutional Effectiveness Office; and

WHEREAS, Ms. Shackelford has been praised for her loyalty to the College, enthusiasm, work ethic, resourcefulness, initiative and high-quality work standards by all of the College departments she served; and

WHEREAS, co-workers have expressed their appreciation for her organizing various social functions for all to enjoy as well as volunteering to work at various College events like the Golf Tournament and the Women's Studies Scholarship Breakfast; and

WHEREAS, she served on many Collegewide committees including the initial College Job Information Questionnaire (JIQ) Committee and the Classification Appeals Committee; and

WHEREAS, Ms. Shackelford received several Outstanding Service Awards (2004, 1999, and 1998) for her sustained, outstanding performance to the College and receipt of the Golf Classic Customer Care Award and recognition for her services to the Maryland Women's History Month Award; and

WHEREAS, the Interim Vice President for Planning and Institutional Effectiveness and the President of the College recommend this public recognition of Ms. Shackelford 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. Julie Shackelford 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. Julie Shackelford.

BKJ:abg

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

Resolution Number: **08-09-091**
Adopted on: **9/15/08**

Agenda Item Number: 6B9
September 15, 2008

Subject: Retirement Recognition for Ms. Cheryl Starke

WHEREAS, Ms. Starke served Montgomery College as a full-time staff member in the Department of Physics, Engineering, and Geosciences at the Rockville Campus for 25 years and retired as of January 29, 2008; and

WHEREAS, Ms. Starke was consistently held in high regard by her colleagues in the physics program for being a knowledgeable and conscientious Instructional Lab Coordinator; and

WHEREAS, she organized all the physics lab equipment and prepared noteworthy inventory documents that included safety procedures for faculty and student assistants; and

WHEREAS, Ms. Starke supervised her student assistants in a very professional manner, consistently devising work schedules that maximized access to lab and storage rooms during peak hours; and

WHEREAS, in an effort to use resources efficiently, Ms. Starke repaired equipment as needed and made decisions on purchasing new equipment; and

WHEREAS, she was constantly learning and discovering different ways of supporting the disciplines for which she was responsible; and

WHEREAS, the Instructional Dean, the Vice President and Provost, and the President of the College recommend this public recognition of Ms. Starke 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. Cheryl Starke for her dedication and 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. Cheryl Starke.

BKJ:abg

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

Resolution Number: **08-09-092**
Adopted on: **9/15/08**

Agenda Item Number: 6C1
September 15, 2008

**Subject: Retirement Recognition and Award of Silver Medallion and Emerita Status to
Professor Antoinette M. (Dedee) Aleccia**

WHEREAS, Professor Antoinette M. (Dedee) Aleccia served Montgomery College with distinction as a full-time faculty member in the Department of English Composition, Literature and Professional Writing at the Rockville Campus for 22 years and retired as of January 11, 2008; and

WHEREAS, Professor Aleccia is recognized as an exceptional, inspiring, and supportive multidisciplinary teacher of art history, composition, literature, and honors courses; and

WHEREAS, as coordinator of the Collegewide Honors Program, Professor Aleccia demonstrated exemplary leadership by establishing a unified vision of the Honors Program and by implementing new initiatives based on national models that elevated the program to national prominence; and

WHEREAS, Professor Aleccia was active in professional organizations, serving as a member of the College Council on Composition and Communication and College Art Association, and as a representative of Montgomery College on the board of the College English Association, Middle Atlantic Region; and

WHEREAS, Professor Aleccia was instrumental in serving the Department of English Composition, Literature and Professional Writing as a member of the literature and evaluation committees and as the English Discipline College Level Examination Program (CLEP) coordinator; and

WHEREAS, Professor Aleccia has a long history of fostering academic excellence, including serving as coordinator of the Rockville Honors Program, as the first coordinator of the Rockville Assessment Center, and as a member of the original team of faculty members who designed the Montgomery Scholars Program; and

WHEREAS, Professor Aleccia participated in campus and collegewide committees such as the extended Rockville Administrative Team, the Rockville Faculty Council, the Academic Appeals Committee, the Montgomery Scholars Steering Committee, and the Affirmative Action Committee; and

WHEREAS, Professor Aleccia was a member of an impressive team effort that resulted in a National Endowment for the Humanities (NEH) Focus Grant award; and

WHEREAS, Professor Aleccia served as the faculty advisor to the student-led Honors Network at Rockville, assisting the group in developing a national conference presentation as well as several fundraising and community service projects; and

WHEREAS, Professor Aleccia consistently advocated for honors instruction by regularly teaching Honors seminars and encouraging new faculty to create honors modules and honors courses; and

WHEREAS, Professor Aleccia partnered with many Montgomery College initiatives to bring attention to the college's unique programs, including Women's Studies, Paul Peck Humanities Institute, and International Education; and

WHEREAS, Professor Aleccia's students hold her in high regard for creating a stimulating, participatory learning environment that cultivated critical thinking, active engagement, and creativity; and

WHEREAS, Professor Aleccia received the Faculty Outstanding Service Award in 2002; and

WHEREAS, Professor Aleccia, while a Humanities Institute Fellow, investigated the representation of American labor in art, particularly late 19th and 20th centuries; and

WHEREAS, Professor Aleccia has been beloved by students and colleagues for her intellectual fervor, her tireless commitment to teaching, her generous collegiality, and her sound judgment; and

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

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

WHEREAS, the Instructional Dean, the Rockville Campus Vice President and Provost, the Executive Vice President for Academic and Student Services, and the President of the College recommend this public recognition of Professor Aleccia on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Antoinette M. (Dedee) Aleccia for her many contributions to the College, and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Professor Antoinette M. (Dedee) Aleccia be awarded the Silver Medallion in recognition of her outstanding service to the College and community, and as an expression of gratitude of the College for her dedication and professional commitment to the College; and be it further

Resolved, That Professor Antoinette M. (Dedee) Aleccia is granted the status of Professor Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to Professor Antoinette M. (Dedee) Aleccia.

BKJ:abg

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

Resolution Number: **08-09-093**
Adopted on: **9/15/08**

Agenda Item Number: 6C2
September 15, 2008

**Subject: Retirement Recognition and Award of Silver Medallion and Emeritus Status
to Dr. Kenneth S. Weiner**

WHEREAS, Dr. Kenneth S. Weiner served Montgomery College and its students with dedication and distinction as a professor of Mathematics for 37 years and retired from the College on June 1, 2008; and

WHEREAS, Dr. Weiner is known by his colleagues as a superior, committed, and tireless teacher who has the expertise and creativity to teach a wide diversity of math courses while building a strong rapport with students and a relaxed and positive learning environment; and

WHEREAS, he is widely respected for his astute leadership skills in a variety of capacities, including as a Department of Mathematics chair for three years and as acting chair for one year; and

WHEREAS, Dr. Weiner demonstrated outstanding leadership by authoring the seminal outcomes assessment plan that provided the framework for an innovative and well-received Collegewide Outcomes Assessment Plan, and by enthusiastically serving as the inaugural coordinator of Collegewide Outcomes Assessment from 2000 to 2008; and

WHEREAS, Dr. Weiner distinguished himself as a resourceful research associate in the Office of Institutional Research and Analysis from 1981 to 2008 where he developed the College's enrollment projections model; and

WHEREAS, for 22 years, Dr. Weiner held various prominent leadership positions in the Montgomery College chapter of the American Association of University Professors (AAUP) such as chief negotiator, chapter president, and member of the Executive Committee; and

WHEREAS, Dr. Weiner served from 2001 to 2006 as principal investigator and co-director of the highly successful Montgomery College Biomedical Scholars Program, a National Institutes of Health grant funded, model project designed to increase the number of underrepresented minorities seeking degrees in the natural and life sciences; and

WHEREAS, with characteristic quick wit and humor, Dr. Weiner served for 33 years as emcee for numerous College programs, including annual retirement events, annual alumni awards events, and Collegewide opening meetings; and

WHEREAS, Dr. Weiner served on numerous College committees including the Middle States Steering Committee, President's Advisory Council, Rockville Chair of Chairs, Statewide Student Learning Outcomes Assessment Taskforce, Council for the 21st Century, Academic Effectiveness Team, and search committees for the Office of Institutional Research & Analysis director, College president, and executive vice president for Administrative & Fiscal Services in which he served as chair; and

WHEREAS, Dr. Weiner's consistent professionalism, diligence, extraordinary dedication, and advocacy on behalf of students and faculty were recognized by the College as a recipient of the Faculty Outstanding Service Award for 1999-2000; and

WHEREAS, he was a recipient of the 2003 National Faculty Role Model Award from Minority Access, Inc. for his contributions to increase the pool of minority researchers through teaching, mentoring, and supporting minority students; and

WHEREAS, Dr. Weiner strengthened ties with the community as a consultant to numerous Montgomery County non-profit organizations on outcomes and performance measurement, as a member of the Management Organizational Development Group that provides funding to non-profit organizations in Montgomery County, and as a member of the Board of Trustees of the Friends of Wells/Robertson House; and

WHEREAS, Dr. Weiner is the co-author of "Developing Community-wide Outcome Indicators for Specific Services," published by the Urban Institute; and

WHEREAS, College policy provides for the awarding of a Silver Medallion to recognize Dr. Weiner's distinguished service to the College, and as an expression of gratitude of the College for his exceptional dedication and professional commitment to further the goals of the College; 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 Dr. Kenneth S. Weiner 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. Kenneth S. Weiner for his many contributions to the College and extend their best wishes; and be it further

Resolved, That Dr. Kenneth S. Weiner is awarded the Silver Medallion in recognition of his outstanding service to the College, the academic profession, the county and the nation, and as an expression of gratitude of the College for his exceptional dedication and professional commitment to further the goals of the College; and be it further

Resolved, That Dr. Kenneth S. Weiner 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 and the Silver Medallion be presented to Dr. Kenneth S. Weiner.

BKJ:abg

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

Agenda Item Number: 8A
September 15, 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: **08-09-094**
Adopted on: **9/15/08**

Agenda Item Number: 8A
September 15, 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 June 1, 2008, to and including August 31, 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.

BKJ:abg
Attachments

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including June 1, 2008, to and Including June 30, 2008

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
06/23/2008	Beckman, Bradley W	Network Engineering Specialist	K	Office of Info Tech
06/09/2008	Hyrowski, Erika C	Architectural Designer/Drafter	H	Collegewide Cap Prjt/Oper
06/23/2008	Jones, Chrissie P	Administrative Aide	F	English/Lit/Prof Writing RV
06/23/2008	Kwolek, Cathleen B	Coord of Admissions Recruiting	I	Admission Records Regis Office
06/23/2008	Makris, Antoinette P	Safety & Security Officer	E	Facilities Security - TP/SS
06/23/2008	Pace, James M	Parking & Transportation Mgr	M	Facilities Office
06/09/2008	Queen, Turan E	Safety & Security Officer Lead	F	Facilities Security - TP/SS

STAFF SEPARATIONS

06/06/2008	Brown-Baxter, Jacqueline	ESOL & Literacy Prog Coord	F	WD & CE/MCPS - ESOL
06/27/2008	Campanella, Stephen M ¹	Theater Production Tech	H	Speech/Dance/Theatre RV
06/13/2008	Harchick, Bridgid A	Admin Aide	F	Human Resources Office
06/30/2008	Hernandez, Jose L.	Business Development Spec	J	VP Academic & Student Svcs
06/30/2008	Holte, Anne M	Prog Asst	H	VP Acad. Initiatives & Partner
06/06/2008	Howard, Angela D	Human Resources Assoc	H	Human Resources Office
06/27/2008	Howard, Michael T ¹	Receiving Clerk	C	Procurement Receiving Store RV
06/20/2008	Irish, Barbara D ¹	Distance Learning Oper Coord	K	Distance Learning
06/30/2008	Kinsey, Donna W ¹	Computer Support Spec	I	Information Technology GT
06/01/2008	McRae, Laval S ²	Human Resources Specialist	L	Human Resources Office
06/30/2008	Row, Linwood P ¹	Analyst/Programmer	K	Information Technology MKE
06/27/2008	Sanchez, Natalie S	Community Acad Advising Spec	J	Student Development TP/SS
06/11/2008	Sears, David M	Vice Pres Of Inst Advancement	R	Institutional Advancement
06/30/2008	Shackelford, Julie A ¹	Senior Admin Aide	G	Planning & Institutional Proj.
06/30/2008	Shumaker, Rita J ¹	Administrative Supr	I	Facilities Operations GT
06/27/2008	Wiggins, Sarah A	Head Librarian	L	IT Learning Center Admin RV

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	2	2	0	0	0	4
Male	2	1	0	0	0	3
TOTAL	4	3	0	0	0	7

¹ Retirement

² Deceased

STAFF SEPARATIONS: *Ethnicity and Gender*

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	7	3	0	0	0	10
Male	3	2	1	0	0	6
TOTAL	10	5	1	0	0	16

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including July 1, 2008, to and Including July 31, 2008
STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
07/21/2008	Grooms, Jacques L	Community Use Scheduler	F	Facilities Operations - GT
07/07/2008	Kenner, Calvin L	Network Services Specialist	H	Information Technology RV
07/07/2008	Merinsky, Melinda R	Instructional Assistant	H	Physics/Eng/Geoscience RV
07/07/2008	Pena, Marilyn	Safety & Security Officer	E	Facilities Security - TP/SS
07/21/2008	Sheeran, Thomas E	Chief Business Officer	Q	Finance Office

STAFF SEPARATIONS

07/22/2008	Groover, Anita P ²	WD & CE Prog Asst	F	Continuing Education TP/SS
07/09/2008	Myers, Jeffrey A	Gen Maintenance Wkr	C	Facilities Operations - RV
07/08/2008	Nesbitt, Jeanne A	Printing Services Specialist	I	Inst Adv Creative Services
07/11/2008	Obele, Obinna A	Safety & Security Officer	E	Facilities Security - TP/SS
07/02/2008	Phillips, Marlene	Senior Admin Aide	G	Student Development
07/24/2008	Queen, Turan E	Safety & Security Officer Lead	F	Facilities Security - TP/SS
07/13/2008	Quinn, Gary M	Safety & Security Officer	E	Facilities Security - RV
07/18/2008	Simon, Stephen R	Director of Communications	N	Inst Adv Media/Pub Relations
07/03/2008	Snetter, Seweah A	Instructional Assistant	G	Assessment Center RV
07/07/2008	Sydnor, Rudolph ¹	Blg Service Worker Lead	D	Facilities Maintenance TP/SS
07/03/2008	Toruno, Mario E	Instructional Asst/12 Mos/PT	G	Humanities/Soc Sci/Educ GT

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	2	2	1	0	0	5
Male	3	3	0	0	0	6
TOTAL	5	5	1	0	0	11

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective

<u>Date</u>	<u>Name</u>	<u>Position Title</u>	<u>Location</u>
07/16/2008	Noto, Samuel R	Associate Professor	School of Art & Design

¹ Retirement

² Deceased

FACULTY SEPARATIONS: Ethnicity and Gender

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

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including August 1, 2008, to and Including August, 31, 2008

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
08/18/2008	Bonnefond, Dawn M	Senior Administrative Aide	G	Collegewide Cap Prjt/Oper
08/18/2008	Clarke, Lisa	Librarian	K	IT Learning Center Admin RV
08/18/2008	Flores, Jackeline O	Child Care Teacher	E	Aux Services Child Care - GT
08/18/2008	Hanke, Charles W	Video Programmer/Scheduler	G	IT Learn Ctr Instructional TV
08/18/2008	Hansborough, Shane C	Child Care Teacher	E	Aux Services Child Care -TP/SS
08/04/2008	Howie, Jonathan D	Coord of Admissions Recruiting	I	Admission Records Regis Office
08/18/2008	Lisboa, Claudia S	Child Care Teacher	E	Aux Services Child Care - RV
08/04/2008	Ndeze, Laurent Z	Instructional Designer	K	Human Resources Office
08/04/2008	Noboa, Eduardo I	Computer Support Specialist	I	Academic Computing Team
08/18/2008	Rankin, Daniel M	Video Producer/Director	I	IT Learn Ctr Instructional TV
08/04/2008	Wimpy, Mary O	Building Service Worker	A	Facilities Operations - TP/SS

STAFF SEPARATIONS

08/29/2008	Grooms, Jacques L	Community Use Scheduler	F	Facilities Operations - GT
08/15/2008	Kargbo, Osman A	Instructional Asst/PT	G	Nat/Apppl Sci,Bus/Mgt,Info Sci
08/15/2008	Nero, Kenneth E	Library Assistant	F	IT Learning Center TP/SS
08/13/2008	Nikkhah Chalezamin, Samia	Library Assistant 12 Mos/PT	F	IT Learning Center Library RV

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	3	2	1	0	0	6
Male	2	2	1	0	0	5
TOTAL	5	4	2	0	0	11

STAFF SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

² Deceased

FACULTY

FACULTY EMPLOYMENTS:

Effective Date	Name	Position Title	Location
08/21/2008	Aboagye, George G	Associate Professor	Health Sciences
08/21/2008	Ayafor, Isaiah M	Professor	English/Lit/Prof Writing RV
08/21/2008	Blount, Victoria E	Professor	Health Sciences
08/21/2008	Campbell, Sarah C	Assistant Professor	Read/ESL/Foreign Lang/Phil RV
08/21/2008	Carretta, Michael P	Assistant Professor	GITE RV
08/21/2008	Castro, Carolyn D	Associate Professor	Read/ESL/Foreign Lang/Phil RV
08/21/2008	Chabatar, Aksana	Associate Professor	Nat/App'l Sci,Bus/Mgt,Info Sci
08/21/2008	Daley, Cristina J	Assistant Professor	Read/ESL/Foreign Lang/Phil RV
08/21/2008	Das, Satarupa	Associate Professor	Arts/Humanities/SocialSciences
08/21/2008	Fay, James S	Assistant Professor	Sociol/Anthr/Crim Justice RV
08/21/2008	Finn, Marie E	Professor	Humanities/Soc Sci/Educ GT
08/21/2008	Fisher, Sonja L	Assistant Professor	Education
08/21/2008	Franklin, Veronica R	Associate Professor	Health/Exercise/PE RV
08/21/2008	Frazier, Joanne M	Associate Professor	Business & Econ
08/21/2008	Furilla, James L	Professor	Business & Econ
08/21/2008	Fuss, Timothy C	Associate Professor	Health Sciences
08/21/2008	Gladson, Stephen R	Associate Professor	Humanities/Soc Sci/Educ GT
08/21/2008	Haydel, Jennifer P	Assistant Professor	Humanities/Soc Sci/Educ GT
08/21/2008	Hernandez, Sonia P	Assistant Professor	Education
08/21/2008	Hill, Nancy L	Associate Professor	Nat/App'l Sci,Bus/Mgt,Info Sci
08/21/2008	Kala, Sirisha	Assistant Professor	Math RV
08/21/2008	Kee, Christopher M	Assistant Professor	Health Sciences
08/21/2008	Loun, Patricia S	Associate Professor	Humanities/Soc Sci/Educ GT
08/21/2008	Makambira, Mireille	Assistant Professor	Business & Econ
08/21/2008	Manns, Basil H	Professor	Physics/Eng/Geoscience RV
08/21/2008	Marshall, Tuere Anne M	Assistant Professor	English/Lit/Prof Writing RV
08/21/2008	McKelphin, Keith L	Associate Professor	Health/Exercise/PE RV
08/21/2008	Mount, Katie C	Assistant Professor - NT	Student Development GT
08/21/2008	Newman, Cory A	Assistant Professor	Nat/App'l Sci,Bus/Mgt,Info Sci
08/21/2008	Noel, Melvina	Associate Professor	Read/ESL/Foreign Lang/Phil RV
08/21/2008	Pefok, Thomas N	Assistant Professor	Nat/App'l Sci,Bus/Mgt,Info Sci
08/21/2008	Pfanstiehl, Cynthia L	Assistant Professor	Sociol/Anthr/Crim Justice RV
08/21/2008	Robinson, Tamesha S	Assistant Professor	Student Development GT

08/21/2008	Sanderman, Alicia R	Assistant Professor	Read/ESL/Foreign Lang/Phil RV
08/21/2008	Satrom, Heather B	Assistant Professor	Arts/Humanities/SocialSciences
08/21/2008	Scheibner, Belle A	Assistant Professor	Humanities/Soc Sci/Educ GT
08/21/2008	Sember, Gregory M	Assistant Professor	History/Political Science RV
08/21/2008	Smith, Joseph H	Professor	Applied Technologies RV
08/21/2008	Sprehn, Maria S	Assistant Professor	Sociol/Anthr/Crim Justice RV
08/21/2008	Stempel, Harvey S	Associate Professor - N/T	Student Development GT
08/21/2008	Stretch, Anita A	Professor	WD & CE - Community Education
08/21/2008	Switlick, Diane M	Professor	Education
08/21/2008	Van Wagoner, Megan L	Assistant Professor	Arts/Humanities/SocialSciences
08/21/2008	Wheatley, Stephen N	Instructor	Business/Science/Math/Tech GT
08/21/2008	Williamson, Gerald L	Professor	GITE RV

FACULTY SEPARATIONS

08/08/2008	Nair, Peter C ¹	Professor	Arts/Humanities/SocialSciences
08/20/2008	O'Kane, Deborah L	Professor	Nat/App'l Sci,Bus/Mgt,Info Sci

FACULTY EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	17	6	2	3	0	28
Male	13	4	0	0	0	17
TOTAL	30	10	2	3	0	45

FACULTY SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

² Deceased

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

Agenda Item Number: 8B
September 15, 2008

**AWARD OF CONTRACT
A COLLEGEWIDE CLASSIFICATION AND COMPENSATION SYSTEM STUDY
BID NO. 509-005**

BACKGROUND

The Chief Human Resources Officer has requested an award of contract to review the existing collegewide classification and compensation system for administrators and staff due to transitions and changes within the College. The last review of the College's classification and compensation system was conducted in 1995, and over the past 13 years, the Office of Human Resources (OHR) has made every effort to work within the current system to fairly evaluate and assign positions to appropriate grades and salary levels. To fairly and accurately reevaluate the system, OHR established the Classification and Compensation Focus Group (C&CFG). This cross-functional team was tasked with (1) identifying and exploring limitations and concerns regarding the current classification and compensation system, (2) recommending workable solutions/alternatives that should be considered in a collegewide classification/compensation study, and (3) identifying what aspects of the current system are working and should be included for discussion in an upcoming study. Under the leadership of OHR, the C&CFG met over a two-month period to review and examine numerous classification/compensation issues and problems encountered by OHR. The C&CFG, composed of members from the Staff Senate, ASFCME/bargaining employees, AAUP members, collegewide administrators, and management, reviewed background information, gained a broad understanding of the intricacies of classification and compensation, worked collaboratively to identify strengths and limitations within the system, advocated for and sought insight from their constituents, and narrowed recommendations and solutions to present to OHR for future consideration. As a result of this study and limitations concerning the current classification and compensation system, the C&CFG unanimously recommended that a collegewide classification and compensation study of all administrative and staff positions be conducted during FY2009 with an expected implementation on or before the start of July 1, 2009 (FY2010). The Group also recommended that a subgroup of the C&CFG serve in an advisory capacity with OHR and the consultant during the study.

On July 23, 2008, a solicitation was issued for the classification and compensation study. Nine (9) responses were received on August 8, 2008. An evaluation committee consisting of OHR staff reviewed, evaluated, and ranked all responses based on established criteria. Hendricks & Associates, Inc., Washington, DC, was the highest ranked vendor meeting College requirements. References of the highest ranked vendor were affirmative. The total price for the study is \$99,995. 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 a collegewide classification and compensation system study to Hendricks & Associates Inc., Washington, DC, for a one-time fee of \$99,995.

BACK-UP INFORMATION

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

RESOURCE PERSONS

Ms. Lawyer
Mr. Moore
Mr. Sheeran
Mr. Sorrell
Dr. Wormack

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

Resolution Number: **08-09-095**
Adopted on: **9/15/08**

Agenda Item Number: 8B
September 15, 2008

**Subject: Award of Contract, Collegewide Classification and Compensation System
Study, Bid No. 509-005**

WHEREAS, the Chief Human Resources Officer has requested the award of contract for a study of the collegewide classification and compensation system, which was last reviewed in 1995, and administrator and staff positions have been impacted by changes in mission, scope, responsibilities, and duties; 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 Office of Human Resources FY2009 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 July 23, 2008, and posted on the College, Montgomery County, and State of Maryland procurement websites, emailed to seven (7) vendors and downloaded by seventy-seven (77) vendors, nine (9) responses were received, read, and recorded, beginning at 3:00 p.m. on August 8, 2008; and

WHEREAS, upon evaluation, it was determined that the proposal submitted by Hendricks & Associates Inc., Washington, DC, 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 from the Board of Trustees; and

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

Resolved, That a contract be awarded for a collegewide classification and compensation system study to Hendricks & Associates Inc., Washington, DC, for a one-time fee of \$99,995.

BKJ:abg

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

Agenda Item Number: 8C
September 15, 2008

**APPROVAL OF CHANGE ORDER
SECURITY CAMERA SYSTEM INSTALLATION FOR IT NETWORK OPERATIONS CENTER
TAKOMA PARK/SILVER SPRING CAMPUS**

BACKGROUND

On January 22, 2008, the Board of Trustees awarded a contract for \$1,850,000 to Arica Consulting & Contracting, LLC. for electrical and mechanical equipment installation to support the relocation of the Information Technology Network Operations Center (NOC) from the Rockville Campus to The Morris and Gwendolyn Cafritz Foundation Arts Center at the Takoma Park/Silver Spring Campus. The NOC is being constructed in space that was left vacant for this purpose when the Cafritz Center was built.

This change order provides for extending the existing security camera system in the Cafritz Center into the NOC. Included are all software, materials, equipment, supplies and labor to install the system. This item was excluded from the original bid package as the College worked to develop a comprehensive security solution for the NOC. The final solution and pricing was coordinated with and reviewed by the College's Office of Information Technology. The contractor's final price for this work (\$29,657) is acceptable and the unit costs have been validated by the design team. No time extension is associated with this change order. Sufficient funds are available in the FY2009 Capital Budget Network Operations Center Project for this work. The Board of Trustees must approve all Capital Budget change orders over \$25,000.

RECOMMENDATION

It is recommended that a change order be approved for Contract 514 with Arica Consulting & Contracting, LLC, Jessup, Maryland, in the amount of \$29,657 for extending the existing security camera system in The Morris and Gwendolyn Cafritz Foundation Arts Center to the new Network Operations Center in this building at the Takoma Park/Silver Spring Campus.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS:

Mr. Capp
Mr. Sheeran

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

Resolution Number: **08-09-096**
Adopted on: **9/15/08**

Agenda Item Number: 8C
September 19, 2008

**Subject: Approval of Change Order, Security Camera System Installation,
IT Network Operations Center, Takoma Park/Silver Spring Campus**

WHEREAS, on January 22, 2008, by Board Resolution #08-01-05, the Board of Trustees awarded a contract for \$1,850,000 to Arica Consulting & Contracting, LLC., for electrical and mechanical equipment installation for the relocation of the IT Network Operations Center (NOC) from the Rockville Campus to The Morris and Gwendolyn Foundation Arts Center at the Takoma Park/Silver Spring Campus; and

WHEREAS, after developing a comprehensive security solution for the NOC, College staff requested the contractor, Arica Consulting & Contracting LLC, to submit a change order proposal to extend the existing security camera system in the Cafritz Center into the NOC; and

WHEREAS, appropriate College staff reviewed the submitted change order proposal and have undertaken negotiations with Arica Consulting & Contracting with regard to the fees for the work; and

WHEREAS, the Associate Vice President for College Facilities recommends approval of a change order totaling \$29,657 for the requested work; and

WHEREAS, the Chief Business Officer certifies that sufficient funds are available in the FY2009 Capital Budget Network Operations Center project for this change order; and

WHEREAS, College policy on the Capital Budget requires approval by the Board of Trustees of all change requests that will increase the cost of a construction project by 15% 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 a change order be approved for \$29,657 to Contract #514 with Arica Consulting & Contracting, LLC, Jessup, Maryland, to extend the existing security camera system in the Cafritz Center into the Information Technology Network Operations Center in the Morris and Gwendolyn Cafritz Foundation Arts Center at the Takoma Park/Silver Spring Campus; and be it further

Resolved, that the President is authorized to sign this change order with Arica Consulting & Contracting, LLC, on behalf of the Board of Trustees.

BKJ:abg

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

Resolution Number: **08-09-097**
Adopted on: **9/15/08**

Agenda Item Number: 8D
September 15, 2008

Subject: Graduates Receiving the Associate Degree and the One-Year Program Certificate in Spring, 2008

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

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

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

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

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

Attachment (Trustees only):

1. Germantown Campus Graduates
2. Rockville Campus Graduates
3. Takoma Park/Silver Spring Campus Graduates
4. School of Art and Design

BKJ:abg

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

Agenda Item Number: 9
September 15, 2008

**CONTRACT AWARD
ELEVATOR MODERNIZATION – PHASE II
ROCKVILLE AND GERMANTOWN CAMPUSES
BID NO. 609-003**

BACKGROUND

In April 2006, the Board awarded a contract for the first phase of elevator modernization at the College. A priority for the elevator upgrades was developed by College staff and consultants based on the 2002 comprehensive facilities condition assessment that determined the condition College buildings and equipment. The first phase of improvements funded by the County is complete. The second phase of work includes: three (3) Rockville and two (2) Germantown Campus elevators. The College has selected elevators in the following buildings as the first to be modernized based on their deteriorating condition: Rockville Campus (Campus Center and Mannakee Building), and Germantown Campus (Humanities Building). This is a level of effort project with funding spread over seven (7) years. Each year, as much elevator work as possible will be completed with the available funds.

Project specifications were prepared by the elevator consultants and Facilities staff and the project was advertised on June 16, 2008. Bids were opened in the Office of Procurement on July 11, 2008, and 3 bids were received. The bids ranged from \$510,400 to \$893,555. The estimated cost of this project was \$900,000. Sufficient funds are available in the FY 2009 Capital Budget Elevator Modernization Project for this work. References provided by the low bidder were checked and positive responses were received. The recommended low bidder previously worked for the College on the Phase I elevator modifications. College staff have confirmed that the contractor reviewed the scope of work and can accomplish the work at their bid price. Board approval is required for competitive sealed bids valued above \$100,000.

RECOMMENDATION

It is recommended that an award of contract for \$510,400, which includes accepting Add Alternate #1, be made to Quality Elevator Company, Inc., Bladensburg, Maryland as the recommended low bidder for Phase II of the Elevator Modernization Project at the Rockville and Germantown Campuses.

BACK-UP INFORMATION

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

RESOURCE PERSONS

Mr. Capp
Mr. Sheeran
Ms. Wormack

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

Resolution Number: **08-09-098**
Adopted on: **9/15/08**

Agenda Item Number: 9
September 15, 2008

Subject: Contract Award for Elevator Modernization, Phase II, Rockville and Germantown Campuses, Bid No. 609-003

WHEREAS, the Associate Vice President for College Facilities requests approval of a contract for modernizing five (5) elevators in the following buildings: Mannakee Building (RV), Campus Center (RV), Humanities Building (GT); 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 Elevator Modernization Project in the FY2009 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 on June 16, 2008, in the *Washington Post*, the *Baltimore Sun*, and the *Washington Examiner*; listed by two (2) reporting agencies; and posted on the Montgomery College Procurement Web site and the Montgomery County Web site; and

WHEREAS, thirty-one (31) contractors received bid documents and three (3) 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 July 11, 2008; and

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

WHEREAS, after analysis of the bids, it was determined that the low bid of \$510,400, including Add Alternate #1, submitted by Quality Elevator Company, Inc., Bladensburg, 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 modernization of five (5) elevators in the Mannakee Building (RV), Campus Center (RV), Humanities Building (GT), is awarded to Quality Elevator Company, Inc., Bladensburg, Maryland, at the low bid price of \$510,400 which includes Add Alternate #1; and be it further

Resolved, That the President is authorized to execute a contract with Quality Elevator Company, Inc., Bladensburg, Maryland, on behalf of the College.

BKJ:abg

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

Agenda Item Number: 10A
September 15, 2008

**SOLE SOURCE AWARD OF CONTRACT
POINT-OF-SALE MOBILE UNITS, RELATED SOFTWARE AND IBM PERIPHERAL EQUIPMENT
FOR BOOKSTORE OPERATIONS, ROCKVILLE CAMPUS**

BACKGROUND

The Director of Auxiliary Services has requested a contract for the purchase, delivery, installation, and maintenance of four (4) mobile Point-of-Sale (POS) units, related software and IBM peripheral equipment for Bookstore Services, Rockville Campus, on a sole source basis. These mobile units will be used to process in-store and off-site sales, in-store sales and to conduct physical inventories. In 1993, the Board approved a contract award for the purchase of a POS textbook management and inventory control system for all College bookstores to The MBS Textbook Services, Columbia, Missouri, on a sole source basis. The MBS software system is a proprietary and licensed product that controls and accounts for the College's sales and inventory management of all resale items. Subsequently, at its March 20, 2007 meeting, the Board also approved the purchase of point-of-sale system cash registers, related software and IBM peripheral equipment (Resolution No. 07-03-031) to MBS Textbook Services, Columbia, Missouri, Columbia Missouri, on a sole source basis.

A third party agreement exists between MBS and IBM, which allows MBS re-programming rights of the mobile units and the IBM peripheral equipment to interface with the proprietary licensed MBS POS applications software currently in place in the Bookstore. Purchasing these mobile units and IBM peripheral equipment also supports College Goal IV – provide state-of-the-market information technology resources that facilitate communication and support our learning organization.

This sole source procurement is justified since the purchase is compatible with the current Point-of-Sale Bookstore operations system and no other vendor can meet College requirements. The total price for the purchase, delivery, installation, and maintenance for the four (4) mobile POS units and IBM peripheral equipment for the Rockville Campus is \$27,167.00. Funds have been requested in the FY2009 Auxiliary Services Budget for this purchase. Future purchases for additional POS equipment will be made under a separate request as the need arises and funds become available. Board approval is required for sole source procurements valued above \$25,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve a contract for the purchase, delivery, installation, and maintenance of four (4) mobile Point-of-Sale units, related software and IBM peripheral equipment for Bookstore Services, Rockville Campus, to MBS Systems, LLC, Columbia, Missouri, on a sole source basis, for a total price of \$27,167.00

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Ms. Carey-Fletcher	Mr. Sheeran
Ms. Chaney	Mr. Sorrell
Mr. Moore	Ms. Wormack

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

Resolution Number: **08-09-099**
Adopted on: **9/15/08**

Agenda Item Number: 10A
September 15, 2008

Subject: Sole Source Award of Contract, Point-of-Sale Mobile Units, Related Software and IBM Peripheral Equipment for Bookstore Operations, Rockville Campus

WHEREAS, the Director of Auxiliary Services, has requested a contract for the purchase, delivery, installation, and maintenance of four (4) mobile Point-of-Sale (POS) units, related software, equipment and IBM peripheral equipment for Bookstore Services at the Rockville Campus, on a sole source basis; and

WHEREAS, in 1993, the Board approved a contract award for the purchase of a POS textbook management and inventory control system for all of the bookstores to MBS Textbook Services, on a sole source basis; and subsequently, at its March 20, 2007 meeting, the Board also approved the purchase of point-of-sale system cash registers, related software and IBM peripheral equipment (Resolution No. 07-03-031) to MBS Systems, LLC, Columbia Missouri, on a sole source basis.

WHEREAS, the Director of Procurement affirms that the sole source request is justified since this purchase is compatible with the current Point-of-Sale Bookstore operations system; no other vendor can support the Point-of-Sale system; and no other product will meet College needs; and the Chief Business Officer certifies that funds are available in the FY2009 Auxiliary Services 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, delivery, and installation of four (4) mobile Point-of-Sale (POS) units, related software and IBM Peripheral equipment for Bookstore Services at the Rockville Campus, on a sole source basis, to MBS Systems, LLC, Columbia, Missouri, on a sole source basis, for a total price of \$27,167.00.

BKJ:abg

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

Agenda Item Number: 10B
September 15, 2008

**SOLE SOURCE AWARD OF CONTRACT
DOCUMENT IMAGING SOFTWARE UPGRADE AND SUPPORT**

BACKGROUND

The Chief Information Technology Officer has requested a contract for the conversion of the College's existing ImageNow document imaging system from a per seat license to a concurrent license, on a sole source basis. At its September 18, 2000 meeting, the Board of Trustees approved a contract award for the purchase of the ImageNow Release 5 document imaging system plus ongoing support, to Perceptive Vision, Inc., Shawnee, Kansas, for a total of \$173,020 (Resolution No. 00-133). This system provides a common database of documents for use by the three campus Financial Aid Offices, maximizes efficient retrieval of documents, enhances the workflow process, and updates student-tracking data within the Financial Aid module of the SCT Banner system. The current document imaging system includes 150 seat licenses that are split between Financial Aid and Admissions and Enrollment Management. Recently, the College upgraded to Release 6 of ImageNow due to client requests for additional function, vendor support being dropped for the current release, and synchronization of the hardware replacement cycle with the software upgrade. In testing this upgrade, it became apparent that the College's license requirements have increased substantially since the initial installation in 2000. The vendor has now implemented enterprise licensing, which allows for growth in usage and increases the flexibility of the existing system. An enterprise license grants an entity (the College) the license as opposed to purchasing individual user licenses. This sole source procurement is justified since the purchase is for the conversion of existing licensing which can only be handled by the software publisher, and supports College Goal IV to provide state-of-the-market information technology resources that facilitate communication. The total price for purchasing the conversion of existing licenses is a not to exceed amount of \$125,000, and the purchase of annual maintenance and software support is a not to exceed amount of \$35,000. Board approval is required for sole source procurements valued above \$25,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve the purchase of a contract for the conversion of the College's existing ImageNow document imaging system from a per seat license to an enterprise license, on a sole source basis, for a total not to exceed amount of \$125,000 and for the purchase of maintenance and software support for an annual not to exceed amount of \$35,000, to Perceptive Vision, Inc., Shawnee, Kansas.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Leurig Mr. Sorrell
Mr. Moore Dr. Wormack
Mr. Sheeran

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

Resolution Number: **08-09-100**
Adopted on: **9/15/08**

Agenda Item Number: 10B
September 15, 2008

Subject: Sole Source Award of Contract, Document Imaging Software Upgrade and Support

WHEREAS, the Board of Trustees approved a contract award for the purchase of the ImageNow Release 5 document imaging system plus ongoing support (Resolution No. 00-133), at its September 2000 meeting; and

WHEREAS, the Chief Information Technology Officer has requested a contract for the conversion of the College's existing ImageNow document imaging system from a per seat license to an enterprise license, for system growth, flexibility, and enhancements, and upgrade to Release 6, on a sole source basis; and

WHEREAS, the Director of Procurement affirms that the sole source request is justified since the conversion of existing licensing can only be handled by the software publisher; no other product will meet College needs; and the Chief Business Officer certifies that funds are available in the FY2009 Information Technology 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 to Perceptive Vision, Inc., Shawnee, Kansas, on a sole source basis, to purchase the conversion of the College's existing ImageNow document imaging system from a per seat license to an enterprise license and upgrade to Release 6, for a total not to exceed amount of \$125,000, and to purchase maintenance and software support for an annual total not to exceed amount of \$35,000.

BKJ:abg

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

Agenda Item Number: 10C
September 15, 2008

**SOLE SOURCE AWARD OF CONTRACT
ADVERTISING SERVICES FOR MONTGOMERY COUNTY RIDE ON BUSES**

BACKGROUND

The Interim Vice President for Institutional Advancement (IA) has requested a contract award, on a sole source basis, for media advertising services to place king-size interior and exterior ads on Montgomery County Ride On Buses. The Institutional Advancement Office utilizes a variety of media to engage and inform stakeholders about College programs, projects, and initiatives, which meet College Goal I to develop and market programs to maximize access and retention and Goal VI to ensure that the College's public relations efforts reflect a consistent theme and message. Institutional Advancement fulfills its charge to market the College through a varied media mix by advertising in national, regional, and local print publications, including newspapers and magazines; on several area radio stations; on the Internet; and in local cinemas.

In 1999 the Board of Trustees awarded a sole source contract to TDI International, now CBS Outdoor, Washington, DC, for Metro bus and rail advertising, and the College continued to use this contract through June 30, 2008 (Resolution 99-106). In order to target more Montgomery County residents, Institutional Advancement desires to redirect its bus advertising funding to a contract award to Direct Media, Inc., North Bethesda, Maryland, which is the exclusive media company contracted by Montgomery County to sell advertising space on Ride On Buses. In 2007 the County issued a Request for Proposals for a Ride On Bus Advertising Services revenue-generating contract and awarded the contract to Direct Media, Inc. in January 2008. The sole source procurement is justified because of Direct Media's exclusive agreement with the County to design, develop, advertise, place, and maintain a bus advertising program for the Ride On Bus system. Board approval is required for sole source procurements valued above \$25,000.

Direct Media, Inc. has offered the College a more comprehensive and cost effective bus advertising package which will include the same major bus routes covered by Metro Bus as well as County communities and routes not covered by Metro, for a total FY2009 cost of \$79,440.

RECOMMENDATIONS

It is recommended that the Board of Trustees award a contract for advertising services for Montgomery County Ride On Buses, on a sole source basis, for one year beginning July 1, 2008, for an annual amount of \$79,440. It is further recommended that the contract be renewed one year at a time, at the sole option of the College, under the same terms and conditions, as long as the County contract is valid, provided service is satisfactory and competitively priced, funding is available, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Dr. Baker	Mr. Sheeran
Ms. Burl	Mr. Sorrell
Mr. Moore	Dr. Wormack

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

Resolution Number: **08-09-101**
Adopted on: **9/15/08**

Agenda Item Number: 10C
September 15, 2008

**Subject: Sole Source Award of Contract, Advertising Services for Montgomery County
Ride On Buses**

WHEREAS, Institutional Advancement Office uses a variety of media (e.g., print publications, local radio stations, the Internet, and Montgomery County movie theatres) to engage and inform stakeholders about College programs, projects, and initiatives, and seeks to add bus advertising to this media mix to reach more Montgomery County residents; and

WHEREAS, the Interim Vice President for Institutional Advancement has requested a contract award to Direct Media, Inc., North Bethesda, Maryland, on a sole source basis, for media advertising services to place king-size interior and exterior ads on Montgomery County Ride On Buses; and

WHEREAS, in 1999 the Board of Trustees awarded a sole source contract to TDI International, now CBS Outdoor, Washington, DC, for Metro bus and rail advertising; and

WHEREAS, the College desires to redirect its bus advertising funding to cover Montgomery County Ride On Bus advertising, which will include routes covered by Metro buses as well as travel more deeply into County communities along routes not covered by Metro buses, at substantial cost savings; and

WHEREAS, the Director of Procurement affirms that the sole source request for advertising services for Ride On Buses is justified since no other source is able to provide and sell ads on Ride On Buses due to an exclusive contract between Direct Media, Inc. and Montgomery County; and the Chief Business Officer certifies that funds are available in the FY2009 Operating Budget; and

WHEREAS, Board policy states that the formal bidding process may be dispensed with in the event that it is not practicable or advantageous to the College; and

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

Resolved, That a contract be awarded to Direct Media, Inc., North Bethesda, Maryland, on a sole source basis, for advertising services for Ride On Buses, beginning July 1, 2008, for a total FY2009 amount of \$79,440; and be it further

Resolved, That the contract be renewed, one year at a time, as long as the Montgomery County contract is valid, at the sole option of the College, under the same terms and conditions, provided service is satisfactory and competitively priced, funding is available, and it is in the best interest of the College.

BKJ:abg

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

Agenda Item Number: 11
September 15, 2008

**ACCEPTANCE OF THE MARYLAND HIGHER EDUCATION COMMISSION
PERFORMANCE ACCOUNTABILITY REPORT**

BACKGROUND

In fall, 1996, the Maryland Higher Education Commission (MHEC) implemented its new accountability reporting system. This reporting system is known as the Performance Accountability Report (PAR) and each community college and public four-year institution submits an annual PAR.

In addition to narrative reporting on significant student characteristics and performance issues, community outreach efforts, use of public funding, and cost containment efforts, the report contains recent trend data on a number of specific quantitative Indicators which reflect progress towards benchmarks set by the Board of Trustees on each Indicator. MHEC considers the College's performance on these Indicators as the primary component of assessing an institution's effectiveness.

This year's report is the third of the current five-year cycle. A number of new performance indicators were implemented through collaborative efforts by MHEC and the community colleges, and the colleges set new benchmarks for their performance on all the indicators for the five-year period ending with the PAR report of 2011.

RECOMMENDATION

1. The Board of Trustees is requested to review and accept the Montgomery College Performance Accountability Report and request the President to forward it to the Commission. This review and acceptance would include the benchmarks that have been established for each performance indicator

BACK-UP INFORMATION

2008 Performance Accountability Report (Board Members Only)

RESOURCE PERSONS

Dr. Blaylock
Dr. Shartle-Galotto
Dr. Lynch

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

Resolution Number: **08-09-102**
Adopted on: **9/15/08**

Agenda Item Number: 11
September 15, 2008

**Subject: Acceptance of the Maryland Higher Education Commission Performance
Accountability Report, 2008**

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

WHEREAS, the 2008 Performance Accountability Report retains the benchmarks for a series of quantitative performance indicators; and

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

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

Resolved, That the attached Montgomery College Performance Accountability Report and the benchmarks be accepted, effective September 15, 2008, and that the report be sent to the Maryland Higher Education Commission.

BKJ:abg

Attachment

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

Agenda Item Number: 12
September 15, 2008

**AFFIRMATION OF POLL,
AMENDMENT TO RESIDENT'S EMPLOYMENT CONTRACT,
RETIREMENT BENEFITS**

BACKGROUND

The Board of Trustees was polled on July 22, 2008 and asked to modify the President's contract regarding a different supplemental retirement plan. The President was advised of this modification by the Office of Human Resources and was in full agreement with the changes to be implemented.

RECOMMENDATION

The Board unanimously approved this amendment by poll on July 22, 2008.

BACK-UP INFORMATION

Resolution

RESOURCE PERSONS

Mr. Tucker
Ms. von Bargaen

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

Resolution Number: **08-09-103**
Adopted on: **9/15/08**

Agenda Item Number: 12
September 15, 2008

**Subject: Affirmation of Poll, Amendment to President's Employment Agreement,
Retirement Benefits**

WHEREAS, the Board of Trustees was polled on July 22, 2008 and asked to modify the President's contract regarding a different supplemental retirement plan; and

WHEREAS, the Board of Trustees unanimously approved the amendment; and

WHEREAS, pursuant to Section D.3., Internal Revenue Code Section 457(f) Plan, the College was to establish a nonqualified (ineligible) deferred compensation plan under Section 457(f) of the Internal Revenue Code for the President; and

WHEREAS, this type of plan is unique in that there is a substantial risk of forfeiture required by the Internal Revenue Code; and

WHEREAS, a supplemental retirement plan under Section 403(b) of the Internal Revenue Code would be much simpler and a much better approach and additionally, the College has established a 403(b) Supplemental Retirement Plan at the College in which the President could be included as an "eligible employee"; and

WHEREAS, the contribution for June 30, 2008, will be made immediately upon the amendment of the Employment Agreement and the completion of the 403(b) contract to which the President elects to have such contribution remitted; and

WHEREAS, the College will ask for a calculation of lost interest for the period between June 30, 2008, and the date such contribution is actually made so as to ensure that the President is not adversely affected by the delayed remittance; and

WHEREAS, the President has been advised of this amendment to his Employment Agreement and accepts the changes; and

WHEREAS, the Senior Vice President for Administrative and Fiscal Services and the Chief Human Resources Officer recommend the following action; now therefore be it

Resolved, That the Board of Trustees approves an amendment to the President's contract to make annual contributions equal to those currently provided for within Section D.3. to the Montgomery College Supplemental 403(b) Plan.

BKJ:abg