

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
October 19, 2009**

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

Resolution Number: **09-10-101**
Adopted on: **10/19/09**

Agenda Item Number: 6A
October 19, 2009

Subject: Retirement Recognition of Mr. Richard W. Moss

WHEREAS, Mr. Richard W. Moss served Montgomery College with dedication for thirteen years and retired from the College as of September 30, 2009; and

WHEREAS, during his College tenure, Mr. Richard W. Moss provided support to the Germantown Facilities Department as a Building Equipment Mechanic Lead; and

WHEREAS, Mr. Moss has been known for his willingness to assist faculty and staff in resolving issues; and

WHEREAS, the Director of Facilities – Germantown Campus, the Associate Vice President for College Facilities, the Senior Vice President for Administrative and Fiscal Services, and the Interim President of the College recommend this public recognition of Mr. Richard Moss 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. Richard W. Moss 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 of this resolution be presented to Mr. Richard W. Moss.

HP:abg

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

Resolution Number: **09-10-102**
Adopted on: **10/19/09**

Agenda Item Number: 6B
October 19, 2009

**Subject: Retirement Recognition and Award of Emeritus Status to
Professor Benjamin Henry**

WHEREAS, Professor Benjamin Henry has served Montgomery College as a full-time faculty member for more than 46 years, thereby being one of the longest term faculty members in this College's history, spending his entire career at the Takoma Park/Silver Spring Campus; and

WHEREAS, Professor Henry retired from Montgomery College effective June 30, 2009; and

WHEREAS, he was known throughout his career here for his teaching of English, especially literature and college-level writing courses, particularly engaging students in analytical writing, through the use of contemporary examples and provocative discussions and conversation; and

WHEREAS, Professor Henry has been recognized for his awareness of the College's history and evolution from a junior college based at one campus to a multi-campus, nationally recognized institution; and

WHEREAS, throughout his long Montgomery College career, he served in numerous governance capacities, namely, on the Professional Development Committee, the Takoma Park/Silver Spring Faculty Council, the Collegewide Faculty Senate, the Cultural Diversity Committee, and the Campus Committee on Rights and Responsibilities; and

WHEREAS, in his early years, Professor Henry also coordinated an innovative instructional offering called "Free University" at the Takoma Park/Silver Spring Campus; and

WHEREAS, he participated as one of the first campus faculty members to teach honors courses at the College; and

WHEREAS, he has provided valuable support and guidance throughout his tenure to his colleagues, department chairs, and his various deans; and

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

WHEREAS, the Instructional Dean, the Vice President and Provost, the Interim Senior Vice President for Educational Services, and the Interim President of the College recommend this public recognition of Professor Henry on the occasion of his retirement; now therefore be it

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

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

HP:abg

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

Resolution Number:
Adopted on:

Agenda Item Number: 6C
October 19, 2009

**Subject: Retirement Recognition and Award of Emeritus Status to
Dr. Anthony S. D'Souza**

WHEREAS, Dr. Anthony S. D'Souza has served Montgomery College as a full-time philosophy faculty member for 18 years, having begun as an adjunct faculty member in the 1970s; and

WHEREAS, Dr. D'Souza retired from Montgomery College effective August 24, 2009; and

WHEREAS, he was known at Montgomery College for his enthusiastic teaching and his love for the philosophy discipline, with that devotion resulting in many students being exposed to philosophy who might otherwise be intimidated by the subject; and

WHEREAS, Dr. D'Souza's classes were truly collaborative, as he engaged his students in sharing their life stories with each other, and in that way, really internationalizing their coursework and classroom experiences through these interactions; and

WHEREAS, outside of the classroom, Dr. D'Souza participated as a panelist in community conversation town hall meetings at the College, and at the campus, founded the Ethics Club, as a forum in which students could discuss compelling issues of the day; and

WHEREAS, Dr. D'Souza actively participated in campus workshops on the topics of "Faith and Science" and "Navigating Uncertainties," the latter a collaboration with a science faculty member with whom he later planned a learning community combining astronomy and philosophy; and

WHEREAS, he served on numerous College and campus committees, including the Asian Student Academic Awards Committee, the Cultural Diversity Committee, and the Sabbatical Leave Committee; and

WHEREAS, he has always been a valued colleague to the members of his department, the Takoma Park/Silver Spring Campus, and the College, and his retirement at this time leaves a deep void on that campus; and

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

WHEREAS, the Instructional Dean, the Vice President and Provost, the Interim Senior Vice President for Educational Services, and the Interim President of the College recommend this public recognition of Dr. D'Souza on the occasion of his retirement; now therefore be it

Resolved, That members of the Board of Trustees express their sincere appreciation to Dr. Anthony S. D'Souza for his dedication and service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Dr. Anthony S. D'Souza is granted the status of Professor Emeritus, and that he be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Dr. Anthony S. D'Souza.

HP:abg

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

Resolution Number: **09-10-104**
Adopted on: **10/19/09**

Agenda Item Number: 6D
October 19, 2009

**Subject: Award of Bronze Medallion and Recognition of Retirement of
Ms. Chahnaz McRae**

WHEREAS, Ms. Chahnaz McRae has served Montgomery College with dedication and distinction for more than 21 years and retired from the College as of August 14, 2009; and

WHEREAS, Ms. McRae contributed significantly throughout the years in her positions within the Office of Central Facilities, excelled in every aspect of her job duties and responsibilities, and directly contributed to student success by successfully managing capital projects that resulted in increased capacity and vastly improved physical conditions for student learning; and

WHEREAS, Ms. McRae's commitment to her work is evidenced in the manner in which she carried out her duties, as reflected in her overall outstanding performance evaluations, letters of commendation from the College President and the County Executive, as well as College Outstanding Service and Special Recognition Awards in 1993, 1997, 1998, and 2004, and promotions in 1991 and 1998; and

WHEREAS, as a Facilities Project Coordinator, Ms. McRae was instrumental in saving the State and County a substantial sum of money by assisting with the rebid of the Germantown High Tech Building, thus receiving recognition from the Secretary of the Department of General Services and the County Executive; and

WHEREAS, as a Facilities Project Coordinator, Ms. McRae managed the renovation of the Rockville Campus Humanities Building which resulted in a vastly improved learning environment for the students; and

WHEREAS, in her capacity as Senior Project Manager for Facilities, Ms. McRae directly managed the successful programming, planning, design, and construction of the Takoma Park Campus Expansion, the largest community college capital project in the state's history, resulting in doubling in the physical size of the campus; and

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

WHEREAS, the Associate Vice President for College Facilities, the Senior Vice President for Administrative and Fiscal Services, and the Interim President of the College recommend this public recognition of Ms. Chahnaz McRae 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. Chahnaz McRae 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 Ms. Chahnaz McRae is awarded the Bronze Medallion in recognition of her distinguished service, and as an expression of gratitude by the College for her 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 a copy of this resolution and the Bronze Medallion be presented to Ms. Chahnaz McRae.

HP:abg

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

Resolution Number: **09-10-105**
Adopted on: **10/19/09**

Agenda Item Number: 6E
October 19, 2009

**Subject: Retirement Recognition and Award of Emerita Status and Bronze Medallion to
Professor Patricia Dalton**

WHEREAS, Professor Patricia Dalton has served the students, faculty, and staff at Montgomery College as a full-time faculty member for 40 years and retired from the College as of June 30, 2009; and

WHEREAS, Professor Dalton is an excellent teacher who has taught the full spectrum of courses offered by the Mathematics Department and gained the respect of a multitude of students; and

WHEREAS, as a pioneer in the use of technology in the teaching of mathematics at Montgomery College, Professor Dalton was one of the first faculty members to incorporate the graphing calculator into her math classes, and she subsequently provided extensive training to her colleagues to promote the use of the graphing calculator in the teaching of mathematics; and

WHEREAS, Professor Dalton spearheaded the use of new mathematical software which has become a requirement in upper level math courses; and

WHEREAS, Professor Dalton has provided leadership in the Mathematics Department in the area of calculus reform through the use of the Harvard Consortium materials, conducting a series of faculty workshops and promoting the new curriculum; and

WHEREAS, Professor Dalton was a member of the department leadership team that implemented the computer-assisted Elementary Algebra program, "I Can Learn," at Montgomery College for which they received a 2002 American Mathematical Association of Two-Year Colleges (AMATYC) Input Award; and

WHEREAS, Professor Dalton received the 2002 National Institute for Staff and Organizational Development (NISOD) Teaching Excellence Award, the 2001 Montgomery College Outstanding Faculty Service Award, and the 1992 Maryland Council of Teachers of Mathematics Outstanding College Mathematics Teacher Award; and

WHEREAS, Professor Dalton served as co-chair for the 2001 International Conference on Technology in College Mathematics (ICTCM) in Baltimore, an international conference with over 1,200 attendees; and

WHEREAS, Professor Dalton has provided outstanding service over an extended period of time to the Rockville Mathematics Department as chair and member of the Faculty Search Committee; and

WHEREAS, Professor Dalton served the Mathematics Department as course chair for a number of different mathematics courses and served on textbook selection committees; 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 with appropriate rank or title, subject to approval of the Board of Trustees"; and

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

WHEREAS, the Instructional Dean, the Vice President and Provost, the Interim Senior Vice President for Educational Services, and Interim President of the College recommend this public recognition of Professor Dalton 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 Patricia Dalton 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 Patricia Dalton is awarded the Bronze Medallion in recognition of her distinguished service to the College, and as an expression of gratitude of the College for her exceptional dedication and professional commitment to further the goals of the College; and be it further

Resolved, That Professor Patricia Dalton is granted the status of Professor Emerita, and that she 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 Bronze Medallion be presented to Professor Patricia Dalton.

HP:abg

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

Resolution Number: **09-10-106**
Adopted on: **10/19/09**

Agenda Item Number: 6F
October 19, 2009

**Subject: Retirement Recognition and Award of Silver Medallion and Emerita Status to
Dr. Gail Montgomery**

WHEREAS, in her role as Instructional Dean of Social Sciences, History, School of Education, Health, Exercise Science, and Physical Education at the Rockville Campus, Dr. Gail Montgomery served Montgomery College with dedication and distinction for 17 years and retired on July 31, 2009; and

WHEREAS, Dr. Montgomery has served in many roles such as Administrative Associate in the Office of the President, Academic Support Center Faculty Coordinator in the Writing and Reading Center, and as Professor in the Department of Reading/ESL/Foreign Languages and Philosophy; and

WHEREAS, Dr. Montgomery made numerous contributions to hundreds of students by being an exceptional role model and mentor to students throughout her professional career; and

WHEREAS, as Instructional Dean, Dr. Montgomery provided oversight for the Rockville Evening/Weekend Office and outstanding leadership in the areas of program review, academic planning, and articulation and budgeting; and

WHEREAS, as Administrative Associate in the Office of the President, Dr. Montgomery influenced academic policies and procedures, and interacted with various internal and external groups, including the UMUC/European Alliance, and the University System of Maryland at Shady Grove; and

WHEREAS, as Campus Faculty Coordinator for the Professional Development Committee for Center for Teaching and Learning, Dr. Montgomery worked diligently to implement opportunities for faculty professional growth and staff development; and

WHEREAS, by coordinating curricular activities for the College's non-native reading students, Dr. Montgomery contributed to their success in her role as the AELP (ESL) Reading Coordinator; and

WHEREAS, she has contributed greatly to the Campus and College by her participation in numerous Committees, including the Collegewide Curriculum Committee, the Academic Regulations and Standards Committee, the Professional Development Steering Committee, the Collegewide Calendar Committee, the Council for the 21st Century, the UMUC Alliance, and the General Education Studies Committee; and

WHEREAS, Dr. Montgomery's exemplary service was evidenced by her involvement in the Center for Teaching and Learning Steering Committee; the Collegewide Reading Competency Committee, the University System of Maryland Shady Grove Steering Committee, and other internal and external groups; and

WHEREAS, among her many accomplishments, Dr. Montgomery received the NISOD Award for Excellence in Teaching and the Faculty Outstanding Service Award; and

WHEREAS, Dr. Montgomery participated in the Chair Leadership Academy, the Community College Fellows Program at Morgan State University, and the Maricopa Leadership Administrator one-year program; and

WHEREAS, her roles in various professional organizations included memberships in the Washington Area Teachers of English to Speakers of Other Languages (WATESOL), the Coalition for Natural Health, American Naturopathic Medical Association, and the Mid Atlantic Community College Reading Association (MACRA), and she published articles and made presentations at professional conferences; and

WHEREAS, Dr. Montgomery's unwavering commitment to students led her to serve as a mentor, as a Reading/Writing tutor, and as a faculty advisor for several clubs including the Black Student Union, the Caribbean Student Association, and the Muslim Student Organization; and

WHEREAS, Dr. Montgomery wrote a commendable proposal for Workforce Development and Continuing Education (WDCE) to initiate English as a Second Language (ESL) reading classes, and she taught these classes to meet the needs of hundreds of ESL students; and

WHEREAS, Dr. Montgomery has served the community generously through her participation as a volunteer for the Helping Hands Service Organization, the National Cancer Society, and for the Montgomery County Housing Opportunities Commission's Bernie Scholarship Awards 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, College policy provides for the awarding of a Silver Medallion to recognize Dr. Montgomery's service to the College, and as an expression of gratitude of the College for her dedication and professional commitment to further the goals of the College; and

WHEREAS, the Vice President and Provost, the Interim Senior Vice President for Educational Services, and the Interim President of the College recommend this public recognition of Dr. Montgomery on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Gail Montgomery for her valuable service to the College and extend to her best wishes for happy and productive retirement years; and be it further

Resolved, That Dr. Gail Montgomery is awarded the Silver Medallion in recognition of her outstanding service to the College, and as an expression of gratitude of the College for her dedication and professional commitment to further the goals of the College; and be it further

Resolved, That Dr. Gail Montgomery 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 and the Silver Medallion be forwarded to Dr. Gail Montgomery.

HP:abg

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

Resolution Number: **09-10-107**
Adopted on: **10/19/09**

Agenda Item Number: 6G
October 19, 2009

**Subject: Retirement Recognition and Award of Emeritus Status and Silver Medallion
to Professor Nathan Starr**

WHEREAS, Professor Nathan Starr has served Montgomery College as a full-time faculty member in the Department of Sociology, Anthropology and Criminal Justice for 37 years and retired on June 30, 2009; and

WHEREAS, Professor Nathan Starr's colleagues hold him in high regard for his many years of influencing and enriching the lives of students and for being dedicated to providing a quality learning experience for his students; and

WHEREAS, Professor Nathan Starr contributed to the college by assuming leadership positions such as the Director of Middlestart Program at Montgomery College, the Director of the Center for Community Leadership Development and Public Policy at Montgomery College, the Administrative Associate to the Dean of Humanities and Social Sciences and as Department Chairperson of the Department of Sociology, Anthropology and Criminal Justice; and

WHEREAS, Professor Nathan Starr fostered concern and appreciation for Montgomery College's diverse population by sponsoring The African-Caribbean Student Association, The African-American Student Association and The Persian Students Association; and

WHEREAS, Professor Nathan Starr diligently served as a participant on numerous college committees which include the Collegewide Honors Committee, member and chair of the Affirmative Action Committee, the Academic Regulations Committee, the Minority Recruitment Committee, the Distance Education Committee, the Rockville Faculty Council, the Rockville Chairs Committee, the Rockville Campus Academic Appeals Committee, numerous search committees for faculty and administrators, the Board of Trustees Scholarship Search Committee, the Ethnic Social Studies Committee and served as liaison from the Faculty Council to the Academic Assembly; and

WHEREAS, Professor Nathan Starr worked to improve intergroup relations by his presentations on that subject to various college organizations; and

WHEREAS, Professor Nathan Starr was actively involved in research as a Humanities Institute Fellow in conjunction with the Smithsonian Institution; and

WHEREAS, Professor Nathan Starr professionally represented Montgomery College as a presenter at the National Community College Chairs Academy and at AFAACT in addition to co-authoring numerous reports as Director of the Center for Community Leadership Development and Public Policy; and

WHEREAS, Professor Nathan Starr has served his community by being on the Board of Directors and a committee chairperson for Affiliated Community Counselors, Inc., by serving on

the advisory board for the Remembering the Holocaust program of the U.S. Holocaust Memorial Museum and by serving on several homeowners association committees; and

WHEREAS, Professor Nathan Starr is appreciated for his congenial relationships with colleagues, his talents in photography which grace the walls of the department and the department's website and for his generous, loyal and thoughtful nature; and

WHEREAS, Professor Nathan Starr has been recognized for his many contributions by his colleagues and students with the receipt of an Outstanding Faculty and NISOD award; 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 Interim Senior Vice President for Educational Services, and the Interim President of the College recommend this public recognition of Professor Nathan Starr on the occasion of his retirement; and

WHEREAS, College policy provides for the awarding of a Silver Medallion to recognize distinguished service to the College; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Nathan Starr 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 Professor Nathan Starr be awarded the Silver Medallion in recognition of his service to the College and community, and as an expression of gratitude of the College for his dedication and professional commitment to the College; and be it further

Resolved, That Professor Nathan Starr 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 becomes a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Professor Nathan Starr.

HP:abg

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

Agenda Item Number: 8
October 19, 2009

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: **09-10-108**
Adopted on: **10/19/09**

Agenda Item Number: 8
October 19, 2009

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 September 1, 2009, to and including September 30, 2009; and

WHEREAS, the Interim 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 Interim President.

HP:abg

Attachments

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including September 1, 2009, to and including September 30, 2009

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
09/14/2009	Evans, Ann B	WD&CE Program Director	J	Continuing Education GT
09/14/2009	Hardie, Cedric L	Customer Service Rep	G	WD & CE
09/14/2009	Jones, Joseph J	Network Services Specialist	H	Information Technology R\
09/14/2009	King, Sharena L	Customer Service Rep	G	WD & CE
09/14/2009	Kondagamage, Dayan C	Customer Service Rep	G	WD & CE
09/14/2009	Moundi, Hugues D	Safety & Security Officer	E	Facilities Security - TP/SS
09/28/2009	Richardson, Moni K	Safety & Security Officer	E	Facilities Security - TP/SS
09/28/2009	Shafique, Rizwan	Network Services Specialist	H	Information Technology R\
09/14/2009	Smith, Jacia T	Human Resources Specialist	K	Human Resources Office

STAFF SEPARATIONS

09/28/2009	Blankenship, P. L ¹	Admin Aide	F	Business & Econ
09/09/2009	Charles, Jahmal K	Safety & Security Officer	E	Facilities Security - TP/SS
09/30/2009	Garvin, Carrie L	Human Resources Assoc	G	Human Resources Office
09/30/2009	Moss, Richard W ¹	Blg Equip Mechanic Lead	H	Facilities Operations - GT

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	3	0	0	0	4
Male	0	3	0	2	0	5
TOTAL	1	6	0	2	0	9

STAFF SEPARATIONS: Ethnicity and Gender

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

¹ Retirement

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

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

Agenda Item Number: 9
October 19, 2009

**AWARD OF CONTRACT, BROADCAST TELEVISION PRODUCTION EQUIPMENT,
INSTRUCTIONAL TELEVISION UNIT
BID NO. 510-007**

BACKGROUND

The Chief Information Officer has requested a contract award for the purchase of broadcast television production equipment. The Instructional Television unit of the Office of Information Technology supports the instructional activities of faculty with media-rich teaching and learning criteria and provides communications and media production support for College outreach activities. Consistent with the Information Technology Strategic Plan (ITSP), the Instructional Television unit is migrating from an analog format to digital technology. This planned replacement will allow the College's cable and media operation to (1) continue to produce high quality live and recorded programming with enhanced audio/video signal quality; (2) decommission antiquated and failing analog systems of the mobile production vehicle; and (3) strengthen the partnerships between other public, educational, and government channels (Montgomery County Government, Public Schools, City of Takoma Park, City of Rockville, University of Maryland). More importantly, the transition to digital format supports opportunities for student success in the field of communications technologies by creating a higher level of student interest and participation in College programming and station production activities.

The College issued a solicitation for the purchase of broadcast television production equipment. Eight responses were received on September 10, 2009 including two (2) no bid responses. To maximize competition and price, multiple awards were made based on the lowest bid by line item and meeting College requirements. The total award value for all awards is \$311,738, plus freight. Four vendors are recommended for the award of contract: The Lerro Corporation for a total price of \$18,335; Professional Products for a total price of \$28,434; Videotape Products for a total price of \$24,384; and Communications Engineering for a total price of \$240,585. Sufficient funds are available in the FY2010 Capital Budget. Board approval is required for competitive bids valued above \$100,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees award multiple contracts to The Lerro Corporation, Norristown, Pennsylvania; Professional Products, Gaithersburg, Maryland; Videotape Products, Burbank, California; and Communications Engineering, Newington, Virginia, for the purchase of broadcast television production equipment for a total price of \$311,738 plus freight.

BACK-UP INFORMATION

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

RESOURCE PERSONS

Mr. W. Knapp
Mr. T. Sheeran
Dr. J. Wormack

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

Resolution Number: **09-10-109**
Adopted on: **10/19/09**

Agenda Item Number: 9
October 19, 2009

**Subject: Award of Contract, Broadcast Television Production Equipment,
Instructional Television Unit, Bid No. 510-007**

WHEREAS, the Chief Information Officer has requested a contract award for the purchase of broadcast television production equipment; and

WHEREAS, the Instructional Television unit of the Office of Information Technology supports the instructional activities of faculty with media rich teaching and learning criteria and provides communications and media production support for College outreach activities; and

WHEREAS, the equipment will allow the College's cable and media operation to continue to produce high quality live and recorded programming with enhanced audio/video signal quality; decommission antiquated and failing analog systems of the mobile production vehicle; and strengthen the partnerships between other public, educational, and government channels; 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 FY2010 Capital Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Annotated Section, 16-311(c), an invitation to bid was publicly advertised in a County newspaper on August 26, 2009, and posted to the College, County, and State procurement websites; downloaded from the Internet by seventy (70) vendors, and, eight (8) responses were received, publicly opened, read aloud, and recorded, beginning at 3:00 p.m. on September 10, 2009; and

WHEREAS, to maximize competition and price, multiple awards were made based on the lowest bid by line item and meeting College requirements; and upon evaluation, it was determined that the lowest total bids submitted by The Lerro Corporation, Norristown, Pennsylvania; Professional Products, Gaithersburg, MD; Videotape Products, Burbank, California, and Communications Engineering, Newington, Virginia, met all College requirements and are therefore the lowest responsible bids; and

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

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

Resolved, That a contract to purchase broadcast television equipment is awarded to The Lerro Corporation, Norristown, Pennsylvania; Professional Products, Gaithersburg, Maryland; Videotape Products, Burbank, California; and Communications Engineering, Newington, Virginia, for a total price of \$311,738, plus freight.

HP:abg

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

Agenda Item Number: 10
October 19, 2009

**APPROVAL OF CHANGE ORDER FOR
RAILINGS, MAIN ENTRY/CANOPY MODIFICATIONS
AND FOUNDATION WALL WATERPROOFING
COMMONS BUILDING RENOVATION, TAKOMA PARK/SILVER SPRING**

BACKGROUND

On March 17, 2008, the Board of Trustees awarded Konover Construction Corporation (now known as KBE), a \$5,955,899 contract for renovation of the Commons Building at the Takoma Park/Silver Spring Campus. During construction, several major change events resulted in recommendations for additional work as follows: (1) Increases in quantities of cable railing and newel posts required to accommodate structural loading criteria not shown in the contract documents; (2) removal of existing concrete side walls and replacement with stainless steel and cable railings recommended to improve aesthetics and improve sight lines from the main entry; (3) replacement of glass within existing canopies required to enable planned canopy restoration; and (4) addition of foundation waterproofing along portions of the building perimeter required to address discovered lower level water infiltration issues.

The consultant construction manager's job site team and College staff met with KBE to review the scope of work for each of the four (4) items. A cumulative change proposal value of \$122,040.07 was validated.

Board of Trustees approval is required for all construction change orders over \$25,000. The contractor's price for the work, \$122,040.07, was reviewed and negotiated by College staff and consultants, and is acceptable for the amount of work involved. No time extension is associated with this change order. Sufficient funds are available in the FY2010 Capital Budget Commons Renovation Project for this additional work.

RECOMMENDATION

It is recommended that a change order be approved for Contract #518 with KBE Construction Corporation, Columbia, Maryland, in the amount of \$122,040.07 for increases to railing quantities, main entry side wall modifications, new glass at existing canopies and additional foundation waterproofing for the Commons Building Renovation, 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: **09-10-110**
Adopted on: **10/19/09**

Agenda Item Number: 10
October 19, 2009

Subject: Approval of Change Order for Railings, Main Entry/Canopy Modifications and Foundation Wall Waterproofing, Commons Building Renovation, Takoma Park/Silver Spring Campus

WHEREAS, on March 17, 2008, by Board Resolution # 08-03-025, the Board of Trustees awarded a contract for \$ 5,955,899 to Konover (now KBE) Construction Corporation for the Commons Building Renovation at the Takoma Park/Silver Spring; and

WHEREAS, at the College's request, KBE Construction Corporation has submitted a change order proposal for increases to railing quantities, main entry side wall modifications, new glass at existing canopies and additional foundation waterproofing; and

WHEREAS, College staff and consultants have reviewed the submitted change order proposals and have undertaken negotiations with KBE Construction Corporation with regard to the fees for the work; and

WHEREAS, the Associate Vice President for College Facilities recommends approval of a change order totaling \$ 122,040.07 for the requested work; and

WHEREAS, the Chief Business Officer certifies that sufficient funds are available in the FY2010 Capital Budget 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 Interim President of the College recommends the following action; now therefore be it

Resolved, That a change order be approved to the construction contract with KBE Construction Corporation, Columbia, Maryland, Contract # 518, Takoma Park/Silver Spring Campus, Commons Building Renovation in the amount of \$122,040.07 for increases to railing quantities, main entry side wall modifications, new glass at existing canopies and additional foundation waterproofing; and be it further

Resolved, that the Interim President is authorized to sign this change order with KBE Construction Corporation, on behalf of the Board of Trustees.

HP:abg