

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
April 25, 2011**

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

Agenda Item Number: 7A
April 25, 2011

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: **11-04-036**
Adopted on: **4/25/2011**

Agenda Item Number: 7A
April 25, 2011

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 March 1, 2011, to and including March 31, 2011; 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.

Attachment

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including March 1, 2011, to and Including March 31, 2011

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
03/28/2011	Espinosa, Lemuel G	Library Technical Assistant	G	Germantown Library
03/28/2011	Fan, Simon C	Library Technical Assistant	G	Rockville Library

STAFF SEPARATIONS

03/18/2011	Botelho, Michael J	Academic Network Supervisor	K	Academic Computing Team
03/31/2011	Carter, Humphrey C ¹	Building Service Worker	A	Facilities Maintenance GT
03/09/2011	Malik, Vicky	Instructional Associate	J	Health Sciences
03/31/2011	McKinney, Evelyn D ¹	Senior Administrative Aide	G	Nat/App'l Sci,Bus/Mgt,Info Sci
03/30/2011	Verdezoto, Danilo J	Library Assistant	F	Rockville Library

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

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

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

¹ Retirement

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

Resolution Number: **11-04-037**
Adopted on: **4/25/2011**

Agenda Item Number: 7B-1A
April 25, 2011

Subject: Tribute to Mr. Thanh Huynh

WHEREAS, the death on October 17, 2009, of Mr. Thanh Huynh, Building Services Worker I at the Rockville Campus, has deeply saddened his colleagues and friends at Montgomery College; and

WHEREAS, during his two years of service with the college, Mr. Thanh Huynh was an integral part of the Building Services Unit on the Rockville Campus; and

WHEREAS, Mr. Thanh Huynh was always available when the need for essential personnel were required to respond to inclement weather conditions; and

WHEREAS, Mr. Thanh Huynh worked virtually in every building on the campus and did an admirable job and was a valuable and dependable team member; 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 great sorrow at the passing of Mr. Thanh Huynh and extend their deepest sympathy to his family members, 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 be forwarded to the family of Mr. Thanh Huynh.

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

Resolution Number: **11-04-038**
Adopted On: **4/25/2011**

Agenda Item Number: 7B-1B
April 25, 2011

Subject: Tribute to James Wilson

WHEREAS, the death on November 11, 2009, of James "Pete" Wilson, a Building Service Worker of the Campus Facilities Department at the Takoma Park/Silver Spring Campus, has deeply saddened his colleagues, and friends at Montgomery College and in the community; and

WHEREAS, during his five years of service with the College, Mr. James Wilson's colleagues have held him in high regard for influencing and enriching their lives and for being dedicated to strong principles regarding his solid work ethic and his approach to everyday life experience; and

WHEREAS, Mr. James Wilson was a dedicated employee who never missed a day from work unless he was on vacation. He would come to work when he was not feeling his best and he lost his life at work, on the job, the very place where he performed dedicated cleaning service on behalf of the students of the Takoma Park/Silver Spring Campus; and

WHEREAS, Mr. James Wilson is recognized as a knowledgeable, friendly, and loyal employee who enjoyed interactions and conversations with his co-workers; and

WHEREAS, Mr. James Wilson was an asset to the Facilities Department and is sorely missed by his co-workers, supervisors, and the faculty and staff within the building where he worked; 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 great sorrow at the passing of Mr. James "Pete" Wilson and extend their deepest sympathy to his family members, 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 be forwarded to the family of Mr. James Wilson.

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

Resolution Number: **11-04-039**
Adopted on: **4/25/2011**

Agenda Item Number: 7B-2A
April 25, 2011

Subject: Retirement of Mr. Stephen Bean

WHEREAS, Mr. Bean has served Montgomery College with dedication and distinction for twenty-nine years and retired from the College as of April 23, 2010; and

WHEREAS, in his latest capacity as a Painter I, Rockville Facilities (July 1984 - April 2010), he has been a great asset to the Rockville Campus and is recognized for his dedication and work; and

WHEREAS, in his previous capacity as a General Maintenance Worker (April 1981 – July 1984), he received many accolades for the excellent appearance of the campus grounds; and

WHEREAS, Mr. Bean has demonstrated endless attention to detail while maintaining the interior and exterior wall systems; and

WHEREAS, his enthusiasm, work standards, and ability to work on a multitude of surfaces kept the classrooms, hallways, and offices looking fresh and vibrant and he received many comments from satisfied customers throughout the College community; and

WHEREAS, the President of the College, the Senior Vice-President for Administrative and Fiscal Services, and the Associate Vice-President for College Facilities recommend this public recognition of Mr. Bean 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. Stephen Bean 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. Stephen Bean.

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

Resolution Number: 11-04-040
Adopted on: 4/25/2011

Agenda Item Number: 7B-2B
April 25, 2011

Subject: Retirement of Mr. Robert M. Bryce

WHEREAS, Mr. Robert Bryce, Head Librarian at the Germantown Campus, served Montgomery College with dedication and distinction for twenty-seven years and retired from the College on January 29, 2010; and

WHEREAS, Mr. Bryce was hired in 1983 and worked as a Librarian at the Germantown Campus Library providing reference, periodical, collection development and instructional services; and

WHEREAS, Mr. Bryce, worked diligently over the years to improve the interior of the Germantown Campus Library through floor plan design; furniture acquisition; and arrangement, selection, and acquisition of appropriate thematic art work strategically placed within the library to serve as graphic representations of adjacent call numbers; and he also worked with the Facilities Department to upgrade the facility; and

WHEREAS, Mr. Bryce served as a part-time instructor to teach the one-credit Fundamentals of Library Research, LR110, class for numerous semesters; and

WHEREAS, Mr. Bryce worked as a Head Librarian from 1997 until his retirement in 2010 to oversee the daily operations of the Germantown Campus Library and participated in the collegewide management team of Head Librarians working with Directors of Libraries and Information Technology; and

WHEREAS, Mr. Bryce worked with the Libraries' management team in 2005 to organize and edit the final draft of the *Library Strategic Plan for FY2007 to 2010*—the first strategic plan written for the Montgomery College Libraries; and

WHEREAS, Mr. Bryce served on numerous MC Library and Information Technology committees, chaired the Salary and Benefits Committee, served on the Academic Calendar Committee and Unit Heads Meetings at the Germantown Campus; and

WHEREAS, Mr. Bryce attended national library conferences such as ACRL, ALA, Computers in Libraries, and MLA, and was a regular attendee at the Maryland Community College Library Consortium statewide directors group meetings; and

WHEREAS, Mr. Bryce received numerous letters of appreciation from professors for his reference support and instructional service to their classes, as well as from Presidents of the College for library involvement; and

WHEREAS, Mr. Bryce served as a music critic for the community's *Journal* newspapers from 1985 to 1989; and

WHEREAS, Mr. Bryce has been an enduring scholar of the Cook-Peary dispute over the North Pole for over 30 years and read comprehensively on the subject; and

WHEREAS, Mr. Bryce was granted six months of professional development leave in 1991 to conduct concentrated research in the personal papers of Frederick A. Cook and Robert F. Peary; and

WHEREAS, Mr. Bryce researched background material for eight years resulting in a massive work published by Stackpole Books in 1997 under the title *Cook and Peary: the Polar Controversy Resolved*; and

WHEREAS, Mr. Bryce was recognized and congratulated by the Montgomery College Board of Trustees in 1998 for publishing his extensive scholarly book and for the worldwide acclaim he received following its publication; and

WHEREAS, Mr. Bryce's book was recognized for his original work in manuscript materials by the Librarian of Congress, Dr. James H. Billington, who invited him to write a summary of his work for the Library of Congress journal, *Civilization*, in celebration of the Library's bicentennial, and to later be showcased in the public exhibit, *Treasures of the Library of Congress*, displayed in the Library of Congress exhibit hall; and

WHEREAS, Mr. Bryce is the author of numerous articles and papers including recommendations regarding the Cook materials resulting in their donation to the Ohio State University; and

WHEREAS, Mr. Bryce delivered a paper on Frederick A. Cook, which was included in the proceedings of the *Belgica* Expedition Centennial Symposium 1998 in Brussels; and

WHEREAS, Mr. Bryce appeared in film documentaries on the Polar Controversy and discussed the subject as a guest on TV and radio shows; and

WHEREAS, Mr. Bryce lectured extensively on the Polar Controversy, including at the National Archives, the University of Wisconsin, the Explorers Club, and the Naval History Museum; and

WHEREAS, throughout his College tenure, Mr. Bryce possessed and utilized his combined knowledge as a researcher and librarian to positively impact the research conducted by students, faculty, and other visitors to our libraries in support of the mission of the libraries and the College; and

WHEREAS, the President of the College recommends this public recognition of Mr. Robert M. Bryce on his retirement; now therefore be it

Resolved, that the Board of Trustees express their sincere appreciation to Mr. Robert M. Bryce for his service to the College and the academic profession of librarianship, and for his valuable contributions to research in the field of polar exploration, and extend to him their best wishes for 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 that a copy of the resolution be presented to Mr. Robert M. Bryce.

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

Resolution Number: **11-04-041**
Adopted on: **4/25/2011**

Agenda Item Number: 7B-2C
April 25, 2011

Subject: Recognition of Retirement of Ms. Earldine Fisher

WHEREAS, Ms. Earldine Fisher served Montgomery College with dedication and distinction for 16 years and retired as of June 2010; and

WHEREAS, she began her association with the College as an Office Assistant II with Continuing Education in 1994 and excelled in her duties; and

WHEREAS, continuing her association with the College as Program Assistant with Workforce Development & Continuing Education in 1996 at the Gudelsky Institute for Technical Education, she always embodied the College's internal spirit, consistently performing her duties over many years with the highest degree of professionalism and quality; and

WHEREAS, as the CE Program Assistant at the Gudelsky Institute for Technical Education, she personally reorganized and standardized the record keeping procedures and files, which included part-time faculty files, student apprenticeship-related instruction grades and transcripts, contract documentation, and course files; and

WHEREAS, Ms. Fisher embodied the highest degree of customer service and follow-through when dealing with student requests, such as grade reports and transcript requests; and

WHEREAS, Ms. Fisher maintained excellent professional relationships with Montgomery College's instructors and apprenticeship training partners, dealing with many issues such as instructor records, instructor pay, and student registrations and record-keeping; and

WHEREAS, Ms. Fisher played a vital role in the Workforce Development & Continuing Education Commencement Sub-Committee, requesting, verifying and processing graduate lists, grades, G.P.A.s, and certificates of completion; and

WHEREAS, throughout her career, Ms. Fisher exhibited a high level of professionalism, honesty, efficiency, cooperation, experience, initiative, talent, and organizational skills to accomplish her work, and did so with courtesy and a steadfastly positive attitude and behavior toward her supervisor, her colleagues, and Montgomery College's training partners, as evidenced by her outstanding performance appraisals throughout the years and contract customer feedback evaluations; and

WHEREAS, above all, her dedication to Montgomery College students and to the Gudelsky Institute for Technical Education's programs ultimately supported and promoted the College's primary mission of student success; and

WHEREAS, the Vice President for Workforce Development and Continuing Education, The Interim Senior Vice President for Academic and Student Services, and the President of the College recommend this public recognition of Ms. Earldine Fisher 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. Earldine Fisher for her valuable contributions and service to the College and also extend to her their best wishes for 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. Earldine Fisher.

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

Resolution Number: **11-04-042**
Adopted on: **4/25/2011**

Agenda Item Number: 7B-2D
April 25, 2011

Subject: Retirement of Diane Grogan

WHEREAS, Mrs. Grogan served Montgomery College with dedication and distinction for a period of thirty-two years from 1977 to 2009, and retired from the College as of December 31, 2010; and

WHEREAS, as a Senior Accounts Payable Technician for the Accounts Payable department, Office of Business Services, Central Administration, Mrs. Grogan's work always exceeded standards as she was an asset to the department and made significant contributions; and

WHEREAS, Mrs. Grogan demonstrated outstanding initiative, team work, and professionalism at all times. In the absence of the Accounts Payable Manager, Mrs. Grogan successfully managed the daily operations of the Accounts Payable department, ensuring deadlines were met, delegating assignments to staff, providing invoice resolution and providing high levels of customer services to our internal and external customers; and

WHEREAS, Mrs. Grogan always worked hard to ensure vendor, student, and employee payments were accurate and paid in a timely manner; and

WHEREAS, departments throughout the College often requested Mrs. Grogan to personally handle their accounts and serve as the liaison between their areas and Accounts Payable; and

WHEREAS, Mrs. Grogan was praised for her enthusiasm, work ethic, customer service, and high quality work standards by the Office of Business Services, other departments within the College, and vendors; and

WHEREAS, her high quality of service was reflected in her performance evaluations and many letters of commendation from satisfied customers throughout the College community; and

WHEREAS, vendors, co-workers, staff, and faculty have expressed their appreciation for her kind and caring attitude; and

WHEREAS, Mrs. Grogan received a Recognition Award for her outstanding performance and for voluntarily taking on additional duties to benefit the Accounts Payable department and Office of Business Services; and

WHEREAS, the President of the College recommends this public recognition of Mrs. Grogan on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mrs. Diane Grogan 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 be presented to Mrs. Diane Grogan.

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

Resolution Number: **11-04-043**
Adopted on: **4/25/2011**

Agenda Item Number: 7B-2E
April 25, 2011

Subject: Retirement Recognition for Mr. Edward Harrell

WHEREAS, Mr. Edward Harrell has served Montgomery College with dedication for more than 39 years and retired from the College as of November 1, 2010; and

WHEREAS, in his capacity as a Lead Safety & Security Officer (1971-2010) within the Office of Facilities, he provided a valuable service to faculty, staff, and students through his diligence in protecting the College Community and property on the Germantown Campus; and

WHEREAS, Mr. Harrell was an asset to the Office of Facilities and received numerous commendations over the course of his long career; and

WHEREAS, his service to students, faculty and staff was always helpful and delivered with cheerfulness and a high degree of courtesy and professionalism; and

WHEREAS, the President of the College, the Senior Vice President for Administrative and Fiscal Services, and the Associate Vice President for College Facilities recommend this public recognition of Mr. Harrell 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. Edward Harrell 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. Edward Harrell.

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

Resolution Number: **11-04-044**
Adopted On: **4/25/2011**

Agenda Item Number: 7B-2F
April 25, 2011

Subject: Retirement of Mr. Kelvin Morgan

WHEREAS, Mr. Kelvin Morgan served Montgomery College with dedication and distinction for twenty-three years and retired from the College as of November 1, 2010, and

WHEREAS, in his capacity as Lead Security Officer within the Office of Safety & Security at the Takoma Park/Silver Spring Campus, Mr. Morgan was a dedicated officer and leader, ensuring the professional and thorough completion of assigned tasks, including patrolling and responding to emergencies on the Takoma Park/Silver Spring Campus during the overnight shift; and

WHEREAS, Mr. Morgan was recognized as a knowledgeable employee, a strong leader and an officer with an unfaltering positive attitude, and

WHEREAS, Mr. Morgan was a reliable and dedicated employee to the Office of Safety & Security; he never wavered in the performance of his responsibilities and was especially remembered for his commitment to deterring graffiti offenders at the Takoma Park/Silver Spring Campus during the overnight hours; and

WHEREAS, the President of the College recommends this public recognition of Mr. Morgan 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. Kelvin Morgan 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. Kelvin Morgan.

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

Resolution Number: **11-04-045**
Adopted on: **4/25/2011**

Agenda Item Number: 7B-2G
April 25, 2011

Subject: Retirement Recognition for Mr. Segundo Narvaez

WHEREAS, Mr. Narvaez served Montgomery College with dedication and distinction for twenty years and retired from the College as of December 14, 2010.

WHEREAS, in his capacity as a Building Services Worker I, Office of Facilities (July 1990-December 2010), he provided valuable service to faculty, staff, and students through his assistance in the daily upkeep of the facilities on the Rockville Campus; and

WHEREAS, Mr. Narvaez was an asset to the Office of Facilities, and often exceeded standards to ensure a professional appearance of the Rockville Campus; and

WHEREAS, the President of the College, the Senior Vice President for Administrative and Fiscal Services, and the Associate Vice-President for College Facilities recommend this public recognition of Mr. Narvaez 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. Segundo Narvaez or 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. Segundo Narvaez.

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

Resolution Number: **11-04-046**
Adopted On: **4/25/2011**

Agenda Item Number: 7B-2H
April 25, 2011

Subject: Retirement of Ms. Ruth Nieto

WHEREAS, Ms. Ruth Nieto has served Montgomery College with dedication and distinction for thirty-two years and retired from the College as of December 31, 2010; and

WHEREAS, in her capacity as Building Service Worker in the Office of Facilities at the Takoma Park/Silver Spring Campus, Ms. Nieto has been a loyal, dedicated, and hardworking employee who spared no effort in ensuring the daily upkeep and professional appearance of every room within the buildings to which she was assigned; and

WHEREAS, Ms. Nieto received numerous letters of appreciation for her dedicated and consistent service from the faculty and staff she served; her efforts were also recognized by her department in awarding her an Employee-of-the-Month Award in July 2004; and

WHEREAS, Ms. Nieto is recognized as an employee who always got the job done and done well; she took great pride in her work. She became well known to those in the buildings she served over the years for her warm spirit and persistent smile, and her willingness to serve, especially on behalf of the students; and

WHEREAS, Ms. Nieto has been an invaluable asset to the Office of Campus Facilities; her contributions were also recognized by the staff in the Health Science Building to which she was assigned for a number of years; and

WHEREAS, the President of the College recommends this public recognition of Ms. Nieto 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. Ruth Nieto 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 be presented to Ms. Ruth Nieto.

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

Resolution Number: **11-04-047**
Adopted On: **4/25/2011**

Agenda Item Number: 7B-2I
April 25, 2011

Subject: Retirement of Mr. Sang Paek

WHEREAS, Mr. Sang Paek has served Montgomery College with dedication and distinction for twenty years and retired from the College as of December 31, 2010; and

WHEREAS, Mr. Paek, in his capacity as Building Service Worker in the Office of Campus Facilities at the Takoma Park/Silver Spring campus, is recognized as a very hardworking and knowledgeable employee who took great pride in his work and who set a good example in work attendance and habits for his fellow employees to follow; and

WHEREAS, Mr. Paek received numerous letters of "Thank You" for his dedicated service, also receiving the department's Employee-of-the-Month awards in June 2003 and November 2006; and

WHEREAS, Mr. Paek has been a dependable team player and a real mentor and trainer to his fellow teammates, ensuring the professional appearance and daily upkeep of the Takoma Park/Silver Spring Campus; and

WHEREAS, Mr. Paek has been an invaluable asset to the Office of Campus Facilities, and was often praised for his willingness, enthusiasm, and high-quality work standards by the staff in the Mathematics Department to which he was assigned for a number of years; and

WHEREAS, the President of the College recommends this public recognition of Mr. Paek 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. Sang Paek 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. Sang Paek.

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

Resolution Number: **11-04-048**
Adopted on: **4/25/2011**

Agenda Item Number: 7B-2J
April 25, 2011

Subject: Retirement Recognition of Mr. Donald Rosano

WHEREAS, Mr. Donald Rosano served Montgomery College as an instructional lab coordinator in the Department of Health Enhancement, Exercise Science, and Physical Education at the Rockville Campus for 30 years and retired as of January 10, 2011; and

WHEREAS, Mr. Rosano was consistently held in high regard by his colleagues in the health and physical education programs and throughout the campus for being a knowledgeable and conscientious instructional lab coordinator; and

WHEREAS, he organized all the physical education and health lab equipment and prepared noteworthy inventory documents that included safety procedures for faculty and student assistants; and

WHEREAS, Mr. Rosano supervised the physical education aide and student assistants in a very professional manner, consistently devising work schedules that maximized access to physical education labs and storage rooms during peak hours; and

WHEREAS, in an effort to use resources efficiently, Mr. Rosano developed and maintained an effective maintenance and cleaning schedule of the physical education labs and equipment which helped insure the health of students and staff; and

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

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

WHEREAS, Mr. Rosano devoted many years to the supervision of the morning wellness program at the Rockville Campus; and

WHEREAS, the Instructional Dean, the Vice President and Provost, and the President of the College recommend this public recognition of Mr. Rosano 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. Donald Rosano for his outstanding 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 this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Mr. Donald Rosano.

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

Resolution Number: **11-04-049**
Adopted on: **4/25/2011**

Agenda Item Number: 7B-2K
April 25, 2011

Subject: Retirement of Ms. Sherry Seger

WHEREAS, Ms. Sherry Seger served Montgomery College with dedication for 8 years and retired from the College as of November 30, 2010; and

WHEREAS, during her College tenure, Ms. Sherry Seger provided support to the Germantown Facilities Department as a General Maintenance Worker, and also provided support to the Rockville Facilities Department as a General Maintenance Worker; and

WHEREAS, Ms. Sherry Seger has been known for keeping the campus grounds well groomed and providing a safe atmosphere for the students; and

WHEREAS, the Germantown Campus Director of Facilities, the Associate Vice President for College Facilities, and the President of the College recommend this public recognition of Ms. Sherry Seger 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. Sherry Seger 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. Sherry Seger.

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

Resolution Number: **11-04-050**
Adopted on: **4/25/2011**

Agenda Item Number: 7B-2L
April 25, 2011

Subject: Retirement of Ms. Susan Thom

WHEREAS, Ms. Susan Thom served Montgomery College with dedication and distinction for more than nine years and retired from the College as of November 30, 2009; and

WHEREAS, having started her career as a temporary part-time Office Assistant with the Lifelong Learning Institute at the Germantown Campus, Ms. Thom's commitment to the College was rewarded with a new challenging position as a part-time Program Assistant with the Lifelong Learning Institute at the Germantown Campus; and

WHEREAS, Ms. Thom has been praised for her work ethic, initiative, high-quality work standards, and commitment to the College Community; and

WHEREAS, she has been recognized for her consistent, positive can-do attitude and her friendly demeanor; and

WHEREAS, Ms. Thom has demonstrated outstanding initiative to support faculty and colleagues in their efforts to deliver programs, courses, and services; and

WHEREAS, the Chief Information Officer and the President of the College recommend this public recognition of Ms. Susan Thom 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. Susan Thom for her valuable contributions and service to the College and also extend to her their best wishes for 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. Susan Thom.

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

Agenda Item Number: 7C
April 25, 2011

RATIFICATION OF HONORARY DEGREE CANDIDATES

BACKGROUND

The Montgomery College Honorary Degree Program was approved and established by the College's Board of Trustees on October 16, 1995. Through this program, the Board has the opportunity to recognize individuals who have risen to a position of eminence, have acquired a national or international reputation in a selected field, hold a distinguished record of public and community service, or have made a notable donation of time, talent or gift to Montgomery College, with an honorary degree.

On April 4, 2011, the Board of Trustees voted to approve the selection of three (3) honorary degree recipients and the commencement speaker. This resolution serves to ratify that vote.

RECOMMENDATION

We recommend the selection of three (3) honorary degree recipients and the commencement speaker to be awarded at the College's 2011 commencement ceremonies.

BACK-UP INFORMATION

Board Resolution
List of Recipients (Board members only)

RESOURCE PERSON(S)

Mr. Sears
Ms. Sullivan

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

Resolution Number: **11-04-051**
Adopted on: **4/25/2011**

Agenda Item Number: 7C
April 25, 2011

Subject: Ratification of Honorary Degree Candidates

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

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

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

WHEREAS, on April 4, 2011 a vote was taken by the Montgomery College Board of Trustees to approve the awards of honorary degrees at Commencement Ceremonies; now therefore be it

Resolved, That the Board of Trustees awards honorary degrees to George Dang, J. Henry Montes, Rebecca Wagner and Dr. Wallace Loh on May 20, 2011.

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

Agenda Item Number: 8A
April 25, 2011

RATIFICATION OF INCREASE IN TUITION RATE PER CREDIT HOUR

BACKGROUND

The Board of Trustees ratified the College's FY2012 Operating Budget for submission to the County on February 28, 2011. After reviewing the budget situation -- as well as the existing and planned tuition and fee rates at area colleges and universities, and past tuition and fee rate increases at Montgomery College -- the Board of Trustees has concluded that an increase of \$3/\$6/\$9 in tuition is necessary effective with the fall 2011 semester for in-County, in-State, and out-of-State students, respectively, bringing the tuition per credit hour rates to \$110/\$225/\$308. This is an increase of 2.5% for the in-County tuition rate.

A poll of the Board was taken on April 19, 2011, and the Board of Trustees voted to increase tuition rates per credit hour in FY2012. This resolution will confirm and ratify that vote.

RECOMMENDATION

It is recommended that the Board of Trustees ratify the poll taken on April 19, 2011.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Moore
Ms. Dimon

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

Resolution Number: **11-04-052**
Adopted on: **4/25/2011**

Agenda Item Number: 8A
April 25, 2011

Subject: Ratification of Increase in Tuition Rate Per Credit Hour

WHEREAS, a poll of the Board was taken on April 19, 2011, and the Board of Trustees voted to adopt tuition rate increases in FY2012; and

WHEREAS, the Board of Trustees adopted the FY2012 Operating Budget on February 7, 2011 and ratified the budget on February 28, 2011; and

WHEREAS, this budget includes items related to benefit cost increases, newly constructed facilities operations, and an increase in scholarship funds; and

WHEREAS, Montgomery County and the State of Maryland is in a difficult budget situation and the College's requested operating budget for FY2012 reflects this reality; and

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

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

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

Resolved, That the Board of Trustees adopts tuition rate increases of \$3/\$6/\$9 per credit hour for in-County, in-State, and out-of-State students respectively, effective beginning with the fall 2011 semester; this resolve establishes the tuition rates at \$110/\$225/\$308, for in-County, in-State, and out-of-State residents, respectively.

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

Agenda Item Number: 8B
April 25, 2011

RATIFICATION OF INCREASE IN SELECTED STUDENT FEE RATES

BACKGROUND

Maryland law grants authority to the Board of Trustees of Montgomery College to charge students reasonable tuition and fees set by it with a view to making a college education available to all qualified individuals at low cost.

During FY2010, the College administration appointed a Budget Review Advisory Committee (BRAC). One of the charges for the Committee was to develop methods to enhance the College's revenue streams.

At the conclusion of its work, the BRAC recommended that the following fees be increased: transcripts; applied music; late registration; returned checks, and the late payment fee for the tuition installment plan. A number of these fees have not been increased in excess of twenty (20) years.

A poll of the Board was taken on April 19, 2011, and the Board of Trustees voted to increase selected student fees in FY2012. This resolution will confirm and ratify that vote.

RECOMMENDATION

It is recommended that the Board of Trustees ratify the poll taken on April 19, 2011.

BACK-UP INFORMATION

Board Resolution
Comparative Analysis
Student Fee Recommendation Increase Analysis

RESOURCE PERSONS

Mr. Moore
Ms. Dimon

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

Resolution Number: **11-04-053**
Adopted on: **4/25/2011**

Agenda Item Number: 8B
April 25, 2011

Subject: Ratification of Increase in Selected Student Fee Rates

WHEREAS, a poll of the Board was taken on April 19, 2011, and the Board of Trustees voted to adopt selected student fee increases in FY2012; and

WHEREAS, Maryland Law grants authority to the Board of Trustees of Montgomery College to charge students reasonable tuition and fees set by it with a view to making College education available to all qualified individuals at low cost; and

WHEREAS, a Budget Review Advisory Committee (BRAC) appointed in FY2010, was charged with developing methods to enhance college revenue; and

WHEREAS, at the conclusion of its work, the BRAC recommended that the following fees be increased: transcripts; applied music; late registration; returned checks, and the late payment fee for the tuition installment plan; and

WHEREAS, a comparison of these fees at other Maryland Community Colleges indicate that these recommended fee increases are comparable with these institutions; and

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

Resolved, That Montgomery College's Board of Trustees approves the following fee rates effective prior to the beginning of the FY2012 fall semester:

<u>FEES</u>	<u>CURRENT RATES</u>	<u>PROPOSED RATES</u>
Transcripts	\$ 5.00	\$ 7.00
Applied Music	\$75.00	\$150.00
Late Registration	\$35.00	\$ 50.00
Returned Checks	\$25.00	\$ 35.00
Installment Plan Late Payments	\$25.00	\$ 35.00

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

Agenda Item Number: 9
April 25, 2011

**FOREST CONSERVATION AND TREE CONSERVATION EASEMENTS
ROCKVILLE CAMPUS**

BACKGROUND

In November 2008, the Board awarded the construction contract for the Science Center on the Rockville Campus. The Science Center is a new facility located on the south side of the Campus adjacent to the existing Science East Building. As part of the site planning for this site, the College submitted a forest conservation plan for the Campus to the City of Rockville. Under State law, the City has the delegated authority to implement the forest conservation laws of the State and, in that role, to approve forest conservation plans for any private or public development within its jurisdiction. The City's approval of a forest conservation plan is required for the construction of the Science Center and the plan includes various easements to implement the forest conservation measures that are required of the College.

The College is currently in discussions with the City over the specific requirements that will be imposed; however, two easements will be placed on the Campus. The first is a proposed forest conservation easement between the College and the City that is located west of the existing storm water pond on the Campus. This easement area is located completely within the stream valley between West Campus Drive and the Campus' western property line. The second easement is again with the City and provides for the conservation of identified trees throughout the entire Campus. The implementation of the tree conservation measures provided by the Campus-wide easement will also require the College to execute a parallel maintenance agreement to ensure long-term protection. These easements are required due to the construction of the Science Center and no payments are being requested from the City of Rockville.

With regard to Board policy on easement requests, in April 1995, the Maryland Department of General Services informed the College that according to the Department's Principal Counsel "there is no need for the College to request Board of Public Works approval for [a] property rights transfer" when it comes to easements. This conclusion was confirmed by Maryland Higher Education Commission staff in 1997 during a similar easement request review. No action is required of the State with regard to this easement request.

RECOMMENDATION

It is recommended that a forest conservation easement and a tree conservation easement be granted to the City of Rockville, Maryland, and that a related maintenance agreement be authorized, in accordance with the measures associated with the approval of the Forest Conservation Plan required by the construction of the Science Center on the Rockville Campus.

BACKUP INFORMATION

Board Resolution

Forest Conservation Easement & Declaration of Covenants (Trustees only)

Tree Conservation Easement and Declaration of Covenants (Trustees only)

Forest and Tree Conservation Maintenance Agreement (Trustees only)

Exhibit A: Description of Forest Conservation Easements Across the Property of
Board of Trustees of Montgomery College (Trustees only)

RESOURCE PERSONS

Mr. Capp

Mr. Sorrell

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

Resolution Number: **11-04-054**
Adopted on: **4/25/2011**

Agenda Item Number: 9
April 25, 2011

Subject: City of Rockville, Maryland, Grant of Forest Conservation Easement & Tree Conservation Easement, and Related Maintenance Agreement, Rockville Campus

WHEREAS, the College desired to build a new science center on the Rockville Campus in accordance with the College's adopted Facilities Master Plan; and

WHEREAS, on November 19, 2008 by Board Resolution #08-11-132, the College awarded a construction contract for the Science Center on the Rockville Campus; and

WHEREAS, the construction of the Science Center on the Rockville Campus includes appropriate compliance with State of Maryland forest conservation requirements as implemented by the City of Rockville in accordance with the State of Maryland's assignment of enforcement authority; and

WHEREAS, the City of Rockville, as the local jurisdiction responsible for enforcement of State of Maryland forest conservation requirements, has approved the Forest Conservation Plan for the construction of the Science Center on the Rockville Campus to include the establishment of appropriate conservation easements and related maintenance agreement; and

WHEREAS, College staff have prepared certain easement agreements that identify the land required and that these agreements are consistent with the College's requirements for such documents; and

WHEREAS, College staff have identified the land required for the conservation easements as follows:

PART 1

BEING part of that parcel or tract of land identified as a forest conservation easement and located west of the Rockville Campus storm water management pond;

PART 2

BEING part of that parcel or tract of land identified as a tree conservation easement and covering the entire Rockville Campus; and

WHEREAS, these easement agreements should be recorded among the Land Records of Montgomery County, Maryland; and

WHEREAS, the tree conservation easement requires a maintenance agreement; and

WHEREAS, the President of the College recommends the following action; now therefore be it Resolved, That the Board of Trustees grants a forest conservation easement and a tree conservation easement to the City of Rockville for the said easements being described as follows:

PART 1

BEING part of that parcel or tract of land identified as a forest conservation easement and located west of the Rockville Campus storm water management pond;

PART 2

BEING part of that parcel or tract of land identified as a tree conservation easement and covering the entire Rockville Campus; and be it further

Resolved, That the easements shall be recorded among the Land Records of Montgomery County, Maryland, by the College; and be it further

Resolved, That the President is authorized to execute the maintenance agreement required as part of the tree conservation easement; and be it further

Resolved, That the Chair of the Board of Trustees and the President are authorized to execute any easement, right-of-entry and/or other agreement documents necessary to implement the terms of this resolution.

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

Agenda Item Number: 10
April 25, 2011

FORMAL ACCEPTANCE OF THE ROCKVILLE CAMPUS SCIENCE CENTER

BACKGROUND

College Policy requires that following substantial completion of construction and/or beneficial occupancy, the Board of Trustees is to formally accept, by resolution, all new buildings and major building renovations. The Science Center on the Rockville Campus is a major construction project and substantial completion of the building was achieved effective February 11, 2011. Final payment will be made to the contractor only when all of the contract requirements have been met.

RECOMMENDATION

It is recommended that the Board of Trustees formally accept the Rockville Campus Science Center.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Capp
Mr. Sorrell

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

Resolution Number: **11-04-055**
Adopted on: **4/25/2011**

Agenda Item Number: 10
April 25, 2011

Subject: Formal Acceptance of the Rockville Campus Science Center

WHEREAS, on November 19, 2008, by Board Resolution #08-11-132, the Board of Trustees awarded a construction contract for \$51,809,000 to Clark Construction Group, LLC for the construction of the Science Center on the Rockville Campus; and

WHEREAS, appropriate College staff and project consultants have inspected this construction project and substantial completion of the Science Center building was effective on February 11, 2011; and

WHEREAS, College Policy requires that following substantial completion of construction and/or beneficial occupancy, the Board of Trustees is to formally accept, by resolution, all new buildings and major building renovations; and

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

Resolved, That the Board of Trustees formally accepts the Science Center building on the Rockville Campus as being substantially complete; and be it further

Resolved, That acceptance of the Science Center building shall not operate as a waiver of any portion, terms or conditions of the contracts or any contract documents, or of any rights reserved to the College, including any right to recover damages.

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

Agenda Item Number: 11
April 25, 2011

**AWARD OF CONTRACT FOR EMERGENCY NOTIFICATION NETWORK
AND FIRE ALARM REPLACEMENT
GERMANTOWN CAMPUS - BID NO. 611-010**

BACKGROUND

This award provides for construction of a campus-wide emergency notification network system (ENS) through enhancements to fire alarm systems in Germantown's Physical Education, Humanities & Social Sciences, and Goldenrod buildings and includes the replacement of fire alarm systems in the Science & Applied Studies building and the High Technology Instructional Center. The ENS expands standard visual and voice evacuation fire alarm system technology by enabling the College to issue live or recorded messages instructing occupants on how best to reduce their risk of harm in potentially life-threatening situations. Real-time information and instruction capability is provided by combining voice communications with visual signals and message boards. The fire alarm system is designed to announce building evacuations. The ENS components provide direction during different types of threat situations (hostile attacks, chemical spills, or natural disasters) where building evacuation may not provide the best solution.

While the College has been replacing and upgrading aging fire alarm systems as necessary at the College for a number of years, the ENS installations and enhancements at the Germantown Campus will be the first of this type at the College. College and university fire alarm systems are headed in this direction. Montgomery College's system will be one of a handful in place nationwide. ENS will eventually be installed at the other two campuses.

Project contract documents, including drawings and specifications, were prepared by architecture and engineering consultants and Facilities staff. On March 7, 2011, a solicitation was issued for an emergency notification network and fire alarm system replacement. Five (5) responses were received on March 29, 2011. Bids ranged from \$1,556,000 to \$2,080,597. Valid Electric Company, Inc., Gaithersburg, Maryland, was the lowest responsible bidder. The College's estimated construction cost was \$2,000,000. Sufficient funds are available for this work in the FY2011 Capital Budget Planned Life Cycle Asset Replacement Project. Contractor references have been checked and are satisfactory. Board approval is required for competitive sealed bids valued above \$100,000.

RECOMMENDATION

It is recommended that an award of contract for \$1,556,000 be made to Valid Electric Company, Inc., Gaithersburg, Maryland, for construction of an emergency notification network system and fire alarm system replacement at the Germantown Campus.

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: **11-04-056**
Adopted on: **4/25/2011**

Agenda Item Number: 11
April 25, 2011

Subject: Award of Contract for Emergency Notification Network and Fire Alarm Replacement, Germantown Campus, Bid No. 611-010

WHEREAS, the Associate Vice President for College Facilities requests approval of a contract for construction of an emergency notification network system and fire alarm system replacement at the Germantown Campus; and

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

WHEREAS, pursuant to Md. (Educ.) Code Annotated Section, 16-311(c), a request for bid was publicly advertised on March 7, 2011, in the *Baltimore Sun* and the *Washington Post*; and posted on the Procurement and State of Maryland websites, downloaded by fifty-seven (57) vendors, and five (5) responses were received, read aloud, and recorded in the Office of Procurement beginning at 3:00 p.m. local time on March 29, 2011; and

WHEREAS, after analysis of the bids, it was determined that the low bid of \$1,556,000 submitted by Valid Electric Company, Inc., Gaithersburg, Maryland, meets all College specifications and is therefore the low responsible bid; and

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

WHEREAS, the Chief Business Officer certifies that funds are available in the FY2011 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 a contract for providing all necessary materials, labor, equipment, and insurance for construction of an emergency notification network system and fire alarm system replacement at the Germantown Campus is awarded to Valid Electric Company, Inc., Gaithersburg, Maryland, at the firm's base bid price of \$1,556,000 and be it further

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