

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
November 19, 2008**

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

Resolution Number: **08-11-127**
Adopted on: **11/19/08**

Agenda Item Number: 6A
November 19, 2008

Subject: Retirement Recognition of Ms. Louise Kay Dyer

WHEREAS, Ms. Louise Kay Dyer has served Montgomery College and its students with dedication and distinction for twenty years and retired from the College as of September 30, 2008; and

WHEREAS, during her service at Montgomery College, Ms. Dyer provided critical clerical support for various areas of the College including the Registrar's Office and Continuing Education on the Rockville Campus, and later on the Germantown Campus in the Career Center; the Business, Science, Mathematics and Technology Division; and most recently the Humanities, Social Sciences and Education division; and

WHEREAS, all of the College departments for which Ms. Dyer worked have praised her for her loyalty to the College and for her enthusiasm, work ethic, resourcefulness, initiative, and high-quality work standards; and

WHEREAS, Ms. Dyer has been called upon to troubleshoot a jammed photocopier in a moment's notice and has maintained strict adherence to the rules governing textbook orders; and

WHEREAS, she has received many Certificates of Appreciation for workshops completed in professional development as well as the 2008 Germantown Staff Globe Award for Outstanding Staff Member in an Academic Division; and

WHEREAS, the Germantown Humanities, Social Sciences and Education division will miss Ms. Dyer's supportive and compassionate nature along with her unwavering passion and energy for her work; and

WHEREAS, the President of the College recommends this public recognition of Ms. Dyer 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. Louise Kay Dyer for her 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. Louise Kay Dyer.

BKJ:abg

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

Agenda Item Number: 8A
November 19, 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: **08-11-128**
Adopted on: **11/19/08**

Agenda Item Number: 8A
November 19, 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 October 1, 2008, to and including October 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 October 1, 2008, to and Including October 31, 2008
STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
10/27/2008	Estrada Restrepo, Jose B	Building Service Worker	A	Facilities Maintenance RV
10/27/2008	Garcia, Maria E	Building Service Worker	A	Facilities Maintenance RV
10/27/2008	Johnson, Mitchell V	Building Service Worker	A	Facilities Maintenance RV
10/27/2008	Karthigesan, Subramaniam	Building Service Worker	A	Facilities Maintenance TP/SS
10/27/2008	Martin, Marie J	Assessment Ctr Campus Super	K	Student Development GT
10/27/2008	Menjivar de Guillen, Mari	Building Service Worker	A	Facilities Maintenance TP/SS
10/13/2008	Newsome, Cynthia H	Child Care Ctr Manager	I	Aux Services Child Care -TP/SS
10/13/2008	Nguyen, Thao C	Instructional Associate	G	Arts/Humanities/Social Sciences
10/27/2008	Nunez, Koaly A	Building Service Worker	A	Facilities Maintenance RV
10/27/2008	Payano de la Rosa, Yuderck	Building Service Worker	A	Facilities Maintenance RV
10/13/2008	Rusten, Om B	Administrative Aide	F	English/Lit/Prof Writing RV
10/27/2008	Stewart, Keenan C	Building Service Worker	A	Facilities Maintenance TP/SS
10/27/2008	Tewelde, Esayas G	Building Service Worker	A	Facilities Maintenance TP/SS
10/27/2008	Zirga, Tigistu B	Building Service Worker	A	Facilities Maintenance TP/SS

STAFF SEPARATIONS

10/03/2008	Schiefer, Joshua	IT Security Analyst	L	Office of Info Tech
10/29/2008	Semple, Patricia P	Librarian	K	IT Learning Center Admin RV
10/31/2008	Taylor, Prince C ¹	Network Services Spec	H	Information Technology RV

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	1	3	2	0	7
Male	0	4	2	1	0	7
TOTAL	1	5	5	3	0	14

STAFF SEPARATIONS: Ethnicity and Gender

¹ Retirement

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

FACULTY

FACULTY EMPLOYMENTS:

Effective Date	Name	Position Title	Location
10/06/2008	Palmer, Laura-Leigh V	Instructor	Humanities/Soc Sci/Educ GT

FACULTY SEPARATIONS: None

FACULTY EMPLOYMENTS: Ethnicity and Gender

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

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

Agenda Item Number: 8B
November 19, 2008

NATIONAL AWARENESS MONTH CELEBRATIONS 2009

BACKGROUND

The Office of the President of the United States has designated and proclaimed several months throughout the year as national awareness months to recognize and celebrate America's diversity. The national awareness months specifically provide an opportunity to honor women; individuals with a disability; Americans of African heritage, Asian Pacific heritage, Hispanic/Latino heritage, Arab American heritage, and Native American heritage; and to celebrate their contributions to the world. Montgomery College is a multi-ethnic, multi-cultural, and international learning community that supports activities to foster an academic environment and campus community that acknowledges and celebrates the contributions of its diverse constituents. The designated national awareness months are opportunities to acknowledge and celebrate the world contributions of our diverse students, faculty, and staff.

RECOMMENDATION

It is recommended that the Board of Trustees support Montgomery College's activities in commemoration of national awareness months and the nation's diversity, and continue to encourage members of the College community to participate in campus and community activities. The Board is respectfully asked to adopt the attached resolution.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSON

Dr. Scott

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **08-11-129**
Adopted on: **11/19/08**

Agenda Item Number: 8B
November 19, 2008

Subject: National Awareness Month Celebrations 2009

WHEREAS, The Office of the President of the United States has designated and proclaimed several days and months throughout the year for national awareness to recognize and celebrate America's ethnic diversity and cultural heritages; and

WHEREAS, The designated national awareness days and months specifically provide an opportunity to honor women; individuals with a disability; Americans of African heritage, Asian Pacific heritage, Hispanic/Latino heritage, Arab American heritage, and Native American heritage; and to celebrate their contributions to the world; and

WHEREAS, Montgomery College is a multi-ethnic, multi-cultural, and international learning community that supports activities to foster an academic environment and campus community responsive to the needs of its diverse constituents; and

WHEREAS, Montgomery College supports activities that acknowledge and celebrate the world contributions of its diverse students, faculty, staff, and members of surrounding communities; and

WHEREAS, the Vice Presidents and Provosts shall establish campus-based committees to plan activities in commemoration of national awareness month celebrations; and

WHEREAS, the College will plan various events and host speakers for national awareness month celebrations; and

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

~~Resolved~~, That the Board of Trustees hereby endorses national awareness month celebrations; and be it further

~~Resolved~~, That the Board of Trustees hereby supports the work of the College through campus-based committees, Center for Teaching and Learning, Disability Support Services, International Education Programs, Office of Equity and Diversity, Paul Peck Humanities Institute, Women's Studies, and other College departments in planning activities for national awareness month celebrations; and be it further

~~Resolved~~, That the Board of Trustees hereby encourages all members of the Montgomery College community to participate in observances of national awareness months by attending programs, ceremonies, and activities.

BKJ:abg

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

Resolution Number: **08-11-130**
Adopted on: **11/19/08**

Agenda Item Number: 8C
November 19, 2008

Subject: Graduates Receiving the Associate Degree and the One-Year Program Certificate in Summer, 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.

BKJ:abg

Attachments (Trustees only):

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

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

Agenda Item Number: 9
November 19, 2008

**SOLE SOURCE AWARD OF CONTRACT,
COLLEGEWIDE PURCHASE OF UPDATED
LONGMAN ENGLISH INTERACTIVE GRAMMAR SOFTWARE PRODUCTS**

BACKGROUND

The Vice Presidents and Provosts of the Germantown, Rockville, and Takoma Park/Silver Spring Campuses have requested a contract for the purchase of the most recent version of the Longman English Interactive Grammar software on a sole source basis. This product is produced and distributed by Pearson/Longman Education and replaces the version purchased by the College in 2004. In 2004, the Board of Trustees approved the purchase of the Longman English Interactive Grammar software on a sole source basis (resolution 04-135). The Focus on Grammar software promotes learning for non-English speaking students' academic and workplace success. A majority of the non-English speaking student population requires assistance through the English as a Second Language curriculum in mastering the language. Faculty researched various software products to determine which available software best supports the English as a Second Language curriculum and will most benefit the needs of this population of learners. Results revealed that the Longman English software provides supplemental work and reinforcement of in-class instruction and grammar practices through reading, listening, and writing activities. It also complements text books used in the EL102 and EL103 classes, provides an additional opportunity for students to practice and learn, and is recommended by the National Council on Literacy. Faculty have determined that the Longman English Interactive software is the most effective product on the market and best meets the needs of the College. With the increasing enrollment of non-English speaking students, the College anticipates the need for English as a Second Language courses to increase dramatically. The most recent version of the Longman English Interactive software is being replaced and has enhancements such as student progress monitoring, supplemental practice tests, and student writing. The sole source procurement is justified since Pearson/Longman is the sole publisher and distributor of the Longman English software. The total price of the Longman English software is a not-to-exceed amount of \$50,000. Board approval is required for sole source procurements valued above \$25,000.

RECOMMENDATION

It is recommended that the Board of Trustees award a contract for the purchase of the most recent licensed Longman English Interactive Grammar software products to Pearson/Longman Education, Old Tappan, New Jersey, on a sole source basis, for a total not-to-exceed amount of \$50,000.

BACK-UP INFORMATION

Board Resolution

RESOURCES PERSONS: Dr. Ackerman Mr. Moore Dr. Pinkney
 Mr. Sorrell Dr. Stewart Dr. Wormack

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

Resolution Number: **08-11-131**
Adopted on: **11/19/08**

Agenda Item Number: 9
November 19, 2008

Subject: Sole Source Award of Contract, Collegewide Purchase of Updated Longman English Interactive Grammar Software Products

WHEREAS, the Vice Presidents and Provosts of the Germantown, Rockville, and Takoma Park/Silver Spring Campuses have requested a contract award, on a sole source basis, for the purchase of the most recent software of Longman English software products to assist students in the English as a Second Language courses being offered at the College; and

WHEREAS, in 2004, the Board of Trustees approved a contract award, on a sole source basis, for the purchase of Longman English Interactive Grammar software which promotes learning for non-English speaking students' academic and workplace success; and

WHEREAS, faculty researched various software products and determined that the Longman English software products provide supplemental work and reinforcement of in-class instruction and grammar practices through reading, listening and writing activities; complement and support text books used in the EL102 and EL103 classes; provide an additional opportunity for students to practice and learn; and are recommended by the National Council on Literacy; and

WHEREAS, the most recent version of the Longman English Interactive Grammar software offers enhanced capabilities increasing the ability to better monitor student progress, supplemental practice tests, and encourages more student writing; these additional enhancements will facilitate the course goals of assisting students to become more writing-centered in the classroom and promote greater student interaction; and

WHEREAS, the Director of Procurement certifies that the sole source request is justified since Longman English software products are not available through any other source, and no other product will meet College needs; and the Chief Business Officer certifies that funds are available in the FY2009 Operating Budget; and

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

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

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

Resolved, That a contract be awarded for the purchase of the most recent licensed Longman English Interactive Grammar software products to Pearson/Longman Education, Old Tappan, New Jersey, on a sole source basis, for a total not-to-exceed amount of \$50,000.

BKJ:abg

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 10
November 19, 2008

**AWARD OF CONTRACT
SCIENCE CENTER CONSTRUCTION, ROCKVILLE CAMPUS
BID NO. 609-001**

BACKGROUND

This award is for the construction of the Rockville Campus Science Center, a new 140,700 gross square feet, four story science education building adjacent to the Science East and Science West buildings. The Science Center will house science laboratories, science prep rooms, classrooms, and office space planned around a central atrium. The project also includes direct connection to the existing Science East building and a significant renovation to and expansion of the existing storm water management pond. Extensive site landscaping, a greenhouse, and a rooftop observatory are among significant project features. The project expects to achieve a Leadership in Energy and Environmental Design (LEED) Gold certification from the United States Green Buildings Council. This will be the first LEED certified building designed and constructed at Montgomery College.

Project contract documents, including drawings and specifications, were prepared by architecture and engineering consultants and Facilities staff. The solicitation was advertised on July 21, 2008 and 14 responses were received on August 8, 2008. A two part Request for Proposal (RFP) process was undertaken to afford the College the benefits of a best-value solicitation for this high-profile project. A selection committee consisting of key staff from the College's Office of Central Facilities reviewed and evaluated the proposals. Part A consisted of an evaluation of the contractor(s) qualifications. Upon the committee's evaluation, the six highest scoring vendors were advanced to the next step in the process.

Part B of the RFP process consisted of submission of a technical proposal, an interview, and consideration of a price proposal from each of the contractors selected under Part A. The stated expectation was that the highest scoring proposal would be recommended for contract award. Bid prices ranged from \$ 48,480,000 to \$ 55,990,459. The lowest bid price was awarded the highest point score and higher bid prices were awarded reduced point scores by ratio in comparison with the lowest bid price. The price proposal represented 50 percent of the Contractor's total score. Clark Construction Group, LLC, Bethesda, Maryland, with a bid price of \$51,639,000 exclusive of deduct/add alternates, was the highest scoring lowest responsible bidder.

The College's estimated construction cost of this project was \$53,160,000. Sufficient funds are available in the FY 2009 Capital Budget Rockville Science Center and Stormwater Management projects for this work. Clark's proposal included a required minority participation plan which emphasized their commitment to achieve 15 percent minority participation, documented past minority participation on similar projects, and provided documentation on a current potential pool of minority subcontractors in over 30 trade categories. A value of \$1,700,000 has been assigned to minority subcontractor(s) to date on this contract. Contractor references have been checked and are satisfactory. Board approval is required for competitive sealed proposals valued above \$25,000.

RECOMMENDATION

It is recommended that, contingent upon Maryland State Board of Public Works' approval, an award of contract for \$51,639,000 be made to Clark Construction Group, LLC of Bethesda, Maryland, for construction of the Rockville Campus Science Center. It is further recommended that Deduct Alternates #1 through #5 be rejected and Add Alternates #6 and #7 for chiller and cooling tower options be accepted for a total award of \$51,809,000.

BACK-UP INFORMATION

Board Resolution

Summary of Bids (Board Members only)

Bidders' List (Board Members only)

RESOURCE PERSON(S):

Mr. Capp

Dr. Wormack

Mr. Sheeran

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

Resolution Number: **08-11-132**
Adopted on: **11/19/08**

Agenda Item Number: 10
November 19, 2008

**Subject: Award of Contract, Science Center Construction, Rockville Campus,
Bid No. 609-001**

WHEREAS, the Associate Vice President for College Facilities requests approval of a contract for construction of a Science Center on the Rockville Campus; and

WHEREAS, a two-part approach was undertaken for this project to afford the College the benefits of a best-value solicitation for this high-profile project; and

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

WHEREAS, pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposals and pricing (in a two-part process) was publicly advertised on July 21, 2008, in the *Baltimore Sun*, the *Washington Post* and the *Washington Examiner*; listed by two reporting agencies; and posted on the Montgomery College Procurement Web site, two State of Maryland Web sites, and the Montgomery County Web site; and

WHEREAS, 14 proposals for this project were received and recorded in the Office of Procurement at 1:00 p.m. local time on August 8, 2008; and whereas six firms were selected to advance to the next part (Part B) of the proposal process based on established contractor qualification criteria; and

WHEREAS, after analysis of the Part B proposals, including technical proposal, interview and price proposal components, it was determined that the highest scoring proposal submitted by Clark Construction Group, LLC, Bethesda, Maryland, including its bid of \$51,639,000, exclusive of deduct/add alternates, meets all College specifications and is the recommended lowest responsible bidder; and

WHEREAS, Board approval is required for competitive sealed proposals valued above \$25,000, and

WHEREAS, the Chief Business Officer certifies that funds are available in the FY2009 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 materials, labor, equipment, and insurance for construction of the Rockville Campus Science Center be awarded to Clark Construction Group, LLC, Bethesda, Maryland, at the firm's base bid price of \$51,639,000 and be it further

Resolved, That deduct alternates #1 through #5 be rejected and add alternates # 6 and #7 be accepted for a combined total award of \$51,809,000; 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

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

Agenda Item Number: 11
November 19, 2008

ADOPTION OF FY2010 CAPITAL BUDGET

BACKGROUND

The Proposed FY2010 Capital Budget and six-year FY2009-2014 Capital Improvement Program was presented and discussed at the October 13, 2008 Board of Trustees meeting. The request FY2010 totals \$104,399,000 and includes recommendations made during the President's review held in September as well as updated estimates for several projects. A copy of the Proposed Capital Budget was distributed to the Board at the October meeting. Attached is a summary table which includes the proposed FY2010 request, as well as the FY2009 project appropriations.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the FY2010 Capital Budget which requests a total of \$104,399,000 in FY2010 and authorize the transmittal of the budget to the County.

BACK-UP INFORMATION

Board Resolution
FY 2010 Capital Budget Summary (Board Members only)

RESOURCE PERSON(S)

Mr. Capp

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **08-11-133**
Adopted on: **11/19/08**

Agenda Item Number: 11
November 19, 2008

Subject: Adoption of the FY 2010 Capital Budget

WHEREAS, on the basis of the College's Facilities Master Plan and future enrollment projections, the Proposed FY2010 Capital Budget and Six-Year FY2009-2014 Capital Improvement Program has been developed by appropriate College personnel; and

WHEREAS, the Proposed FY2010 Biennial Capital Budget and Six-Year FY2009-2014 Capital Improvement Program must be transmitted to the Montgomery County Government for inclusion in the County Executive's recommended Capital Improvements Program; and

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

~~Resolved~~, That the Board of Trustees adopt the Proposed FY2010 Capital Budget and Six-Year FY2009-2014 Capital Improvement Program and authorize the President of the College to transmit the Project Description Forms to the County Executive for review and recommendation to the Montgomery County Council.

BKJ:abg