

**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS  
June 20, 2011**

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

Agenda Item Number: 7A  
June 20, 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: **11-06-070**  
Adopted on: **6/20/2011**

Agenda Item Number: 7A  
June 20, 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 May 1, 2011, to and including May 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 May 1, 2011 to and Including May 31, 2011

**STAFF**

**STAFF EMPLOYMENTS**

Effective Date	Name	Position Title	Grade	Location
05/09/2011	Mooney, Joseph F	General Maintenance Worker	C	Facilities Operations RV
05/09/2011	Tusing, Justin A	General Maintenance Worker	C	Facilities Maintenance GT

**STAFF SEPARATIONS**

05/25/2011	Alsop, Ronald M <sup>1</sup>	Asset Management Specialist	I	Office of Info Tech
05/13/2011	Bunai, Anne M <sup>2</sup>	Prospect Research Associate	J	Institutional Advancement
05/14/2011	Dennis-Metzger, Mafoi L	Information & Referral Spec	G	Admissions & Records RV
05/06/2011	Ekrami, Amirhadi	Computer Support Specialist	I	Information Technology RV
05/21/2011	Epstein, David A	School of Art & Design Dir	L	School of Art & Design
05/06/2011	Gaither, Tyese K	Building Service Worker	A	Facilities Maintenance RV
05/31/2011	Harrell, Ruth E <sup>2</sup>	Instructional Lab Coordinator	I	Communication Arts Technology
05/13/2011	Hart, Lee Ann	IT Security Analyst	L	Office of Info Tech
05/16/2011	Jenkins, Daniel K <sup>1</sup>	Swimming Pool Operator	F	Facilities Swimming Pool GT
05/06/2011	Moss, Vanessa	Building Service Worker	A	Facilities Maintenance RV
05/31/2011	Seigel, Irwin S <sup>2</sup>	Telecommunications Specialist	I	Information Technology RV
05/14/2011	Tarpley, Robert A	Building Service Worker	A	Facilities Maintenance GT
05/13/2011	Vera, Jose	ITV Graphics Specialist	I	IT Learn Ctr Instructional TV

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	0	0	0	0	0	0
Male	1	1	0	0	0	2
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	3	2	0	0	0	5
Male	5	2	1	0	0	8
<b>TOTAL</b>	<b>8</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>13</b>

**FACULTY**

**FACULTY EMPLOYMENTS: None**

**FACULTY SEPARATIONS**

Effective Date	Name	Position Title	Location
05/21/2011	Kabriel, Joseph	Associate Professor	School of Art & Design
05/20/2011	McCrohan, Kathleen H <sup>2</sup>	Associate Professor	Art RV
05/20/2011	Merrick, Janet S <sup>2</sup>	Professor - N/T	Student Development DSS RV

<sup>1</sup> Deceased

<sup>2</sup> Retirement

05/20/2011	Noyd, Marianne E <sup>2</sup>	Professor	Humanities/Soc Sci/Educ GT
05/20/2011	Parent, Paul H <sup>2</sup>	Professor	Reading, ESL & Linguistics
05/20/2011	Pearce, Judy A <sup>2</sup>	Professor	Student Development DSS RV
05/20/2011	Riseberg, Joyce L <sup>2</sup>	Professor	Math RV
05/20/2011	Scott, Jon W <sup>2</sup>	Professor	Business/Science/Math/Tech GT
05/21/2011	Vosseller, Richard T	Assistant Professor	Arts/Humanities/SocialSciences

**FACULTY SEPARATIONS: Ethnicity and Gender**

	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian</u>	<u>American Indian</u>	<u>TOTAL</u>
Female	5	0	0	0	0	<b>5</b>
Male	4	0	0	0	0	<b>4</b>
<b>TOTAL</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>

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<sup>1</sup> Deceased

<sup>2</sup> Retirement

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

Agenda Item Number: 7B  
June 20, 2011

**REQUEST FOR DELETION OF THE COMPUTER PUBLISHING AND PRINTING MANAGEMENT  
ASSOCIATE OF ARTS DEGREE (A.A.S.) DEGREE**

**BACKGROUND**

The Maryland Higher Education Commission (MHEC) monitors the completion rates of all college programs in the state of Maryland. In addition, MHEC provides at regular intervals a Low-Productivity Report listing of the academic degree programs that have been identified as low producing based on a criterion of degree production. The Computer Publishing and Printing Management Associate of Applied Science (A.A.S.) degree was listed on the recently received Low Productivity Report. The department was asked to review the identified program to determine the continued viability of this program. Due to low enrollment rates over the last several years, the department decided to delete this program.

Students currently pursuing the degree will be notified by letter, describing the program options, including the amount of time allowed to complete the program, descriptions of similar majors, and directions on how to change their majors.

**RECOMMENDATION**

The Board of Trustees is requested to approve the deletion of the Computer Publishing and Printing Management Associate of Arts Degree.

**BACK-UP INFORMATION**

Board Resolution

**RESOURCE PERSONS**

Professor Fred Howell  
Dean Edward Roberts

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

Resolution Number: **11-06-071**  
Adopted on: **6/20/2011**

Agenda Item Number: 7B  
June 20, 2011

**Subject: Request for Deletion of the Computer Publishing and Printing Management  
Associate of Applied Arts (A.A.S.) Degree**

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WHEREAS, the Maryland Higher Education Commission (MHEC) monitors the completion rates of all college programs in the state of Maryland; and

WHEREAS, MHEC provides periodically a Low Productivity Report listing of the academic degree programs that have been identified as low producing based on a criterion of degree production; and

WHEREAS, the Computer Publishing and Printing Management A.A.S. degree has had low enrollment rates over the past several years; and

WHEREAS, the interim Senior Vice President for Academic and Student Services and the President of the College have approved the deletion and recommend the following action; now therefore it be

Resolved, That the members of the Board of Trustees approve the deletion of the Computer Publishing and Printing Management A.A.S. degree.

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

Agenda Item Number: 7C  
June 20, 2011

**REQUEST FOR APPROVAL OF THE WOMEN'S STUDIES CERTIFICATE**

**BACKGROUND**

The Maryland State Plan for Postsecondary Education strongly recommends that higher education strive to meet the education needs of the students and the state by providing for "the development of a highly qualified workforce." Montgomery College echoes that recommendation in its mission statement by "holding ourselves accountable for meeting economic and workforce development needs."

The Women's Studies discipline with an academic focus on global issues, cross-disciplinary study, critical analysis, and service learning has been a strength of the Montgomery College (MC) curriculum for over 30 years. Student interest in the this field has grown not only here at MC but nationally as well, evidenced by the number of community colleges and four-year institutions offering similar programs.

The proposed Women's Studies Certificate provides a solid foundation of coursework in the discipline and offers students a vehicle to develop their passion in a systematic way. Graduates can further their studies at a four-year institution and/or be prepared for a variety of professional, personal and academic opportunities. Some of these opportunities include positions in law, counseling, human resources, politics and the health field.

Further, the certificate will be a measure of student success as defined by the state and the President's Completion Agenda.

No additional faculty, staff, equipment or facilities are required for the implementation of this program. Only minimal advertising expenses are expected.

**RECOMMENDATION**

The Board of Trustees is requested to approve the Women's Studies Certificate.

**BACK-UP INFORMATION**

Board Resolution  
Women's Studies Certificate

**RESOURCE PERSONS**

Professor Genevieve Carminati  
Dean Rodney Redmond

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

Resolution Number: **11-06-072**  
Adopted on: **6/20/2011**

Agenda Item Number: 7C  
June 20, 2011

**Subject: Request for Approval of the Women's Studies Certificate**

WHEREAS, the Maryland Higher Education Committee has strongly recommended that campuses offer ongoing programs that encourage fulfilling the educational needs of students and promote economic growth through the development of a highly qualified workforce; and

WHEREAS, Montgomery College is committed to meet the needs of the State, the community, and its students and has articulated a commitment in its mission statement to hold itself accountable in meeting economic and workforce development needs; and

WHEREAS, the Women's Studies discipline has been offering courses for the last 30 years; and

WHEREAS, a Women's Studies Certificate will provide a solid foundation of coursework in the discipline and offers students a vehicle to develop their passion in a systematic way; and

WHEREAS, graduates can transfer and further their studies at a four-year institution; and

WHEREAS, graduates will be prepared for a variety of professional, personal and academic opportunities including positions in law, counseling, human resources, politics and the health field; and

WHEREAS, the certificate will be a measure of student success as defined by the state and will support the President's Completion Agenda; and

WHEREAS, no additional faculty, staff, equipment or facilities are required for the implementation of this program. Only minimal advertising expenses are budgeted; and

WHEREAS, the Interim Senior Vice President for Academic and Student Services and the President of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the Women's Studies Certificate.

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

Agenda Item Number: 7D  
June 20, 2011

**APPROVAL OF  
MONTGOMERY COLLEGE PROGRAMS OF CULTURAL DIVERSITY  
ANNUAL PROGRESS REPORT**

**BACKGROUND**

In 2008, Maryland House Bill 905 and Senate Bill 438 Education Article, annotated code of Maryland, §11-406 (b) (1) (iii) were passed. With the passing of these two Bills, legislation requires each private and public institution of higher education in the State of Maryland to develop and implement a plan for a program of cultural diversity. Accordingly, each “cultural diversity plan must include an implementation strategy and time line for meeting the goals;” and the plan must also include following “required elements”:

- a description of the way the institution addresses cultural diversity among its students, faculty and staff populations;
- a description of how the institution plans to enhance cultural diversity, if improvement is needed;
- a process for reporting campus-based hate crimes;
- a summary of resources needed to effectively recruit and retain a culturally diverse student body; and
- the enhancement of cultural diversity programming and sensitivity to cultural diversity through instruction and training of the student body, faculty, and staff of the institution.

The aforementioned legislation includes a proviso that,

Each year by May 1, each public institution must submit its plan to its governing board for its review. Thereafter, the governing board must submit a progress report on the institution’s implementation of the plan to the Maryland Higher Education Commission (MHEC) by August 1. The Maryland Higher Education Commission must review the progress report and monitor compliance with the diversity goals of the State Plan for Higher Education; and MHEC must report to the General Assembly on the extent to which the institutions are in compliance with the diversity goals of the State Plan for Higher Education.

Pursuant to the requirements of this legislation, Montgomery College developed a multi-year diversity plan to be implemented over a period of three years—Academic Years 2010 through 2012. Ensuring and sustaining institutional diversity and inclusive excellence among our faculty, staff and students were the guiding tenets for developing the College diversity plan. The Plan identifies action-oriented diversity goals and objectives in five key areas—(a) Policies, Procedures and Practices; (b) College Climate; (c) Outreach and Recruitment; (d) Supporting Student Success; and (e) Professional Development. The goals and objectives demonstrate Montgomery College’s good faith, commitment and intention to remove barriers for expanding and sustaining diversity and producing measurable results. This Progress Report includes highlights of some of the ways Montgomery College addresses diversity among its students, faculty and staff through programming, training, professional development, recruitment, support, retention, financial assistance, and access. Because of the importance of implementing this Plan and producing measurable results, the Board of Trustees will be provided data, information, and updates in the Trustee Information Program reports, where appropriate, throughout the upcoming academic year.

## RECOMMENDATION

The Board of Trustees is requested to approve the Montgomery College Programs of Cultural Diversity Annual Progress Report and request the President to forward it to the Maryland Higher Education Commission.

## BACK-UP INFORMATION

Board Resolution  
Montgomery College Programs of Cultural Diversity Annual Progress Report (Trustees only)

## RESOURCE PERSONS

Mr. Marshall Moore  
Ms. Paula Matuskey  
Dr. Michelle T. Scott

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

Resolution Number: **11-06-073**  
Adopted on: **6/20/2011**

Agenda Item Number: 7D  
June 20, 2011

**Subject: Montgomery College Programs of Cultural Diversity Annual Progress Report**

WHEREAS, Maryland legislation requires that annually each public and private institution's governing board submit a progress report on the institution's implementation of a plan for a program of cultural diversity to the Maryland Higher Education Commission; and

WHEREAS, the Maryland Higher Education Commission must review the progress report and monitor compliance; and

WHEREAS, pursuant to Maryland legislation, Montgomery College has developed an annual progress report of the College's programs of cultural diversity that provides insight into the way the College addresses diversity among its students, faculty and staff through programming, training, professional development, recruitment, support, retention, financial assistance, and access; and

WHEREAS, the annual progress report demonstrates the College's commitment and good faith efforts for removing barriers to expand and sustain diversity and producing measurable results; and

WHEREAS, the Office of Equity and Diversity has coordinated contributions from administrative offices and each campus in the development of the annual progress report; and

WHEREAS, the President recommends that the following action be taken; now therefore be it

Resolved, that the attached Montgomery College Programs of Cultural Diversity Annual Progress Report be approved, and that the Report be sent to the Maryland Higher Education Commission by August 1, 2011.

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

Resolution Number: **11-06-074**  
Adopted on: **6/20/2011**

Agenda Item Number: 8A  
June 20, 2011

**Subject: Recognition and Bronze Medallion to Trustee Christina Cieplak**

WHEREAS, the Governor of the State of Maryland appointed Ms. Christina Cieplak as student member to the Board of Trustees of Montgomery College effective July 1, 2010 for a one-year term and her term of office will end June 30, 2011; and

WHEREAS, during her tenure, Ms. Cieplak served the Board of Trustees with distinction and dedication while also challenging herself as a student; and

WHEREAS, Ms. Cieplak's perspective as a student of the College, her interest in the concerns of students, and her understanding of the role of the Board as a corporate entity that must exercise sound judgment in the interest of the total College, have contributed significantly to the deliberations and effective decision-making of the Board; and

WHEREAS, she brought to the Board an energy and interest that encouraged the Board as a whole to ensure that the best interests of the College and its students were being served; and

WHEREAS, during her appointment to the Board, Ms. Cieplak was an outstanding student leader at Montgomery College serving as Student Senate Vice President at the Rockville Campus in FY2011 and involved in many student activities; and

WHEREAS, Ms. Cieplak has been a speaker or representative at a wide variety of functions including Montgomery College's Education Career and Program Fair, an introductory to psychology class, presented at the Student Excellence Expo for two years, represented the College at the Gateway to College 5<sup>th</sup> Annual Peer Learning Conference, and spoke at the inauguration of Dr. DeRionne Pollard; and

WHEREAS, Ms. Cieplak is driven by a genuine concern for the welfare of Montgomery College students; and

WHEREAS, Ms. Cieplak is a strong advocate for student involvement in college life on campus and eagerly and generously tells her story of how Montgomery College transformed her life as she began her academic journey in the Gateway to College program; and

WHEREAS, Ms. Cieplak has provided testimony in support of advocacy efforts with State and local government officials, which helped obtain the needed public support for the College; and

WHEREAS, Ms. Cieplak has conducted herself in an exemplary manner, and her demeanor, dependability, cooperation, and responsiveness to Board and College issues and events combine to make her a highly valued member of the Board; and

WHEREAS, in recognition of her distinguished service to the Board of Trustees of Montgomery College, the students, and the College community the Board recommends this recognition and tribute to Ms. Christina Cieplak; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Christina Cieplak for her conscientious and significant contributions to Montgomery College, to its Board of Trustees, to its students, and to the citizens of Montgomery County, and extend their best wishes to her for continued

good health, happiness, and academic success and invite her continued interest in and support of the College in the years ahead; and be it further

Resolved, That in recognition of her dedication, support, and association with Montgomery College and Montgomery County, Ms. Christina Cieplak is awarded the College's Bronze Medallion for distinguished service; 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. Christina Cieplak.

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

Resolution Number: **11-06-075**  
Adopted on: **6/20/2011**

Agenda Item Number: 8B  
June 20, 2011

**Subject: Award of Silver Medallion and Emeritus Status to Mr. Marshall Moore**

WHEREAS, Mr. Marshall Moore rendered more than 15 years of invaluable service and dedication to Montgomery College prior to his retirement on June 30, 2011; and

WHEREAS Mr. Moore served four Montgomery College Presidents and during his exemplary service as Chief Business Officer from 1996-2007, as Finance Director of the Montgomery College Foundation from 1996-2006, and then as Senior Vice President for Administrative and Fiscal Services from 2008-2011, Mr. Moore provided overall leadership, guidance, supervision, and resources for the Administrative and Fiscal Services units; and

WHEREAS, Mr. Moore's training as a Certified Public Accountant added valuable knowledge and expertise in the field of accounting and fiscal management at all levels of the College; and

WHEREAS, Mr. Moore gained the respect, trust, and friendship of the staff and unit leaders in his various departments of Facilities, Budget Management, Office of Business Services, Office of Human Resources, Office of Employee Engagement and Labor Relations, Office of Information Technology, and Auxiliary Services; and

WHEREAS, Mr. Moore's passion and commitment to the mission of the College and to higher education enabled him to play a pivotal role in the growth and development of the College; and

WHEREAS, he successfully balanced the business and student services needs of the College, while conducting himself in an exemplary manner and with a sense of fairness and integrity in decision-making; and

WHEREAS, in addition to managing the College's operating budget, Mr. Moore was responsible for providing overall leadership for planning, design, construction and renovation of projects in the capital budget; and

WHEREAS, Mr. Moore presented case studies, financial information and financial strategies on ways and alternatives to fund community college initiatives such as the Morris and Gwendolyn Cafritz Foundation Arts Center bonding project and other such projects to the legislature, business community, and other interested community members; and

WHEREAS, through his proactive approach to financial management, Mr. Moore introduced and recommended policies to better position the College financially now and for the future, such as an award winning policy on the use of the unreserved fund balance; the policy on Sarbanes-Oxley Act practices; the Policy on College Investments; and the Policy and trust and investment program of Other Post Employment Benefits; and

WHEREAS, Mr. Moore demonstrated his leadership by serving on various College committees such as the President's Executive Council, the President's Cabinet, the College Negotiating Team, and lead the College audit team which consistently received clean audits each year; and

WHEREAS, Mr. Moore's service commitment extended beyond Montgomery College where he served as the College's representative for the National Association of College and University Business Officers, the Community College Business Officers, the Maryland Association of Community College Business Officers, and served as a member of the College's Investment Committee; and

WHEREAS, while serving as the Chief Business Officer, Mr. Moore received an Outstanding Service Award in January 2001; and

WHEREAS, as a trusted leader, Mr. Moore exhibited steadfast moral principles and upheld excellent working relations with representatives from Montgomery County Government and the Montgomery College Foundation regarding issues of mutual interest; and

WHEREAS, Mr. Moore served as church treasurer for his church, Mt. Calvary Baptist Church, Rockville, Maryland, from 1997–2010, with outstanding stewardship, integrity, and excellence, and retired with a celebration honoring his exemplary service on January 30, 2011; and

WHEREAS, Mr. Moore has generously supported many Montgomery College Foundation initiatives such as the Dr. Harry Harden Jr., Memorial Endowed Scholarship, *the General Scholarship Fund, the Rosie Moore Endowed Scholarship, the Laval Scotty McRae Fund, the Montgomery College Foundation Golf Classic, the Music Department Award Fund, Takoma Park Expansion Project, and the Montgomery College 60<sup>th</sup> Anniversary Fund*; and

WHEREAS, Mr. Moore was known in the College community as an avid listener, collector, and enthusiast of jazz music and its history and shared his passion for this art and his knowledge, interest, and exposure to various collegiate and national sports activities, programs, and teams; and

WHEREAS, the Board of Trustees' policy provides that all administrative staff who retire with a minimum of ten years service as an administrator with Montgomery College shall be designated administrator emeritus(a) with appropriate title, subject to approval of the Board of Trustees; and

WHEREAS, College policy provides for the awarding of a Silver Medallion to recognize outstanding service to the College, the academic profession, the County, the State, or the nation; and

WHEREAS, in recognition of his long-time loyalty and invaluable service, the President of the College recommends that Mr. Moore be awarded the Silver Medallion as acknowledgement of his contributions to the College 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. Marshall Moore 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 Mr. Marshall Moore is awarded the Silver Medallion in recognition of his outstanding service to the College, and as an expression of gratitude of the College for his exemplary dedication and professional commitment to further the goals of the College; and be it further

Resolved, That Mr. Marshall Moore is granted the status of Senior Vice President for Administrative and Fiscal Services Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to Mr. Marshall Moore.

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

Resolution Number: **11-06-076**  
Adopted on: **6/20/2011**

Agenda Item Number: 8C  
June 20, 2011

**Subject: Award of Silver Medallion and Emerita Status to Trustee Roberta F. Shulman**

WHEREAS, the Governor of the State of Maryland appointed Ms. Roberta F. Shulman to the Board of Trustees of Montgomery College on July 1, 1999, for a six-year term; and

WHEREAS, the Governor of the State of Maryland reappointed Ms. Shulman for a second six-year term beginning July 1, 2005, and ending June 30, 2011, bringing to an end an exemplary term in office as a Trustee; and

WHEREAS, Ms. Shulman has served the Montgomery College community with distinction and dedication, consistently demonstrating her belief in and understanding of the guiding principles of governance, scholarship, good stewardship, and a commitment to the fundamental mission of community colleges; and

WHEREAS, during her twelve years on the Board of Trustees, Ms. Shulman was elected as second vice chair and first vice chair each for two years and as chair of the Board from 2007 – 2009 and played a major role in many of the Board's advocacy efforts with the State and County; and

WHEREAS, Ms. Shulman has demonstrated her outstanding leadership skills in the community as a leader, a community advocate, and as an artist; and

WHEREAS, Ms. Shulman was founding director of Leadership Montgomery and a member of Leadership Montgomery Class of 1992 and served on its public relations committee; and

WHEREAS, Ms. Shulman has a strong belief in the importance of education and developed a passion for the mission of community college as an adult student and life-long learner and has been active in community college education at the national level; and

WHEREAS, Ms. Shulman was elected to the national board of the Association of Community College Trustees (ACCT) as a Northeast Regional director in 2009 and served on the Finance and Audit Committee from 2007-2008, the Public Policy Committee and Northeast Region Nominating and Awards Committee from 2007-2009, and the Governance and Bylaws Committee from 2009-2011; and

WHEREAS, Ms. Shulman was brought to the Board by virtue of her career experiences as a communications and workforce development professional and has worked to increase national awareness of the role community colleges play in developing valuable employees; and

WHEREAS, she has served the College well in deliberations regarding all matters, but especially those related to advocacy, partnerships with Montgomery County Public Schools, and supporting higher education in Montgomery County; and

WHEREAS, Ms. Shulman has been at the forefront of education for students at all levels, her tireless advocacy on behalf of the College has helped to enhance and stabilize local public funding for the College, especially during times of limited fiscal resources; and

WHEREAS, Ms. Shulman has generously supported many Montgomery College Foundation initiatives such as the Trustees' Circle Endowed Scholarship, Summer Dinner Theatre, Robert E. Parilla

Community Leadership Endowment, Art Star Award, Alumni Mobile Masterpieces, and established the Roberta F. Shulman Scholarship Fund to benefit Montgomery College students; and

WHEREAS, Ms. Shulman's integrity, wise counsel, dependability, and devotion to and sincere concern for the welfare of all members of the College community, have immeasurably contributed to the decisions of the Board of Trustees, and these qualities displayed during twelve years of distinctive service will be sorely missed by the Board and the President of the College; and

WHEREAS, College procedures allow that all Trustees completing at least one full six-year term of service are eligible for Trustee emeritus/emerita status at the time of their retirement from the Board, and such status shall be granted by a majority affirmative vote of the current Board of Trustees; and

WHEREAS, College procedures allow for the awarding of a Silver Medallion in recognition of documented truly outstanding service to the College, the academic profession, the County, the State or the nation; and

WHEREAS, the members of the Board of Trustees of the College recommend this tribute on the occasion of Ms. Roberta F. Shulman's retirement from the Board; now therefore be it

Resolved, That the members of the Board of Trustees of Montgomery College express their sincere appreciation to Ms. Roberta F. Shulman for her conscientious and significant contributions to Montgomery College, its Board of Trustees, its students, faculty, staff, and alumni, its community, and the citizens of Montgomery County, and that the Board extends to her its best wishes for her continued good health, happiness, and prosperity, and invites her continued support of the College in the years ahead; and be it further

Resolved, That Ms. Roberta F. Shulman is granted the status of Trustee 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 in recognition of her dedicated service and association with Montgomery College and Montgomery County, Ms. Roberta F. Shulman is awarded the Silver Medallion for sustained and exemplary outstanding service; 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. Roberta F. Shulman.

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

Agenda Item Number: 9A  
June 20, 2011

**CAPITAL BUDGET FUND TRANSFER  
ROCKVILLE SCIENCE CENTER PROJECT  
TO  
GERMANTOWN CHILD CARE CENTER PROJECT**

**BACKGROUND**

In accordance with County fiscal procedures, the Board is authorized to transfer funds among College projects within the Capital Budget. Additional funds totaling \$400,000 are needed in the Germantown Child Care Center project in order provide sufficient funds for the construction contract award and to provide for a project contingency. Construction of this child care facility was deferred several times since its design was first funded in FY 2003. The project budget was increased in FY 2007, but it had not been escalated since that time. The construction contract award for the Child Care Center is on the Board's agenda for approval in June and this action must be approved to fully fund that award.

Funds for this transfer are available in the Rockville Campus Science Center project which is nearly complete. As previously reported to the Board in March, this project has an unused balance which can be transferred to other Capital projects as needed. According to County regulations, no more than 10% of the total appropriation can be moved from a Capital project. The amount to be moved, \$400,000, is well within that parameter since the total appropriation for the Science Center is \$74,290,000. Board approval is required for all fund transfers between capital projects.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the transfer of \$400,000 from the Rockville Science Center project to the Germantown Child Care Center project in the FY 2011 Capital Budget in order to provide sufficient funds for the Child Care Center construction contract award and project contingencies.

**BACK-UP INFORMATION**

Board Resolution

**RESOURCE PERSON(S):**

Mr. Capp  
Mr. Sheeran  
Mr. Sorrell

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

Resolution Number: **11-06-077**  
Adopted on: **6/20/2011**

Agenda Item Number: 9A  
June 20, 2011

**Subject: Capital Budget Fund Transfer, Rockville Science Center Project to the  
Germantown Child Care Center Project**

WHEREAS, in accordance with College policy on the Capital Budget, a movement of funds between projects authorized in the Capital Budget must be consistent with County fiscal procedures authorizing such transactions, and the County has indicated that the Board is authorized to transfer a maximum of 10% from any one College project to projects within the College's Capital Budget; and

WHEREAS, additional funds are needed in the Germantown Child Care Center project to provide sufficient funds for the construction contract award and to provide a project contingency; and

WHEREAS, funds totaling \$400,000 are available in the FY 2011 Capital Budget Rockville Science Center project that can be used for this purpose; and

WHEREAS, the Chief Business Officer certifies that the funds are available in the FY 2011 Capital Budget Science Center project for this transfer and also certifies that the amount to be transferred, \$400,000, is within the 10% limit for this project; and

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

Resolved, That \$400,000 is transferred from the Capital Budget Science Center project in the FY2011 Capital Budget to the Germantown Child Care Center project in order to provide sufficient funds for the Child Care Center construction contract award and a project contingency; and be it further

Resolved, That the County Executive and the County Council be notified of this action.

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

Agenda Item Number: 9B  
June 20, 2011

**CAPITAL BUDGET FUND TRANSFER  
TAKOMA PARK CAMPUS EXPANSION PROJECT  
TO  
PLANNING, DESIGN AND CONSTRUCTION PROJECT**

**BACKGROUND**

In accordance with County fiscal procedures, the Board is authorized to transfer funds among College projects within the Capital Budget. Additional funds can be used in the Planning, Design and Construction project to support salaries and benefits for the capital staff positions which plan, design, manage and construct projects in the Capital Budget. The project currently supports 15 positions. Additional planning and/or project management positions may be added in the future to accelerate the implementation of projects in the Capital Budget.

A total of up to \$160,000 is available that can be moved from the Takoma Park Campus Expansion project. In FY 2007, \$400,000 was moved out of the Capital salary project in order to help fund the award of the construction contract for the Cultural Arts Center at a period when construction costs were higher. Now that the Takoma Park Campus Expansion project is complete, the remaining funds in this project can be moved back to the salary project.

According to County regulations, no more than 10% of the total appropriation can be moved from a Capital project. The amount to be moved, not-to-exceed \$160,000, is well within that parameter. Lobby signage bids open on June 16<sup>th</sup> for the Cultural Arts Center. Using a not-to-exceed amount for this transfer authorization will provide flexibility to accommodate the results of the bid. Board approval is required for all fund transfers between Capital projects.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve a transfer of an amount not-to-exceed \$160,000 from the Takoma Park Campus Expansion project to the Planning, Design and Construction project in the FY 2011 Capital Budget in order to provide sufficient funds for salaries and benefits for Capital project staff in FY 2012 and beyond.

**BACK-UP INFORMATION**

Board Resolution

**RESOURCE PERSON(S):**

Mr. Capp  
Mr. Sheeran  
Mr. Sorrell

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

Resolution Number: **11-06-078**  
Adopted on: **6/20/2011**

Agenda Item Number: 9B  
June 20, 2011

**Subject: Capital Budget Fund Transfer, Takoma Park Campus Expansion Project to the Planning, Design and Construction Project**

WHEREAS, in accordance with College policy on the Capital Budget, a movement of funds between projects authorized in the Capital Budget must be consistent with County fiscal procedures authorizing such transactions, and the County has indicated that the Board is authorized to transfer a maximum of 10% from any one College project to projects within the College's Capital Budget; and

WHEREAS, additional funds are needed in the Planning, Design and Construction project to support capital staff salary and benefits expenses in FY 2012 and beyond because the project has not had any increases since FY 2010 and the project gave up funds in FY 2007 to support the Takoma Park Campus Expansion project; and

WHEREAS, funds totaling up to \$160,000 are available in the FY 2011 Capital Budget Takoma Park Campus Expansion project that can be used for this purpose; and

WHEREAS, the Chief Business Officer certifies that sufficient funds are available in the FY 2011 Capital Budget Takoma Park Campus Expansion project for this transfer and also certifies that the amount to be transferred, not-to-exceed \$160,000, is within the 10% limit for this project; and

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

Resolved, That an amount not-to-exceed \$160,000 is transferred from the Takoma Park Campus Expansion project to the Planning, Design and Construction project in the FY 2011 Capital Budget in order to provide funds to support capital staff salary and benefits expenses in FY 2012 and beyond; and be it further

Resolved, That the County Executive and the County Council be notified of this action.

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

Agenda Item Number: 10A  
June 20, 2011

**SOLE SOURCE AWARD OF CONTRACT,  
EXTENDED WARRANTY AND MAINTENANCE SERVICE CONTRACT FOR DIAGNOSTIC  
MEDICAL SONOGRAPHY EQUIPMENT**

**BACKGROUND**

The Instructional Dean, Health Sciences, Takoma Park/Silver Campus has requested the purchase of an extended warranty and maintenance service contract on the ultrasound units in the Diagnostic Medical Sonography (DMS) Program, on a sole source basis. In May 2010, the Board of Trustees approved the purchase of three (3) Philips HD11 sonography ultrasound machines for the program from Philips Medical Corporation. The Philips product is a required performance standard in diagnostic images and is used in clinical sites where our students ultimately work. The current one-year warranty period will expire on June 29, 2011, and an extended warranty and maintenance service are required to ensure equipment operability and performance. This sole source procurement is justified since no other third party vendor provides extended warranty service of this equipment. The proposed service agreement is a four-year term with annual payments of \$32,218.00. Funds are available in the FY2011 Operating Budget for this purchase. Board approval is required for sole source procurements valued above \$25,000.

**RECOMMENDATIONS**

It is recommended that the Board of Trustees award a contract for extended warranty and maintenance services to Philips Medical Systems, Bothell, Washington, for a four-year term, beginning June 30, 2011, for a total of \$128,872, of which \$32,218 will be expended in FY2011.

**BACK-UP INFORMATION**

Board Resolution

**RESOURCE PERSONS**

Ms. Pickwick  
Dr. Wormack

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

Resolution Number: **11-06-079**  
Adopted on: **6/20/2011**

Agenda Item Number 10A  
June 20, 2011

**Subject: Sole Source Award of Contract, Extended Warranty and Maintenance Service Contract for Diagnostic Medical Sonography Equipment**

WHEREAS, the Instructional Dean, Health Sciences, Takoma Park/Silver Campus has requested the purchase of a service contract on the ultrasound units in the Diagnostic Medical Sonography (DMS) Program, on a sole source basis, since the current one-year warranty period will expire June 29, 2011; and

WHEREAS, in May 2010, the Board of Trustees approved the purchase of three (3) Philips HD11 sonography ultrasound machines for the program from Philips Medical Corporation; and

WHEREAS, the Director of Procurement affirms that the sole source request is justified since no other vendor offers extended warranty and maintenance services of this equipment; and no other vendor will meet College needs; and the Chief Business Officer certifies that funds are available in the FY2011 Operating Budget; and

WHEREAS, sole source procurement contracts valued above \$25,000 requires the Board of Trustees approval; and

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

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

Resolved, that a contract be awarded for the purchase of extended warranty and maintenance services to Philips Medical Systems, Bothell, Washington, on as sole source basis, for a four-year term, beginning June 30, 2011, for a total amount of \$128,872, of which \$32,218 will be expended in FY2011.

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

Agenda Item Number: 10B  
June 20, 2011

**SOLE SOURCE AWARD OF CONTRACT,  
ULTRASOUND DIGITAL IMAGING SYSTEM FOR USE IN THE DIAGNOSTIC MEDICAL  
SONOGRAPHY PROGRAM AT THE TAKOMA PARK/SILVER SPRING CAMPUS**

**BACKGROUND**

The Dean of Health Sciences has requested the purchase of an additional ultrasound digital imaging systems with a host of standard advanced features on an upgradeable platform – for use in the Diagnostic Medical Sonography (DMS) program offered at the Takoma Park/Silver Spring Campus, on a sole source basis. When the Health Sciences Center was built in 2003, five scanning stations were included in the DMS lab, but only three ultrasound units for those stations were purchased. Subsequently, in 2010, the Board approved the purchase of three additional units. The additional system will equip the scanning lab with state-of-the-art equipment for teaching and maximize use of the lab by students and faculty. This equipment supports students in the program and is an industry standard where our students ultimately work as healthcare professionals. The requested Philips ultrasound equipment, model number HD7, is solely manufactured by Philips Medical Systems, Bothell, Washington, and the unit is compatible with other equipment used in the DMS program. Sole source procurement is justified since Philips Medical Systems is the sole manufacturer of this unit and no other vendor can meet College requirements. The total purchase price is \$36,525, which includes delivery, installation, and a one-year factory warranty. Funding for this purchase is available through the Carl D. Perkins federal grant program. Board of Trustees approval is required for sole source procurements valued above \$25,000.

**RECOMMENDATION**

It is recommended that the Board of Trustees award a contract for the purchase of an additional ultrasound digital imaging system, to Philips Medical Systems, Bothell, Washington, on a sole source basis, for a total price of \$36,525.

**BACK-UP INFORMATION**

Board Resolution

**RESOURCE PERSONS**

Ms. Pickwick  
Dr. Wormack

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

Resolution Number: **11-06-080**  
Adopted on: **6/20/2011**

Agenda Item Number: 10B  
June 20, 2011

**Subject: Sole Source Award of Contract, Ultrasound Digital Imaging System, for the Diagnostic Medical Sonography Program at the Takoma Park/Silver Spring Campus**

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WHEREAS, the Dean of Health Sciences has requested the purchase of an additional ultrasound digital imaging system for use in the Diagnostic Medical Sonography (DMS) program offered at the Takoma Park/Silver Spring Campus, on a sole source basis; and

WHEREAS, the additional system will equip the scanning lab with state-of-the-art equipment for teaching and maximize use of the lab by students and faculty and is an industry standard where our students ultimately work as healthcare professionals; and

WHEREAS, the Director of Procurement affirms that the sole source procurement is justified since the ultrasound digital imaging system is only available from one source, Philips Medical Systems, and no other product meets College requirements; specifications were developed by appropriate College staff, and the Chief Business Officer certifies that funds are available in the FY2011 Operating Budget; and

WHEREAS, sole source procurements valued above \$25,000 require the approval of the Board of Trustees; and

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

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

Resolved, That a contract be awarded for the purchase of an additional ultrasound digital imaging systems, to Philips Medical Systems N.A., Bothell, Washington, for a total price of \$36,525.

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

Agenda Item Number 10C  
June 20, 2011

**MULTIPLE AWARDS OF CONTRACT, NETWORK INFRASTRUCTURE PRODUCTS  
AND SERVICES, BID NO. 511-023**

**BACKGROUND**

The Vice President for Instructional and Information Technology/Chief Information Officer has requested multiple awards of contract for the purchase of network infrastructure products and services. While the current contract can be renewed, staff recommended that it be re-bid to obtain cost savings and efficiencies. The College has significant investments in technology with over 1,200 pieces of network infrastructure equipment, and over 250 servers. The IT network infrastructure requirements include short-term project-based contractor support, enterprise and campus application support, telecommunications and equipment for new and emerging network technologies and wireless and teleconferencing capabilities. Re-bidding this contract is consistent with the recommendations of the Budget Review Advisory Committee.

Four (4) responses, including one no-bid were received on April 1, 2011. A committee consisting of Information Technology staff evaluated the proposals based on established criteria. Scoring ranged from 95 to 99 points. Multiple awards are being recommended to Sun Management, Presidio Networking Solutions (the current incumbent) and Skyline Network Engineering, as all three firms met College requirements. References of all vendors were satisfactory. Competitive quotes will be requested from the three firms and task order(s) will be issued to the lowest responsive bidder. This approach differs from the previous contract model and ensures the greatest savings by maintaining competitive pricing on each project while meeting timelines for completing each project. Funding for these services has been requested in the FY2012 Operating Budget. Board of Trustees approval is required for contract awards resulting from competitive sealed proposals valued above \$25,000.

**RECOMMENDATION**

It is recommended that the Board of Trustees award multiple contracts for the purchase of network infrastructure products and services to Sun Management, Inc, Arlington, VA, Presidio Networking Solutions, Greenbelt, MD, and Skyline Network Engineering, Eldersburg, MD, for a three-year term, beginning July 1, 2011. The total three-year pricing is a not-to-exceed amount of \$9,000,000. It is recommended that the contracts be renewed for one additional two-year term provided that service is satisfactory, funding is available, and it is in the best interest of the College. The total five-year expenditures may not-to-exceed \$15,000,000.

**BACK-UP INFORMATION**

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

**RESOURCE PERSONS**

Mr. Sorrell

Dr. Russell

Dr. Wormack

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

Resolution Number: **11-06-081**  
Adopted on: **6/20/2011**

Agenda Item Number: 10C  
June 20, 2011

**Subject: Multiple Awards of Contract, Network Infrastructure Products and Services,  
Bid No. 511-023**

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WHEREAS, the Vice President for Instructional and Information Technology/Chief Information Officer has requested multiple awards of contract for the purchase of network infrastructure products and services; and

WHEREAS, the Director of Procurement certifies that specifications were developed by appropriate College staff, and the Chief Business Officer certifies that funds have been requested in the FY2012 Operating Budget; and

WHEREAS, pursuant to MD (Educ.) Code Ann. Sec 16-311(c), a request for proposal was publicly advertised in a County newspaper on February 25, 2011, and posted on the College Procurement and State of Maryland websites, downloaded by one hundred nineteen (119) vendors; and four (4) responses, including one (1) no bid were received, read aloud, and recorded, beginning at 3:00 p.m. on April 1, 2011; and

WHEREAS, upon evaluation it was determined that proposals submitted by Sun Management of Arlington, VA, Presidio Networking Solutions, Greenbelt, MD, and Skyline Network Engineering, Eldersburg, MD, were the highest ranked responsible vendors meeting College requirements; and

WHEREAS, awards resulting from competitive sealed proposals valued above \$25,000 require Board of Trustees approval; and

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

Resolved, That multiple contracts be awarded to purchase network infrastructure products and services to Sun Management, Arlington, VA, Presidio Networking Solutions, Greenbelt, MD, and Skyline Network Engineering, Eldersburg, MD, for a three-year term, beginning July 1, 2011, for a not-to-exceed amount of \$9,000,000, and be it further

Resolved, That the contracts be renewed for one additional two-year term period, provided that service is satisfactory, funding is available, and it is in the best interest of the College; and be it further

Resolved, That the total five-year expenditures may not exceed \$15,000,000.

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

Agenda Item Number: 10D  
June 20, 2011

**AWARD OF CONTRACT, PRINTING SERVICES FOR NONCREDIT CLASS SCHEDULE,  
BID NUMBER 412-001**

BACKGROUND

The Vice President and Provost for Workforce Development & Continuing Education has requested a contract award for printing services for the noncredit class schedule, a newsprint tabloid publication disseminated to market Workforce Development & Continuing Education (WD&CE) programs and enhance public relations efforts. The current contract will expire on June 30, 2011. Although more and more information is increasingly being provided on the College's website, the non-credit class schedule has a user friendly layout that continues to be ideal for the target population. This tabloid will continue to be disseminated throughout Montgomery County, primarily through insertions in County newspapers and placement at County libraries.

A solicitation was issued on April 29, 2011, for printing the noncredit class schedule three times per academic year. Five (5) responses including one (1) no bid were received on May 13, 2011. Bids ranged from \$220,662 to \$301,431. Post-Newsweek Media, Inc., dba Comprint Printing (the incumbent), Laurel, Maryland, offered the lowest responsible bid meeting College requirements and their references are satisfactory. Board approval is required for competitive sealed bid awards valued above \$100,000. Funds have been requested in the FY 2012 Workforce Development and Continuing Education Budget.

RECOMMENDATIONS

It is recommended that the Board of Trustees award a contract for printing services for the newsprint noncredit class schedule to Post-Newsweek Media, Inc., dba Comprint Printing, Laurel, Maryland, for a one-year term, beginning July 1, 2011, for a total annual not-to-exceed amount of \$220,662. It is further recommended that the contract be renewed for three additional one-year terms, at the option of the College, under the same terms and conditions, if service is satisfactory, funds are available, and it is in the best interest of the College.

BACK-UP INFORMATION

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

RESOURCE PERSONS

Mr. Payne  
Mr. Sorrell  
Dr. Wormack

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

Resolution Number: **11-06-082**  
Adopted on: **6/20/2011**

Agenda Item Number: 10D  
June 20, 2011

**Subject: Award of Contract, Printing Services for the Noncredit Class Schedule,  
Bid No. 412-001**

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WHEREAS, the Vice President and Provost for Workforce Development & Continuing Education has requested a contract award for the purchase of printing services for the newsprint noncredit class schedule publication, as the current contract expires June 30, 2011; and

WHEREAS, the Director of Procurement affirms that specifications were developed by appropriate College staff, and the Chief Business Officer certifies that funds have been requested in the FY2012 Workforce Development and Continuing Education Budget; and

WHEREAS, pursuant to MD (Educ.) Code Ann. Sec 16-311(c), a bid was publicly advertised in a County newspaper on April 29, 2011, and posted on the College Procurement and State of Maryland websites, downloaded by forty-five (45) vendors; five (5) responses, including one (1) no bid, were received, read aloud, and recorded, beginning at 3:00 p.m. on May 13, 2011; and

WHEREAS, upon evaluation, it was determined that the bid submitted by Post-Newsweek Media, Inc., dba Comprint Printing, Laurel, Maryland, was the lowest responsible bid meeting College requirements; and

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

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

Resolved, That a contract be awarded to Post-Newsweek Media, Inc., dba Comprint Printing, Laurel, Maryland, to purchase printing services for the newsprint noncredit class schedule publication for a one-year term, beginning July 1, 2011, for a not-to-exceed amount of \$220,662; and be it further

Resolved, That the contract be renewed for three additional one-year terms, provided that service is satisfactory, funding is available, and it is in the best interest of the College.

**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

Agenda Item Number: 10E  
June 20, 2011

**AWARD OF CONTRACT  
COLLEGEWIDE ELEVATOR MAINTENANCE, BID NO. 411-008**

**BACKGROUND**

The Associate Vice President for College Facilities has requested a contract award for college-wide elevator maintenance services. The College maintains 51 elevators at all three campuses. The maintenance services performed by a licensed elevator company will ensure operability of the equipment for public use; that the units comply with state and federal regulations; and that the elevator units are inspected annually.

On April 15, 2011, a request for proposal was issued for college-wide elevator maintenance services. Eight (8) responses including one (1) no bid were received on May 6, 2011. A selection committee composed of college-wide Facilities and Procurement staff reviewed and evaluated proposals based on established criteria. Scores ranged from 23 to 82 points. Delaware Elevator, Inc., Salisbury, Maryland, was the highest ranked vendor meeting College requirements, and their references were satisfactory. Funds have been requested in the FY2012 Operating Budget. Board approval is required for competitive sealed proposals valued above \$25,000.

**RECOMMENDATION**

It is recommended that the Board of Trustees award a contract for college-wide elevator maintenance services to Delaware Elevator, Inc., Salisbury, Maryland, for one two-year term beginning July 1, 2011, for a total contract amount of \$107,996. It is further recommended that the contract be renewed for three additional one-year terms provided performance is satisfactory, funds are available, and it is the best interest of the College.

**BACK-UP INFORMATION**

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

**RESOURCE PERSONS**

Mr. Capp  
Mr. Sorrell  
Dr. Wormack

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

Resolution Number: **11-06-083**  
Adopted on: **6/20/2011**

Agenda Item Number: 10E  
June 20, 2011

**Subject: Award of Contract, Collegewide Elevator Maintenance, Bid No. 411-008**

WHEREAS, the Associate Vice President for College Facilities has requested a contract award for collegewide elevator maintenance services; and

WHEREAS, the Director of Procurement certifies that project specifications and drawings were developed by appropriate College staff and the Chief Business Officer certifies that funds have been requested in the FY2012 Operating Budget; and

WHEREAS, pursuant to Md. (Educ.) Ann. Sec. 16-311(c), a request for proposal was publicly advertised in a County newspaper on April 15, 2011, posted on the College's Procurement and State of Maryland websites, downloaded by twenty-six (26) vendors; eight (8) responses including one (1) no bid were received and recorded beginning at 3:00 p.m. on May 6, 2011; and

WHEREAS, upon evaluation, it was determined that the proposal submitted by Delaware Elevator, Inc., Salisbury, Maryland, was the highest ranked responsible vendor meeting College requirements; and

WHEREAS, awards resulting from competitive sealed proposals valued above \$25,000 require approval of the Board of Trustees; and

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

Resolved, That a contract be awarded for college-wide elevator maintenance services to Delaware Elevator, Inc., Salisbury, Maryland, for one two-year term, beginning July 1, 2011, for a total contract amount of \$107,996; and be it further

Resolved, That the contract be renewed for three additional one-year terms provided performance is satisfactory, funds are available, and it is the best interest of the College.

**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

Agenda Item Number: 10F  
June 20, 2011

**AWARD OF CONTRACT  
CHILD CARE CENTER  
GERMANTOWN CAMPUS, RFP NO. 611-004**

**BACKGROUND**

This award is for the construction of a new, 5,535 gross square foot, Child Care Center building and associated playground on the Germantown Campus. The facility will contain two early childhood education classrooms and related office space and support space. This project will enable the child care program to relocate from congested space in the Humanities building to a new building specifically designed for child care.

Project contract documents, including drawings and specifications, were prepared by architecture and engineering consultants and Facilities staff. The solicitation was advertised on May 2, 2011 and three (3) responses were received on May 24, 2011. A two-part Request for Proposal (RFP) process was undertaken to afford the College the benefits of a best-value solicitation. Part A consisted of evaluation of Technical Proposals submitted by the Contractors. Part B consisted of evaluation of Price Proposals submitted by Contractors deemed qualified for the project following review of Part A, Technical Proposals. The RFP documents stipulated that the Technical Proposal (Part A) would represent 60% of the Contractor's total score and the Price Proposal (Part B) would represent 40% of the Contractor's total score. The stated expectation was that the highest scoring proposal would be recommended for contract award.

A selection committee, consisting of key staff from the College's Central Facilities and Procurement offices, reviewed and evaluated the proposals. One (1) Contractor was deemed qualified for the project following review of Part A, Technical Proposals. That Contractor's Price Proposal (Part B) was opened, completing the RFP process. Price Proposals from the two (2) Contractors deemed not qualified following review of Part A, Technical Proposals, were not opened. Keller Brothers, Inc., Mount Airy, MD, with a bid price of \$ 2,590,000 was the highest scoring lowest responsible bidder.

The College's estimated construction cost for this project was \$2,456,253, based on internal adjustments to a professional cost estimate prepared in 2007. This project has been deferred for a number of years due to campus planning regulatory issues. Adjustments to the project budget have been similarly deferred. Scope changes to HVAC systems, items added to the project including Forest Conservation Plan measures and Emergency Notification and Access Control systems and variances in rates of escalation used in the College's adjustments likely explain the differences between the bid price and the estimated price. The bid price is within a reasonable margin of the estimated price.

A Capital Fund Transfer is on the Board's agenda, also for approval in June, to augment the current Capital Budget project balance to provide for the full construction cost plus anticipated project contingencies. Once that transfer is authorized, sufficient funds will be available for this work in the FY 2011 Capital Budget Germantown Child Care Center Project. Contractor references have been checked and are satisfactory. Board approval is required for competitive sealed proposals valued above \$25,000.

RECOMMENDATION

It is recommended that an award of contract for \$ 2,590,000 be made to Keller Brothers, Inc., of Mount Airy, MD, for construction of the Child Care Center, Germantown Campus.

BACK-UP INFORMATION

Board Resolution  
Bidders' List (Board members only)

RESOURCE PERSON(S):

Mr. Capp  
Dr. Wormack  
Mr. Sheeran

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

Resolution Number: **11-06-084**  
Adopted on: **6/20/2011**

Agenda Item Number: 10F  
June 20, 2011

**Subject: Award of Contract, Child Care Center, Germantown Campus, RFP No. 611-004**

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

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

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

WHEREAS, pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposals and pricing (in a two-part process) was publicly advertised on May 2, 2011, in the *Baltimore Sun* and the *Washington Post*; and posted on the Montgomery College Procurement Web site and eMaryland Marketplace; and

WHEREAS, three (3) proposals for this project were received and recorded in the Office of Procurement at 3:00 p.m. local time on May 24, 2011; and whereas three (3) proposals received evaluation of Technical Proposals (Part A); and whereas those deemed qualified were selected to advance to the next step (Part B) of the proposal process; and

WHEREAS, after analysis of the proposals, it was determined that the proposal submitted by Keller Brothers, Inc., Mount Airy, MD, including its bid of \$ 2,590,000, meets all College specifications and is the recommended highest scoring lowest responsible bidder; and

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

WHEREAS, contingent upon Board of Trustees approval of a capital budget fund transfer, 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 the Child Care Center, Germantown Campus, be awarded to Keller Brothers, Inc., Mount Airy, MD, at the firm's base bid price of \$ 2,590,000; and be it further

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

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

Agenda Item Number: 10G  
June 20, 2011

**AUTHORIZATION TO ESTABLISH CONSULTANT CONTRACT LIST  
FOR  
COLLEGEWIDE FACILITY PLANNING AND PROGRAMMING SERVICES  
BID NUMBER 611-012**

**BACKGROUND**

In September 2010, the Board of Trustees adopted an updated Collegewide Facilities Master Plan with numerous major building projects anticipated to be implemented over the next ten years or more on all three campuses. While the framework for these projects is established in the adopted master plan, significant additional planning and programming work is required to fully implement the anticipated projects. This effort includes, for example, detailed building site studies, campus utility capacity studies, traffic and parking analyses, campus open space plans, and detailed facility justifications and educational space programs for individual projects. In addition, the College is already looking to update the current facilities master plan within the next three to five years. Due to the on-going nature of the anticipated facility planning and programming tasks, the Facilities and Procurement Offices have determined that on-call, task order-based facility planning and programming services are the most efficient and cost effective method for providing the necessary tasks over the next several years. This method of procurement is currently used by County and State agencies, as well as the University of Maryland and other public educational institutions.

In accordance with the College's qualification-based selection process for consultant services, a request for proposals for facility planning and programming services was advertised on April 4, 2011, and 199 firms received the College's solicitation. The College received and opened sixteen (16) proposals on April 26, 2011. A selection committee composed of four (4) members of the Central Facilities and Procurement staffs completed a thorough review and evaluation of all submissions and six (6) highly qualified firms are recommended for inclusion on the College's consultant contract list.

Based on the Board's anticipated action, the selected firms will be eligible for future task order projects for an initial two-year term covering FY2012 and FY2013. Thereafter, the College has the right to annually continue with the selected firms, subject to satisfactory performance, for up to three (3) subsequent fiscal years (FY2014 through FY2016) for additional facility planning and programming services. During the initial term, total expenditures for all anticipated task orders is limited to \$4,000,000 and during the subsequent fiscal years, total expenditures are limited to \$2,000,000 per fiscal year for all task orders.

Each of the six (6) firms has extensive experience in higher education planning and academic facilities programming for various building types. Facilities staff have checked each firm's references and received favorable responses.

## RECOMMENDATION

It is recommended that Clark / Nexsen (Washington, DC), Stantec Inc. (Washington, DC), Ayers Saint Gross (Baltimore, MD), Cho Benn Holback + Associates (Baltimore, MD), Ewing Cole (Philadelphia, PA), and Marshall Craft Associates (Baltimore, MD) be named to the facility planning and programming services task order list for the provision of future professional services on a project basis.

## BACK-UP INFORMATION

Board Resolution  
Bidders List (Board members only)

## RESOURCE PERSONS

Mr. Capp  
Dr. Wormack  
Mr. Moore

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

Resolution Number: **11-06-085**  
Adopted on: **6/20/2011**

Agenda Item Number: 10G  
June 20, 2011

**Subject: Authorization to Establish a Consultant Contract List for Collegewide Facility Planning and Programming, Bid Number 611-012**

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WHEREAS, the Associate Vice President for College Facilities requested a consultant contract list for the provision of on-call, task order-based collegewide facility planning and programming services for Montgomery College's three campuses to include facilities master planning, facility programming, and special planning studies that support the role, mission, and educational plans of the College; and

WHEREAS, the Director of Procurement certifies that a Request for Proposals was developed by appropriate College staff; and

WHEREAS, the Chief Business Officer certifies that funds are available in Montgomery College's Capital and Operating Budgets for facility planning and programming services; and

WHEREAS, pursuant to Md. (Educ.) Code Annotated Section 16-311(c), a request for proposal was publicly advertised on April 4, 2011, in the *Baltimore Sun* and the *Washington Post*, and *Montgomery Journal*; and posted on the Procurement and State of Maryland websites, and 199 firms received the Request for Proposal; and

WHEREAS, sixteen (16) responses were received in the Office of Procurement and were publicly opened beginning at 3:00 p.m. local time on April 26, 2011; and

WHEREAS, in conformance with the College's consultant selection process, a selection committee composed of Facilities and Procurement Office professional staffs reviewed and evaluated all of the proposal submissions; and

WHEREAS, all proposals were reviewed and ranked as outlined by the Request for Proposal's method of award with the result that the selection committee recommends six (6) highly qualified firms – Clark / Nexsen (Washington, DC), Stantec Inc. (Washington, DC), Ayers Saint Gross (Baltimore, MD), Cho Benn Holback + Associates (Baltimore, MD), Ewing Cole (Philadelphia, PA), and Marshall Craft Associates (Baltimore, MD) - for the consultant contract list; and

WHEREAS, based upon the acceptance of this recommendation, the College will solicit task order proposals for future facility planning and programming services with the firms on the consultant contract list for an initial two-year term of FY2012 and FY2013 within a fiscal limit of \$4,000,000 for the combined total of all anticipated multiple task order purchase orders that will be negotiated with the individual firms, and that the College has the right to annually reappoint any or all of the recommended firms, based upon their acceptable work effort, for up to three (3) subsequent fiscal years (FY2014 through FY2016) for additional facility planning and programming services within a \$2,000,000 limit per fiscal year for the multiple task order purchase orders; and

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

Resolved, That the firms of Clark / Nexsen (Washington, DC), Stantec Inc. (Washington, DC), Ayers Saint Gross (Baltimore, MD), Cho Benn Holback + Associates (Baltimore, MD), Ewing Cole (Philadelphia, PA), and Marshall Craft Associates (Baltimore, MD), be named to the College's

consultant contract list to provide facility planning and programming services for various College projects; and be it further

Resolved, That these firms are designated to provide facility planning and programming services and the College, at its sole discretion, will seek, on a task order basis, fee proposals from these firms for the work; and be it further

Resolved, That the College may negotiate individual on-call, task order-based purchase orders with the firms on the facility planning and programming list for an initial two-year term of FY2012 and FY2013 within a fiscal limit of \$4,000,000 for the combined total of all anticipated multiple task orders, and that the College has the right to annually reappoint any or all of the recommended firms, based upon their satisfactory performance, for up to three (3) subsequent fiscal year appointments (FY2014 through FY2016) for additional facility planning and programming services within a \$2,000,000 limit per fiscal year for all anticipated multiple task orders.

**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

Agenda Item Number: 10I  
June 20, 2011

**EMERGENCY CONTRACT AWARD FOR REPAIR OF CHILLER #3  
ROCKVILLE CAMPUS**

BACKGROUND

One of the main cooling units in the Rockville Campus Central Plant failed on May 26, 2011. As a result, repairs that included the replacement of Chiller #3's compressor were undertaken on an emergency basis that weekend so that the Central Plant could provide adequate cooling to all buildings for the start of summer classes on May 31. The chiller was back on-line before several days of 90-degree weather that week. The repairs were made by Industrial Refrigeration Service, Inc., (IRS) the manufacturer's authorized vendor. IRS has a maintenance agreement with the College for the central plant chillers.

The cost of the compressor replacement, including freight, materials, rigging, premium (weekend) labor, a vibration analysis and report, and return freight for the old compressor for analysis was \$58,350. A forensic analysis of the compressor will be done at the factory and is not included in this price. Facilities' intent is to learn the specific cause of the failure and use the information to guide the maintenance of similar equipment at the College. An emergency procurement is justified since the conditions posed a threat to the continuance of normal operations. The source of funds for this work is the FY2011 Capital Budget Planned Life Cycle Asset Replacement project. Board of Trustees approval is required for an emergency procurement valued above \$25,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve a contract award of \$58,350, on an emergency basis, to Industrial Refrigeration Service, Inc., Baltimore, Maryland, for repairs to the Rockville Campus Central Plant Chiller #3.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Capp  
Dr. Wormack

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

Resolution Number: **11-06-086**  
Adopted on: **6/20/2011**

Agenda Item Number: 10I  
June 20, 2011

**Subject: Emergency Contract Award, Repair of Rockville Campus Chiller #3**

WHEREAS, the Associate Vice President for College Facilities requested a contract, on an emergency basis, for repair of one of the main cooling units in the Rockville Campus' Central Plant which failed in late May; and

WHEREAS, the Associate Vice President for College Facilities and the Director of Procurement affirm that an emergency existed in that repairs were necessary to maintain and provide cooling to Campus buildings for the start of summer classes; and

WHEREAS, Board policy permits the formal bidding process to be dispensed with in the event of an emergency procurement; and

WHEREAS, Industrial Refrigeration Services, Inc., the factory-authorized chiller repair contractor with knowledge of the Rockville Campus Central Plant chillers was available to perform these repairs and had the appropriate parts and equipment to perform the repairs; and

WHEREAS, the Chief Business Officer certifies that funds are available for this work in the FY2011 Capital Budget Planned Life Cycle Asset Replacement project; and

WHEREAS, Board of Trustees approval is required for an emergency procurement award valued above \$25,000; and

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

Resolved, That a contract for providing all labor, equipment and materials, on an emergency basis, for repairs to chiller #3 in the Rockville Campus Central Plant is awarded to Industrial Refrigeration Service, Inc., Baltimore, Maryland, at a cost of \$58,350.

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

Agenda Item Number: 11A  
June 20, 2011

**AMENDMENT TO SOLE SOURCE AWARD OF CONTRACT,  
TRAINING AND INSTRUCTIONAL SUPPORT SERVICES FOR THE DELIVERY OF WORKFORCE  
DEVELOPMENT AND  
CONTINUING EDUCATION HEALTHCARE SERVICE COURSES**

**BACKGROUND**

The Vice President and Provost for Workforce Development and the Instructional Dean, Health Sciences, Takoma Park/Silver Spring Campus have requested a contract amendment for training and instructional support services for the delivery of healthcare service courses. Historically, the Workforce Development Continuing Education provides community-based training to employees of companies and governmental entities. These training and educational opportunities support the academic and educational goals and support workforce development initiatives of Montgomery County providing occupation-based training.

In 2008, the Board of Trustees approved a contract award for healthcare service courses to Condensed Curriculum, Inc. (CCI), on a sole source basis. The College reviews and approves all instructors, curricula, and instructional materials; provides assistants to the instructors; and assist students who complete the program with job placement. The program has increased exponentially because of student and community demand for certifications and course offerings are anticipated to increase by four starting this summer and are expected to increase again in the Fall. CCI has performed satisfactorily and the contract will be renewed for the final year in July 2011. The annual estimated expenditure for the additional healthcare instructional and training services courses is increased from \$265,000 to \$450,000 in FY2012. Board approval is required for modifications to contracts valued above \$50,000.

**RECOMMENDATIONS**

It is recommended that the Board of Trustees amend the contract to increase the annual estimated expenditure to \$450,000 contingent upon participation to Condensed Curriculum, Inc., Fairfield, New Jersey beginning July 1, 2011. All other contract terms and conditions remain the same.

**BACK-UP INFORMATION**

Board Resolution

**RESOURCE PERSONS**

Ms. Pickwick  
Mr. Payne  
Dr. Wormack

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

Resolution Number: **11-06-087**  
Adopted on: **6/20/2011**

Agenda Item Number: 11A  
June 20, 2011

**Subject: Amendment of Sole Source Award of Contract, Training and Instructional Support Services for the Delivery of Workforce Development and Continuing Education Healthcare Service Sources**

WHEREAS, the Vice President and Provost for Workforce Development and the Instructional Dean, Health Sciences, Takoma Park/Silver Spring Campus have requested a contract amendment to increase the contract value for training and instructional support services for the delivery of healthcare service courses; and

WHEREAS, the Board of Trustees approved an award of contract to Condensed Curriculum, Inc., on a sole source basis, in 2008 to provide these services; and

WHEREAS, the program has increased exponentially because of student and community demand for certifications; and course offerings are anticipated to increase by four starting this summer and are expected to increase again by Fall; and

WHEREAS, the Director of Procurement affirms that Condensed Curriculum, Inc., has performed satisfactorily and that amending the contract to increase the estimated expenditure is justified; and the Chief Business Officer certifies that funds have been requested in the FY2012 Workforce Development and Continuing Education Budget; and

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

WHEREAS, modifications to contracts valued above \$50,000 requires the Board of Trustees approval; and

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

Resolved, That the Board of Trustees amend the contract to increase the annual estimated expenditure to \$450,000 contingent upon participation to Condensed Curriculum, Inc., Fairfield, New Jersey beginning July 1, 2011. All other contract terms and conditions remain the same and be it further

Resolved, That all other contract terms and conditions remain the same.

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

Agenda Item Number: 11B  
June 20, 2011

**AUTHORIZATION TO MODIFY LEASE AGREEMENT, EXPANSION FOR  
WORKFORCE DEVELOPMENT & CONTINUING EDUCATION PROGRAMS,  
12 SOUTH SUMMIT AVENUE, GAITHERSBURG, MARYLAND**

**BACKGROUND**

In September 2009, the Board approved a lease for a 10 year extension for 14,747 square feet of instructional and administrative space for Workforce Development and Continuing Education (WDCE) at 12 South Summit Avenue, Gaithersburg, Maryland. This off-campus location serves as the Montgomery College Workforce Development and Continuing Education Gaithersburg Training Center. The Center supports community utilization, revenue generation, and expanded programming services. The Center also directly supports WDCE's ability to provide additional training for business, governmental, and community partners. This space provides the opportunity to deliver hundreds of additional courses each year and acts as a primary point of contact for the business community.

WDCE has applied for a Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant as part of a consortium. This grant is a partnership effort with the Community College of the District of Columbia (CCDC) leading a consortium of three community colleges in the National Capital region to include Northern Virginia Community College (NVCC), Prince Georges Community College and Montgomery College. WDCE Montgomery College is focusing on developing a new health information technology training program in partnership with NVCC to address the increasing demand within the workforce requiring this knowledge and skill base. This focus is on providing instruction in the emerging area of health information technology (HIT) which deals with electronic patient records as well as overall patient management services via enhanced information technology applications. Entry level through advanced topics are planned to be developed and delivered under this grant. Clients include surrounding health care providers, hospitals, and associated public and private organizations that will interact with this electronic information. The budget for this part of the grant initiative is \$3.2M and includes coverage for leased facilities. This grant will be awarded July 2011.

Additional space is available in the 12 South Summit building on the third floor. Expanding the lease agreement to include approximately 4,000 rentable square feet on the third floor will allow for administrative operations to move to the third floor, and for three additional instructional revenue generating rooms to open up on the 4<sup>th</sup> floor, in order to accommodate the TAACCCT grant for three years and for future instructional activity thereafter.

In order to expand the service delivery to accommodate this pending grant approval and accommodate a timely start to the grant activity, the College is requesting a lease proposal from the representatives of the building for utilizing space on the third floor and conversion of office space on the fourth floor to instructional classrooms. The terms and conditions of the current lease will pertain to the extended area as well. The modified lease agreement is an estimated average annual cost not to exceed \$130,000 per lease year to include operating costs. Build out of the extension space per the plan agreed to by both parties will be at the cost of the owner. Funding for this project has been requested in the FY2012 Workforce Development & Continuing Education Budget and the grant budget for the initial 3 years. Grant programs and WDCE ongoing programs will continue to generate revenue entering into year 4. This revenue along with additional State Aid received starting in year 3 provides sufficient coverage for additional expenditures incurred from this lease expansion.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the President to negotiate and execute a modification on the current lease agreement with DANAC/Longacre for the 12 South Summit Avenue Montgomery College Business Training Center, contingent upon grant award, for an additional 4,000 rentable square feet, with a 3% escalation clause each year, for an estimated annual lease amount not to exceed \$130,000 including operating costs and real estate taxes.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSON(S)

Mr. Moore  
Mr. Payne

Mr. Sorrell

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

Resolution Number: **11-06-088**  
Adopted on: **6/20/2011**

Agenda Item Number: 11B  
June 20, 2011

**Subject: Authorization To Modify Lease Agreement, Expansion Workforce Development And Continuing Education Programs, 12 South Summit Avenue, Gaithersburg, Maryland**

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WHEREAS, the Vice President and Provost for Workforce Development & Continuing Education requests approval to modify the existing lease agreement with DANAC/Longacare at 12 South Summit Avenue, Gaithersburg, Maryland for the purpose of providing additional space for initiating a 3-year grant opportunity in support of additional educational training programs; and

WHEREAS, WDCE has applied for a Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant as part of a consortium, which will focus on developing a new health information technology training program in partnership with Northern Virginia Community College to address the increasing demand within the workforce; and the grant provides for funding for leasing facilities in support of these training programs; and

WHEREAS, the Director of Procurement affirms that no other firm or location can meet the College needs due to building ownership and location and that the amendment to modify the lease is justified; and the Chief Business Officer certifies that the agreement is contingent on the grant being awarded and that funds have been requested in the FY2012 Workforce Development & Continuing Education Budget; and

WHEREAS, the Vice President and Provost for Workforce Development & Continuing Education requested and received a proposal from the leasing agent that meets all College requirements, at a reasonable cost; and

WHEREAS, modifications to contracts valued above \$50,000 require the Board of Trustees approval; and

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

Resolved, That the Board of Trustees authorize the President to negotiate and execute a modification of the current lease agreement with DANAC/Longacare for the 12 South Summit Avenue Montgomery College Business Training Center for an additional of 4,000 rentable square feet, with a 3 % escalation clause each year, for an estimated annual lease amount not to exceed \$130,000 including operating costs and real estate taxes, contingent on the TAACCCT grant award to WDCE.

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

Agenda Item Number: 12A  
June 20, 2011

**ESTABLISHMENT OF BOARD POLICY ON  
PREVENTION OF WORKPLACE VIOLENCE AT MONTOMERY COLLEGE**

BACKGROUND

This policy affirms the Board of Trustees' commitment to providing a workplace that is safe, secure and free of harassment, threats, intimidation, and violence for all employees. While there are a number of policies which regulate appropriate behavior in the workplace, it is important to re-affirm the commitment to a workplace free of violence through a separate policy for several reasons. In any given year, violence in the workplace is one of the top four causes of workplace fatalities. The National Institute for Occupational Safety & Health recommends that every employer establish a written policy specifically prohibiting workplace violence or threats of violence. As such, this policy expressly prohibits violence or threats of violence by any College employee against any other employee, students, or visitors on the College's premises, including its leased locations. It further designates administrators as responsible for assuring appropriate action is taken in response to any such behavior and authorizes the President to establish procedures to implement this policy. These procedures will further focus our efforts to prevent workplace violence and take appropriate action when threats of violence or violence occur.

RECOMMENDATION

It is recommended that the Board approve this policy.

RESOURCE PERSON(S)

Ms. Espinosa

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

Resolution Number: 11-06-089  
Adopted on: 6/20/2011

Agenda Item Number: 12A  
June 20, 2011

**Subject: Establishment of Board Policy on the Prevention of Workplace Violence at  
Montgomery College**

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WHEREAS, the Board of Trustees of Montgomery College is responsible for the establishment of policies regulating appropriate behavior in the workplace at Montgomery College;

WHEREAS, the Board of Trustees is committed to providing a workplace that is safe, secure and free of harassment, threats, intimidation, and violence for all employees;

WHEREAS, the Board of Trustees prohibits violence or threats of violence by any College employee against any other employee, students, or visitors on the College's premises, including its leased locations; now therefore be it

Resolved, That the Board of Trustees adopts the attached Policy on Prevention of Workplace Violence at Montgomery College.

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Chapter: Personnel

Modification No. xxx

Subject: Prevention of Work Place Violence

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- I. Montgomery College is committed to providing a workplace that is safe, secure and free of harassment, threats, intimidation and violence for all employees.
- II. Montgomery College views aggressive and/or violent behavior as disruptive and contrary to the development and maintenance of a safe, productive and supportive work environment. Such behavior is prohibited. Employees who exhibit such behavior will be held accountable. Administrators are responsible for assuring that appropriate investigations are undertaken when it appears that such actions may have occurred; and are responsible for recommending appropriate disciplinary action.
- III. It is the policy of Montgomery College to expressly prohibit violence or threats of violence by any College employee against any other employee in or about College's facilities or elsewhere at any time. Montgomery College will also not condone any acts or threats of violence by any College employee against College employees, students, or visitors on the College's premises (including its leased locations) at any time or while they are engaged in business with or on behalf of the College.
- IV. The President is authorized to develop procedures to implement this policy.

Board Approval: June 20,2011.

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

Agenda Item Number: 12B  
June 20, 2011

**MODIFICATION OF BOARD POLICY 35004,  
WELLNESS ACTIVITIES PROGRAMS**

BACKGROUND

The Board of Trustees recognizes the benefits of participation in wellness activities for College employees.

The Board has an established policy authorizing participation in College-sponsored wellness activities for regular College personnel who work at least 20 hours per week and temporary employees with benefits. The Board of Trustees is now being asked to modify the existing policy to allow part-time faculty to participate, on the employee's own time, in College-sponsored wellness activities. In addition, the Board is being asked to include short-term temporary employees, retirees, and spouses of employees and retirees in the use of wellness at their own expense. This inclusion of part-time faculty is also in accordance with the collective bargaining agreement negotiated between Montgomery College and the Service Employees International Union, Local 500 effective July 1, 2011. Including the remaining members of the employee population will encourage healthy living lifestyles.

RECOMMENDATION

It is recommended that the Board approve the change in policy.

RESOURCE PERSON(S)

Ms. Espinosa  
Ms. Lawyer

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

Resolution Number: 11-06-090  
Adopted on: 6/20/2011

Agenda Item Number: 12B  
June 20, 2011

**Subject: Modification of Board Policy 35004, Wellness Activities Programs**

WHEREAS, the Board of Trustees of Montgomery College recognizes the benefits of employee participation in wellness activities; and

WHEREAS, the Board of Trustees previously authorized the President to establish procedures authorizing regular College personnel and temporary employees with benefits to participate in College-sponsored wellness activities, such as nutrition, stress management, exercise activities, blood pressure monitoring and reduction, and smoking cessation; and

WHEREAS, the Board of Trustees now further authorizes the President to allow part-time faculty to participate, on the employee's own time, in College-sponsored wellness activities; and temporary employees, retirees, and spouses of employees and retirees in the use of wellness at their own expense, now therefore be it

Resolved, That the Board of Trustees adopts the modification to Policy 35004, Wellness Activities Programs.

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Chapter: Fiscal and Administrative Affairs

Modification No. 003

Subject: **Wellness Activities Programs**

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- I. In recognition of the benefits of wellness activities, the Board authorizes the President to provide up to one and one-half hours per week for eligible staff to participate in wellness activities, such as nutrition and stress management workshops, exercise activities, blood pressure monitoring and reduction, and smoking cessation; such released time is to be matched with at least equal hours of the employee's own time for such activities.
- II. Eligible employees, for purposes of such wellness activities, will be regular College personnel who work at least 20 hours per week or temporary employees with benefits.
- III. **All other employees are eligible to participate in College sponsored wellness activities when utilizing the employees' own time for such activities.**
- IV. **Retirees are eligible to participate in College sponsored wellness activities.**
- V. **Spouses and domestic partners of employees or retirees are eligible to participate in College sponsored wellness activities.**
- IV. The President is authorized to establish procedures to implement this policy.

Board Approval: June 20, 1988; May 18, 2009; **June 20, 2011.**

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Rockville, Maryland

Agenda Item Number: 12C  
June 20, 2011

**MODIFICATION TO COLLEGE POLICY 45003  
DETERMINATION OF APPLICABLE TUITION AND FEES RATES; STATE AID**

BACKGROUND

Maryland law grants authority to the Board of Trustees to set tuition and fees for Montgomery College students, including the authority to "...operate one or more community colleges." (Ann. Code of Maryland, § 16-103 (b)) and 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." (Ann. Code of Maryland, § 16-103 (j)).

In addition, the administrative policy of the Maryland Higher Education Commission ("MHEC") permits approved categories of students to be included in the submission of FTE enrollment of the College for purposes of State Aid; there is no requirement that a category of students not approved for State Aid submission be otherwise submitted for approval by MHEC, unless State Aid is sought for that category of students.

During the 2011 session of the General Assembly, Bill SB 167 was passed by the General Assembly and signed into law by the Governor, and is now codified as Chapter 191 of the Laws of Maryland. This bill provides specific authority to community colleges to give lowest, in-county equivalent rates to certain undocumented students meeting the conditions provided in the bill. These conditions are different from the current requirements of the College under Policy 45003.

The purpose of the proposed policy modification is to modify the current tuition policy 45003 in order to conform to the various conditions of Bill SB 167 and to set forth the approved basic tuition structure in the College's public policies and to direct the compliance with MHEC requirements for submission for State aid, specifically excluding students from the FTE count if not within a category of students approved by MHEC for State Aid FTE submission.

Further, because there may be a successful petition to put this bill to referendum that would delay the effective date of this bill, or may eventually nullify it, the Resolution provides that if the law is petitioned to referendum, the previous Policy 45003 will apply until SB 167 becomes effective or until the Board of Trustees further modifies this policy.

RECOMMENDATION

It is recommended that the Board of Trustees approve a modification to the present College Policy 45003 Determination of Residence for Tuition Purposes and to provide for an appropriate effective dates for the new provisions contained in this Policy.

BACK-UP INFORMATION

Board Resolution  
Policy 45003 Determination of Applicable Tuition and Fees; State Aid (Board members only)

RESOURCE PERSON(S):

Mr. Moore    Mr. Sheeran    Mr. Preston    Ms. Hopkins    Mr. Sorrell

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

Resolution Number: **11-06-091**  
Adopted on: **6/20/2011**

Agenda Item Number: 12C  
June 20, 2011

**Subject: Modification to College Policy 45003, Determination of Application Tuition and Fees Rates; State Aid**

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WHEREAS, the Board of Trustees has the authority to set tuition and fees, and submit certain students for State Aid, pursuant to State Law; and

WHEREAS, it is recommended that the public policies of the College with respect to determination of applicable tuition and fee rates be updated to respond to various changes in the law, specifically the provisions of Senate Bill 167 (SB 167) passed during the 2011 State General Assembly Session, now Chapter 191 of the 2011 Laws of Maryland; and

WHEREAS, the Board of Trustees confirms and directs that appropriate students be submitted for State Aid purposes, consistent with State law and regulations; and

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

Resolved, That the Board of Trustees modifies policy 45003, effective for the Fall 2011 Semester, to provide for determination of appropriate tuition and fees to be charged to students at the College and to direct certain students be submitted for State Aid, in accordance with SB 167, passed in the 2011 State General Assembly Session and now codified as Chapter 191 of the 2011 Laws of Maryland, in accordance with the attached Policy 45003 Determination of Applicable Tuition and Fees Rates; State Aid, incorporated herein; and be it further

Resolved, That the previous Policy 45003 shall apply to both summer Sessions in 2011 and until the Fall 2011 Semester; and be it further

Resolved, That in the event that SB 167 is petitioned to referendum such that the effective date is either extended or the law is nullified, the previous Policy 45003 shall apply until SB 167 becomes effective or until the Board of Trustees further modifies this policy; and be it further

Resolved, That the President, or designee, is authorized and directed to modify and update the relevant procedures as necessary to implement this policy

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Chapter: Student Affairs

Modification No. 008

Subject: **Determination of Applicable Tuition and Fees Rates; State Aid**

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I. Purpose

Maryland law grants authority to the Board of Trustees to set tuition and fees for Montgomery College students, including the authority to "...operate one or more community colleges." (Ann. Code of Maryland, § 16-103 (b)) and to "...charge students reasonable tuition and fees set by it with a view toward making college education available to all qualified individuals at low cost." (Ann. Code of Maryland, § 16-103 (j)).

In addition, the administrative policy of the Maryland Higher Education Commission ("MHEC") permits approved categories of students to be included in the submission of FTE enrollment of the College for purposes of State Aid; there is no requirement that a category of students not approved for State Aid submission be otherwise submitted for approval by MHEC, unless State Aid is sought for that category of students.

The purpose of this policy is to set forth the basic tuition structure and to meet the MHEC requirements for submission for State Aid, specifically excluding such students from the FTE count if not within a category of students approved by MHEC for State Aid FTE submission. In addition, this policy conforms to any special State policies with respect to tuition rates, e.g., SB 167, Chapter 191 of the 2011 Laws of Maryland.

In meeting its responsibilities under the law, and in order to promote the education of all qualified students in the community, it is the policy of the Board of Trustees to provide a quality education at the least cost for residents of Montgomery County; further, the Board of Trustees seeks to implement public policy as determined by the General Assembly in setting applicable tuition rates. Accordingly, the Board of Trustees sets appropriate fees and tuition rates in at least three categories: 1. The "C Rate"; 2. The "S Rate", and: 3. The "OS Rate." The determination of which rate of tuition is applicable to a particular student shall be governed by the following policies.

II. Credit Students

A. Applicability of Tuition Rates

Students attending Montgomery College will pay the "C Rate" if any of the following is determined to be applicable by the President or designee, in the following order:

1. Residence in Montgomery County
2. Qualification as a Regional Student
3. Current student in a Montgomery County Public School
4. A graduate from a public or non-public secondary school in the State that meets the criteria set forth in SB 167, Chapter 191 of the 2011 Laws of Maryland.

Students attending Montgomery College that do not qualify for the "C Rate" shall pay the "OS Rate" unless it is determined by the President or designee that the student is a Maryland resident from outside of Montgomery County in which case the student shall pay the "S Rate."

B. Determination of Residence and Domicile

1. To qualify as a resident of Montgomery County or the State of Maryland for purposes of determining the applicable tuition rate to be applied, legal domicile must have been maintained for a period not less than three months prior to the first regularly scheduled class for the semester.
  2. For a student to be considered as a resident of Montgomery County or the State of Maryland for purposes of determining the applicable tuition rate to be applied, the student must possess the legal capacity under State and Federal law to establish Maryland domicile.
- C. The following criteria shall be used to establish the domicile of a person for purposes of determining the applicable tuition rate to be applied:
1. Domicile shall be considered as "a person's permanent place of abode, where physical presence and possessions are maintained and where he/she intends to remain indefinitely. The domicile of a person who received more than one-half of his/her financial support from others in the most recently completed year is the domicile of the person contributing the greatest proportion of support, without regard to whether the parties are related by blood or marriage."
  2. At the time of admission to or initial enrollment in any credit course at Montgomery College, each student shall sign a statement affirming domicile and the factual basis for the claim of domicile. If facts indicate the domicile has changed, the student shall indicate whether his/her domicile is the same or different from previous signed statement affirming domicile.
  3. In determining the adequacy of the factual basis for domicile provided by the student, the College will consider any of the following factors and request evidence for substantiation:
    - a. Ownership or rental of local living quarters;
    - b. Substantially uninterrupted physical presence including the months when the student is not in attendance at the College;
    - c. Maintenance in Maryland and in the County of all, or substantially all, of the student's possessions;
    - d. Payment of Maryland State and local piggyback income taxes on all taxable income earned, including all taxable income earned outside the State;
    - e. Registration to vote in the State and County;
    - f. Registration of a motor vehicle in the State, with a local address specified, if the student owns or uses such a vehicle; or
    - g. Possession of a valid Maryland driver's license, with a local address specified, if the student is licensed anywhere to drive a motor vehicle.
  4. A domicile in Montgomery County of the State of Maryland is lost when a new domicile is established for a period of three months at a location outside the County or State.
  5. In addition to the general requirements above, the following provisions apply to the specific categories of students indicated:
    - a. Military personnel and their dependents who were domiciliaries of Maryland at the time of entrance into the armed forces and who are stationed outside the State may retain Maryland domicile as long as they do not establish domicile elsewhere.

- b. Military personnel and their dependents who are on active duty for a period of more than 30 days and whose domicile or permanent duty station is in the State may retain Maryland domicile as long as they are continuously enrolled.
- c. An individual's immigration status shall not preclude award of Maryland residency under this policy if the individual has the legal capacity to establish domicile in Maryland.

D. Qualification as a Regional Student

A student enrolled in a program designated as statewide or regional by the State Board for Community Colleges may be qualified for tuition at the "C Rate" if domiciled in the approved region for the program.

E. Reciprocity Students

A student from outside the State who enrolls as part of a reciprocity agreement negotiated between Maryland and another state may be considered a resident for tuition purposes and qualified for the appropriate "C Rate" or "S Rate."

- F. A person shall be provided the opportunity to request a change in residence classification or to appeal current classification within a reasonable time ~~of a~~ after the decision by the College. Appeals for changes of resident classification must be accompanied by evidence justifying such changes and must be processed prior to the end of the third week of fall and spring classes or the first week of winter and summer classes. Any changes processed after the third week of classes will be effective the following semester. Appeals shall be submitted in writing to the appropriate Campus Registrar.

II. Noncredit Students

In establishing the domicile of a person enrolling in a noncredit continuing education course, a person shall indicate on a signed registration document whether he/she is a resident of the State, County, or region.

III. Contracted Education and Training

Montgomery College may enter into a contract with any public or private sector employer or non-profit organization that maintains facilities, operates, or does business in the State to provide education or training for public or private sector employees or members for a set contractual fee in place of payment of tuition and fees under the following conditions:

- A. The employee or member is enrolled in credit or noncredit courses which will benefit the employer;
- B. The employer or non-profit organization pays the fee charged by the College;
- C. The fee reasonably reflects the usual costs borne by students in the same or similar courses;
- D. The employees or members enrolled under this program shall be treated as any other students in accordance with Montgomery College policies and procedures and the general policies of the State Board for Community Colleges, with the exception of payment of tuition;
- E. Contractual arrangements under this section may include customized training as well as employer paid tuition and tuition reimbursement plans.

- IV. The Board of Trustees authorizes the President or designee to develop specific processes and procedures to implement the above tuition, fees and State Aid policies, including the development of forms and collection of information as may be deemed appropriate.

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Board Approval: January 18, 1982; July 19, 1982; March 21, 1983; July 17, 1989, effective July 1, 1989; October 28, 1991; May 20, 1996; June 15, 2009; November 15, 2010.

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

Agenda Item Number: 13A  
June 20, 2011

**FINAL ADOPTION OF THE FY2012 CURRENT FUND AND SPECIAL FUNDS BUDGETS**

**BACKGROUND**

On February 28, 2011, the Board of Trustees ratified a budget in the amount of \$218,109,546 for the Current Fund and \$16,136,583 for the Workforce Development and Continuing Education Fund and \$6,451,173 for the Auxilliary Enterprises Fund. It is necessary to readopt the budget since the County Council's final appropriation for the current fund is \$217,254,776.

The FY2012 final Operating Budget represents a 1% increase (\$2.2 million) from the prior year and a 3.8% decrease in County funding (\$3.7 million). Total state Aid remained flat. The Board of Trustees increased tuition \$3/\$6/\$9 (in-county, in-State, out-of-State) per credit hour. This budget includes use of fund balance of \$8.8 million, of which \$1 million is from budget savings programs.

The budget the County Executive recommended on March 15<sup>th</sup> was \$7.4 million less in County funding than requested and partially offset by an increased use of fund balance of \$5.8 million. The County Council restored \$4.6 million in County Funding.

This budget is able to fund enrollment, partial year costs of the Rockville Science Center, benefit cost increases, BOT grants and utilities. As with all County agencies, the College is unable to fund any salary improvement. Postretirement benefits (OPEB) in the amount of \$1 million was transferred to a new County trust which reduced both college appropriation authority and County funding by \$1 million. In an effort to submit a balanced budget to the County, \$4.7 million was reduced in virtually every area of the college. This included reallocating 14 positions to the Rockville Science Center.

The Other Funds (Emergency Plant Maintenance & Repair Fund, Cable TV, Student Activities and Athletics, and Grants) do not need to be readopted because Board Resolution #11-02-009 did not specify amounts.

There is a provision in this resolution to reappropriate encumbered FY2011 balances in FY2012. This action will allow funding for items encumbered in the current fiscal year to automatically be reappropriated in the next fiscal year.

**RECOMMENDATION**

Members of the Board are asked to readopt the FY2012 Current Fund and Special Funds Budgets as presented, and authorize the President to implement the budgets which are subject to final County Council funding actions in June, 2011.

**BACK-UP INFORMATION**

Board Resolution

**RESOURCE PERSONS**

Mr. Moore  
Ms. Dimon

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

Resolution Number: 11-06-092  
Adopted on: 6/20/2011

Agenda Item Number: 13A  
June 20, 2011

**Subject: Final Adoption of the FY2012 Current Fund and Special Funds Budgets**

WHEREAS, the Board of Trustees originally ratified the College's Fiscal Year 2012 Operating Budget on February 28, 2011, by Board Resolution #11-02-009; and

WHEREAS, the Montgomery County Council considered the budget in work sessions during April and May, 2011 and approved \$217,254,776 for the Current Fund, and \$22,587,756 for the Special Funds; and

WHEREAS, the County Council recognized the valuable contribution that Montgomery College makes to the community and restored County funding by \$4.6 million to fund essential programs and the Rockville Science Center; and

WHEREAS, the County reduced our County funding and appropriation authority by \$1 million for postretirement benefits (OPEB) to be set aside in a County trust for all County agencies; and

WHEREAS, the Council has approved the College's Fiscal Year 2012 Operating Budget for State-mandated functions and appropriated a Current Fund expenditure authority of \$217,254,776; and

WHEREAS, by the same resolution, the Council appropriated the expenditure authority for the Special Funds as follows: Workforce Development and Continuing Education Fund, \$16,136,583, and Auxiliary Enterprises Funds, \$6,451,173; and

WHEREAS, the College, seeking to be consistent with other County agencies and colleges in Maryland, requests the authority for encumbered expenditures to carry into the next fiscal year; and

WHEREAS, the foregoing expenditure appropriation has been applied to functional expense categories to reflect Council actions; now therefore be it

Resolved, That the Board of Trustees hereby readopts the FY2012 College Current Fund Operating Budget in the amount of \$217,254,776, Workforce Development and Continuing Education Fund in the amount of \$16,136,583; and the Auxiliary Enterprises Fund in the amount of \$6,451,173; and be it further

Resolved, That the Board of Trustees authorizes reappropriation and expenditures of encumbered FY2011 appropriations for all funds, permitting the funds to be spent in FY2012 (unencumbered appropriations lapse at the end of FY2011); and be it further

Resolved, That the functional totals for the Fiscal Year 2012 Operating Budget will be in the amounts listed below:

	<b><u>CURRENT FUND</u></b>	<b><u>SPECIAL FUNDS</u></b>
10 Instruction	\$ 84,772,373	\$ 16,036,583
40 Academic Support	26,413,479	-0-
50 Student Services	27,358,270	-0-
60 Operations & Maint. Of Plant	33,116,463	-0-
70 Institutional Support	42,196,716	-0-

80	Scholarships & Fellowships	3,397,475	100,000
	Auxiliary Expenditures	<u>-0-</u>	<u>6,451,173</u>
TOTAL		\$217,254,776	\$22,587,756

and be it further

Resolved, That the estimated budgeted source of funds projected by the Board of Trustees to fund the College's Operating Budget during FY2012 are in the amounts listed below, subject to final County Council funding actions in June, 2011.

	<b><u>CURRENT FUND</u></b>	<b><u>SPECIAL FUNDS</u></b>
County Contribution	\$ 94,368,755	\$ -0-
State Aid	29,788,628	5,193,844
Tuition & Fees	81,968,273	8,250,000
Miscellaneous	1,275,000	2,401,292
Fund Balance	8,854,120	3,275,390
Income from Sales & Service	-0-	4,467,230
Net Transfers	<u>1,000,000</u>	<u>(1,000,000)</u>
TOTAL	\$ 217,254,776	\$22,587,756

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

Agenda Item Number: 13B  
June 20, 2011

**FINAL ADOPTION OF THE FY2012 COLLEGE CAPITAL BUDGET**

**BACKGROUND**

On May 26, 2011, the County Council approved the College's FY2012 Capital Budget by appropriating \$53,234,000 to fund 13 projects and reducing one previously appropriated project by \$4,720,000. The Council's approved budget (Council Resolution No. 17-142) is made up of the following:

<u>Project</u>	<u>FY12 Request</u>	<u>Council Final Action</u>
ADA Compliance – College	\$ 50,000	\$ 50,000
Energy Conservation – College	125,000	125,000
Facility Planning – College	300,000	300,000
Instructional Furniture & Equipment – College	300,000	300,000
IT Information Technology	10,795,000	10,395,000
IT Student Learning Support Systems	1,600,000	1,600,000
IT Network Operating Center	3,000,000	3,000,000
IT Network Infrastructure & Support Systems	3,000,000	3,000,000
Planned Life-Cycle Asset Replacement–College	4,000,000	4,000,000
Planning, Design & Construction	1,413,000	1,413,000
Rockville Science East Renovation	24,390,000	24,390,000
Roof Replacement – College	632,000	632,000
Site Improvements	4,029,000	4,029,000
<b>TOTAL</b>	<u>\$53,634,000</u>	<u>\$53,234,000</u>
 Reduction: Capital Renewal	 \$0	 (\$4,720,000)

The FY2012 Capital Budget provides full funding of construction for the Rockville Science East Renovation. The County approved a modest increase for State approved cost escalation of 3% for this project which is split equally between the State and the County. Due to a decrease in Current Revenue/Recordation Tax funds, the County decreased the College's Information Technology project request by \$400,000. The County also reduced the prior cumulative appropriation of the Capital Renewal project in the amount of \$4,720,000 (from \$10,814,000 to \$6,094,000) in order to provide the County with additional bonding capacity. The remaining projects shown above are funded 100% by the County.

**RECOMMENDATION**

The Board is asked to adopt the FY2012 Capital Budget as appropriated and amended by the Montgomery County Council and authorize the President to implement the approved budget. The attached resolution provides for the formal action taken each year following the Council's appropriation of the College's Capital Budget.

BACK-UP INFORMATION:

Board Resolution  
Other Approved Projects

RESOURCE PERSON:

Mr. Capp

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

Resolution Number: **11-06-093**  
Adopted on: **6/20/2011**

Agenda Item Number: 13B  
June 20, 2011

**Subject: Final Adoption of the FY2012 College Capital Budget**

WHEREAS, on November 15, 2010, by Board Resolution #10-11-085, the Board of Trustees adopted amendments to the FY2011-2012 Biennial College Capital Budget; and

WHEREAS, on May 26, 2011, by Council Resolution #17-142 the Montgomery County Council approved the College's FY2011-2016 Capital Improvements Program and approved the FY2012 Capital Budget with amendments totaling \$53,234,000 to fund 13 projects and also reduced one previously appropriated project by \$4,720,000; and

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

Resolved, That the Board of Trustees adopts the FY2012 College Capital Budget, and authorizes the President to implement the budget as amended, approved, and appropriated by the Montgomery County Council for the College, pursuant to Council Resolution #17-142.

MONTGOMERY COLLEGE  
FY2012 Capital Budget  
Other Approved Projects (No Funds Requested in FY2012)

**Projects with prior-year appropriations (Approved as submitted):**

Elevator Modernization - College  
Germantown Bioscience Education Center  
Germantown Childcare Center  
Germantown Observation Drive Reconstruction  
Outdoor Athletic Facilities  
Germantown Science & Technology Park Infrastructure  
Rockville Computer Science Alterations  
Rockville Macklin Tower Alterations  
Rockville Parking Lot and Tennis Court Relocation  
Rockville Science Center  
Rockville Science West Renovation  
TP/SS Health Sciences Expansion

**Outyear projects with no previous appropriation (FY2011-2016):**

Germantown Student Services Center  
Rockville Student Services Center  
TP/SS Math & Science Center

**Deleted outyear projects with no previous appropriations (FY2011-2016):**

None

**Projects pending close out:**

TP/SS Campus Expansion  
Life Safety Systems  
TP/SS Commons Renovation

**Projects closed out as of July 1, 2011:**

TP/SS West Campus Parking Garage - Phase 2

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

Agenda Item Number: 14  
June 20, 2011

**SUPPLEMENTAL AUTHORIZATION REQUEST  
GOLDENROD BUILDING ACQUISITION PROJECT  
FY2012 CAPITAL BUDGET**

**BACKGROUND**

The College is currently undertaking the purchase the Goldenrod Building located adjacent to the Germantown Campus. This activity was the subject of a May 2011 Board item approving a series of transactions authorizing the purchase of the building and approving various agreements related to a bond offering managed by the Montgomery County Revenue Authority and including both the College and the Montgomery College Foundation, Inc., as parties to the various agreements. As was the practice with the College's two other revenue bond-funded projects (Cafritz Arts Center and West Parking Garage), it was anticipated that the authority for this funding would be included in the County Revenue Authority's capital budget. After discussions with Montgomery County's Finance Department, Office of Management and Budget, County Council, and the Revenue Authority, it was agreed that the project should be included in the College's capital budget since the College (via the Montgomery College Foundation, Inc.), and not the Revenue Authority, will own the asset resulting from the Revenue Authority bond issuance.

In support of this direction, the College requests a supplemental authorization to the FY2012 Capital Budget for \$16,000,000 for the issuance of Revenue Authority bonds to fund the acquisition of the Goldenrod Building adjacent to the Germantown Campus. If approved by the Board of Trustees, this request will be submitted to the County Executive for review and recommendation before being forwarded to the County Council for public hearing(s) and final action on amending the College's FY2012 Capital Budget. If the supplemental authorization is approved, it is anticipated that the College will complete the property settlement sometime before September 1, 2011.

**RECOMMENDATION**

It is recommended that a supplemental authorization request amending the College's Approved FY2012 Capital Budget in the amount of \$16,000,000 for funding the acquisition of the Goldenrod Building located in Germantown, Maryland be submitted to the County for consideration. It is also recommended that the Board authorize the President to transmit the supplemental authorization request to the Montgomery County Executive for review and recommendation to the Montgomery County Council for final action.

**BACK-UP INFORMATION**

Board Resolution  
Goldenrod Building Acquisition - Project Description Form, CIP#126600 (Board members only)  
County Memorandum (Board members only)  
County Council Resolution (Board members only)

**RESOURCE PERSONS:**

Mr. Capp  
Mr. Moore  
Mr. Sorrell

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

Resolution Number: **11-06-094**  
Adopted on: **6/20/2011**

Agenda Item Number: 14  
June 20, 2011

**Subject: Supplemental Authorization Request, Goldenrod Building Acquisition Project,  
FY2012 Capital Budget**

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WHEREAS, on May 16, 2011, by Board Resolution #11-05-069, the Board of Trustees approved an omnibus resolution in anticipation of the issuance of revenue bonds by the Montgomery County Revenue Authority for the acquisition and leasing of the Goldenrod Building located adjacent to the Germantown Campus; and

WHEREAS, subsequent to this action, the Montgomery County Government determined that use of the Montgomery County Revenue Authority to issue a bond offering to fund an appropriate project should be included in the requesting agency's capital budget; and

WHEREAS, on June 20, 2011, the Board of Trustees authorized the President to implement the FY2012 Capital Budget, as amended and approved by the Montgomery County Council pursuant to Council Resolution #17-142, adopted May 26, 2011; and

WHEREAS, the College desires to amend the FY2012 Capital Budget and requests a supplemental authorization of \$16,000,000 for a new project titled "Goldenrod Building Acquisition" (CIP#126600) to provide funds for the acquisition of the building and site, including associated settlement and related costs; and

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

Resolved, That the Board amends the FY2012 Capital Budget to include a supplemental authorization request of \$16,000,000 for a new project titled "Goldenrod Building Acquisition" (CIP#126600) to provide funds for the acquisition of the building and site, including associated settlement and related costs, and be it further

Resolved, That the Board authorizes the President to transmit the supplemental authorization request to the Montgomery County Executive for review and recommendation to the Montgomery County Council for final action for the authorization of funds for the purchase of the Goldenrod Building property in Germantown, Maryland.

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

Agenda Item Number: 15  
June 20, 2011

**PETITION FOR STATE FUNDING**

**BACKGROUND**

On May 26, 2011, the Montgomery County Council appropriated the College's FY2012 Capital Budget including funds for one (1) State-assisted project: the Rockville Science East Building Renovation project. The County Executive and the County Council have been informed that the College will petition the State for final approval of this project's funding.

The State and County funding levels for the project are outlined below. The FY2012 appropriation for the Rockville Science East Building Renovation construction is \$24,390,000 (\$12,195,000 County and \$12,195,000 State Aid).

The attached resolution and County Council petition are in the format prescribed by the State and County. In addition, the petition outlines the contingent nature of the Council's approval which requires State approval of the College's projects as part of the FY2012 bond bill. With the Board's adoption of this resolution, the request is forwarded to the County Council for action on the State grant petition.

**RECOMMENDATION**

It is recommended that the Board of Trustees formally request the County Council to petition the State for the following grant: \$12,195,000 for the Rockville Science East Building Renovation construction.

**BACK-UP INFORMATION**

Board Resolution  
County Council Resolutions (Board members only)

**RESOURCE PERSON**

Mr. Capp

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

Resolution Number: **11-06-095**  
Adopted on: **6/20/2011**

Agenda Item Number: 15  
June 20, 2011

**Subject: Proposal to Construct a Public Junior/Community College or Additions Thereto,  
Rockville Science East Building Renovation Construction**

WHEREAS, the General Assembly of Maryland has enacted various community college construction loan acts that provide State funds to assist the various counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts; and

WHEREAS, the Board of Trustees of Montgomery Community College proposes undertaking the construction for the Rockville Science East Building Renovation project on the Rockville Campus of the College and has determined that the sum of \$12,195,000 in State financial assistance available under the loan acts is needed for this purpose; now therefore be it

Resolved, That the Board of Trustees of Montgomery Community College requests that the Montgomery County Council approve the proposal to undertake construction for the Rockville Science East Building Renovation project on the Rockville Campus of the College as set forth in the application for financial assistance; file, as required by the loan acts and contingent on enactment of the FY2012 State of Maryland Capital Budget by the 2011 Session of the General Assembly and its approval by the Governor, the necessary petition with Maryland Higher Education Commission for a State grant in the amount of \$12,195,000, and make available the necessary local funds for completion of the project.

A True Copy.

ATTEST:

\_\_\_\_\_, Secretary-Treasurer  
Board of Trustees of  
Montgomery Community College

Date: \_\_\_\_\_

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

Agenda Item Number: 16  
June 20, 2011

**DECLARATION OF COVENANT  
CHILD CARE CENTER, GERMANTOWN CAMPUS**

BACKGROUND

The Germantown Campus is divided into several contiguous parcels, each owned by the Board of Trustees, as part of the condominium plan approved by the Board on December 15, 2008. This property arrangement includes Unit #2 for the proposed Child Care Center site and Unit #1 which is essentially the larger academic campus and, as noted, both are owned by the Board of Trustees. During the permit review for the Child Care Center, the Washington Suburban Sanitary Commission (WSSC) noted that this property arrangement requires a mechanism to protect the property owner of Unit #2 with continuous access to the planned construction of a sanitary sewer connection across Unit #1 to an existing sanitary sewer connection located on the adjacent Goldenrod property.

This arrangement outlined by WSSC is a standard requirement for any situation where there are two separate properties, as is the case with the two condominium units under Board ownership, and where there is even a remote possibility that a future sale of one unit would no longer give the isolated unit access to the sanitary sewer connection. As the ownership is currently identical for the two condominium units, WSSC requires a recorded covenant ensuring this access rather than an easement, which would be required if each property was held by two different parties.

Now as part of the construction of the Child Care Center, the WSSC has requested a declaration of covenant to allow for a sanitary sewer connection from the project site to the existing easement located on the Goldenrod property. This utility covenant is consistent with the College's Facilities Master Plan for the Germantown Campus. The proposed covenant is for 2,256 square feet (or 0.0587 acre). As this covenant is for the benefit of the College and is required because of the construction of the Child Care Center, no payment is being requested from WSSC.

With regard to Board policy for easements or similar less-than fee simple property arrangements, 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 Declaration of Covenant request.

RECOMMENDATION

It is recommended that the College issue a Declaration of Covenant for the sewer service connection serving the Child Care Center on the Germantown Campus.

BACKUP INFORMATION

Board Resolution  
Declaration of Covenant Plan - Schedule B (Board members only)

RESOURCE PERSONS

Mr. Capp      Mr. Sorrell

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

Resolution Number: **11-06-096**  
Adopted on: **6/20/2011**

Agenda Item Number: 16  
June 20, 2011

**Subject: Declaration of Covenant, Child Care Center, Germantown Campus**

WHEREAS, the College desires to build a new child care center on the Germantown Campus in accordance with the College's adopted 2006-2016 Facilities Master Plan; and

WHEREAS, the College has created several condominium units on the Germantown Campus in accordance with Board Resolution #08-12-142 (December 15, 2008) to include Unit #1 for the main portion of the Germantown Campus and Unit #2 for the Child Care Center site; and

WHEREAS, the construction of the Child Care Center on the Germantown Campus includes appropriate compliance with the Washington Suburban Sanitary Commission requirements for sanitary sewer service to the proposed new building; and

WHEREAS, the Washington Suburban Sanitary Commission ("WSSC") has requested that the College grant a Declaration of Covenant for the benefit of Unit #2 providing for the installation, construction, reconstruction, inspection, repair, maintenance, and operation of a sanitary sewer connection and appurtenances across Unit #1; and

WHEREAS, the requested Declaration of Covenant area does not disrupt nor is otherwise inconsistent with the College's master plan for the Germantown Campus; and

WHEREAS, the College staff have reviewed the description of a sewer right-of-way and have identified the land required for this right-of-way as follows;

BEING a piece or parcel of land hereinafter described in, through, over and across the property acquired by the College from David R. Isen, Milton Isen, Ruben Tebeleff, Gilbert Tebeleff, and Helen Tebeleff by deed dated March 13, 1975, as recorded among the Land Records of Montgomery County, Maryland in Liber 4623 at Folio 318, being more particularly described as follows:

Beginning for said piece or parcel of land at point at the beginning of the 2<sup>nd</sup> or North 45°23'04" East 467.04 foot line of said Liber 4623 at Folio 318, thence running in the Meridian of the North American Datum 1983 as corrected in 1991 adjustment as now surveyed, said point having Coordinate values of N 553477.9458 feet and E 1241436.1536 feet, thence running with part of said 2<sup>nd</sup> deed line

1. North 45°25'25" East 74.46 feet to a point, thence running over and across said Liber 4623 at Folio 318 the following two courses and distances
2. South 44°34'35" East 28.05 feet to a point, thence
3. South 45°25'25" West 107.76 feet to a point on the 1<sup>st</sup> or North 05°16'41" East 832.85 foot line of said Liber 4623 at Folio 318, thence running with part of said 1<sup>st</sup> deed line
4. North 05°19'02" East 43.55 feet to the point of beginning, containing 2,256 square feet or 0.0587 acres of land, more or less, as shown on Schedule B attached hereto and made a part

hereof by this reference. WHEREAS, the covenant should be recorded among the Land Records of Montgomery County, Maryland, by the College; and

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

Resolved, That the Board of Trustees grants a Declaration of Covenant for the installation, construction, reconstruction, maintenance, repair, operation, and inspection of a sewer service connection from Condominium Unit 2 across Condominium Unit 1 on the Germantown Campus of the College, the said Declaration of Covenant being described as follows:

BEING a piece or parcel of land hereinafter described in, through, over and across the property acquired by the College from David R. Isen, Milton Isen, Ruben Tebeleff, Gilbert Tebeleff, and Helen Tebeleff by deed dated March 13, 1975, as recorded among the Land Records of Montgomery County, Maryland in Liber 4623 at Folio 318, being more particularly described as follows:

Beginning for said piece or parcel of land at point at the beginning of the 2<sup>nd</sup> or North 45°23'04" East 467.04 foot line of said Liber 4623 at Folio 318, thence running in the Meridian of the North American Datum 1983 as corrected in 1991 adjustment as now surveyed, said point having Coordinate values of N 553477.9458 feet and E 1241436.1536 feet, thence running with part of said 2<sup>nd</sup> deed line

1. North 45°25'25" East 74.46 feet to a point, thence running over and across said Liber 4623 at Folio 318 the following two courses and distances
2. South 44°34'35" East 28.05 feet to a point, thence
3. South 45°25'25" West 107.76 feet to a point on the 1<sup>st</sup> or North 05°16'41" East 832.85 foot line of said Liber 4623 at Folio 318, thence running with part of said 1<sup>st</sup> deed line
4. North 05°19'02" East 43.55 feet to the point of beginning, containing 2,256 square feet or 0.0587 acres of land, more or less, as shown on Schedule B attached hereto and made a part hereof by this reference; and be it further

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

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

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

Agenda Item Number: 17  
June 20, 2011

**DEDICATION OF ROAD AND RELATED STORM DRAINAGE EASEMENTS  
GERMANTOWN CAMPUS**

BACKGROUND

In November 2006 (Phase 1) and February 2010 (Phase 2), the Board awarded a two-phase design contract for the Bioscience Education Center project on the Germantown Campus, including the design of a new access road connecting the Campus to Middlebrook Road. This design effort for the new access road implements what was first included in the 2002-2012 Facilities Master Plan, and reconfirmed in the 2006-2016 Facilities Master Plan, as a desirable solution to providing the Campus with a second point of access for both a growing enrollment and additional emergency egress for the larger Campus population. Subsequent discussions with Montgomery County during 2008-2009 also lead the County and College to agree that a new public road would ultimately be constructed through the Campus from the intersection to the north of Observation Drive/MD-118 along Goldenrod Lane to the west and connect to the new access road and Middlebrook Road to the south. This public road would result in Observation Drive providing a parallel local road for traffic from MD-27 north of the Campus to Middlebrook Road south of the Campus. The County recognized this road in its Germantown Employment Area Sector Plan (October 2009).

Since 2008, the College's design effort for the road has included significant coordination with Holy Cross Hospital as part of the College's agreement to provide both public road access to the hospital site, as well as utility services from a public right-of-way. The final road dedication overlaps the boundaries of the condominium units leased to Holy Cross Hospital (see attached Sheet 2 of 3, Schedule B) and, therefore, the Hospital will join the College in this dedication. In addition, the College has worked with Montgomery County to ensure that the ultimate design for the road complies with County road design standards in anticipation of the road's dedication as a public street.

The success of these efforts has culminated in the current requirement to continue with the dedication process so that various construction and utility permits can be released in anticipation of the road's construction. Several of the permit reviews require a public road dedication before issuing final permits.

While easements do not require State action for final approval of the transfer of less-than fee simple property rights, College staff are working with State representatives to determine how the State may respond to the transfer of a fee simple road dedication to the County.

RECOMMENDATION

A Board resolution for approving the road dedication and related storm drain easements is presented for the Board's action at the June meeting.

BACKUP INFORMATION

Board Resolution  
Right of Way Plat, Observation Drive (Board members only)

RESOURCE PERSON

Mr. Capp      Mr. Sorrell

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

Resolution Number: **11-06-096**  
Adopted on: **6/20/2011**

Agenda Item Number: 17  
June 20, 2011

**Subject: Dedication of Road and Related Storm Drainage Easements, Germantown Campus**

WHEREAS, the College desires to construct the Bioscience Education Center on the Germantown Campus, including a new access road connecting the Germantown Campus to Middlebrook Road, in accordance with the College's adopted 2006-2016 Facilities Master Plan; and

WHEREAS, the new access road will provide a public right-of-way for the Science & Technology Park; and

WHEREAS, the College agreed to dedicate a portion of the new access road to Montgomery County in accordance with the Germantown Employment Area Sector Plan (October 2009); and

WHEREAS, the College has designed the new access road to Montgomery County road standards in anticipation of this dedication of the road as a public street, including all appropriate public utility easements and storm drainage easements; and

WHEREAS, the College is currently proceeding with the permitting process for the construction of a public road and should now dedicate the road due to the sequence of activities anticipated as part of road, utility and storm drain construction by the College, and the access requirements for the construction of Holy Cross Hospital; and

WHEREAS, as a portion of the road dedication encroaches on the condominium units leased to Holy Cross Hospital, Holy Cross Hospital will join in the road dedication; and

WHEREAS, College staff have prepared certain road dedication and storm drain easement documents that identify the land required for the road dedication and easements; and

WHEREAS, College staff have identified the land required for the road dedication as follows:

BEING described on the Right of Way Plat Observation Drive (Sheets 1 through 3) and

CONTAINING 191,212 square feet of land, or 4.38963 acres, as shown on Sheets 1 through 3 attached hereto and made a part hereof by this reference; and

WHEREAS, College staff have prepared storm drainage easement agreements that are consistent with the College's requirements for such documents; and

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

BEING described on the Right of Way Plat Observation Drive (Sheets 1 through 3) as four drainage easement areas and

CONTAINING in total 5,169 square feet of land, or 0.11865 acre, as shown on Sheets 1 through 3 attached hereto and made a part hereof by this reference; and

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

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

Resolved, That the Board of Trustees grants a road dedication to Montgomery County, the said road dedication being described as follows:

BEING described on the Right of Way Plat Observation Drive (Sheets 1 through 3),

CONTAINING 191,212 square feet of land, or 4.38963 acres, as shown on Sheets 1 through 3 attached hereto and made a part hereof by this reference; and be it further

Resolved, That, to the extent there is a requirement to do so, Holy Cross Hospital shall join in the grant of a road dedication to Montgomery County; and be it further

Resolved, That the Board of Trustees grants four storm drain easements to Montgomery County, the said storm drain easements being described as follows:

BEING described on the Right of Way Plat Observation Drive (Sheets 1 through 3) as four drainage easement areas,

CONTAINING in total 5,169 square feet of land, or 0.11865 acre, as shown on Sheets 1 through 3 attached hereto and made a part hereof by this reference; and be it further

Resolved, That, to the extent there is a requirement to do so, the grant of a road dedication to Montgomery County is contingent upon the approval of the Board of Public Works; and be it further

Resolved, That the College will record the various road dedication and easements among the Land Records of Montgomery County, Maryland; and be it further

Resolved, That the Chair of the Board of Trustees and the President are authorized to execute any agreement documents necessary to implement the terms of this resolution.

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

Agenda Item Number: 18  
June 20, 2011

**COMPENSATION IN FY2012 FOR  
ADMINISTRATIVE, ASSOCIATE AND SUPPORT STAFF**

BACKGROUND

Each year, during the spring, the Board acts on salary for Administrative, Associate and Support Staff. Salaries for Bargaining Unit Staff are negotiated with the AFSCME representative. Board action is necessary at this time, primarily for Non-Bargaining Administrative, Associate and Support Staff.

In 2008, the Board of Trustees approved the selection of a consultant, Charles Hendricks and Associates, to conduct a College-wide Classification and Compensation System Study. One of the deliverables from the consultant was to be a review of the salary structure to ensure that our salaries support our efforts to attract, retain, and motivate individuals who possess the knowledge and skills we need to meet the College's mission. The consultant recommended that the College create a salary structure containing more uniform reach spreads (i.e., maximums that are 175% above the range minimum, more uniform range differentials (i.e., 7.5% between grades), and three additional grade levels. While the Office of Human Resources supports these recommendations, given the current fiscal situation, we do not recommend that these changes be implemented at this time. Since Cost of Living Adjustments (COLA) and merit increases are not being recommended for Fiscal Year 2012, the FY2012 Salary Schedule will not change from FY2011.

RECOMMENDATION

The President recommends approval of the following resolutions:

1. Salary Schedule for Non-Bargaining Administrative, Associate and Support Staff for FY2012. This resolution outlines the pay schedule for all Staff and Administrative employees, effective July 1, 2011.
2. Special Recognition and Outstanding Service Awards for FY2012. This resolution authorizes one-time, lump sum awards of up to \$2,000 for special recognition and outstanding service for eligible employees.
3. Non-Bargaining Associate and Support Staff Shift Differential for FY2012. This resolution authorizes the continuation of a shift differential of \$.98 for hours actually worked for those Non-Bargaining Associate and Support Staff who are regularly scheduled to work more than 25 hours in a work week between the hours of 10:00 p.m. and 6:30 a.m.

BACK-UP INFORMATION

Board Resolutions (3)

RESOURCE PERSON(S)

Ms. Lawyer

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

Resolution Number: **11-06-098**  
Adopted on: **6/20/2011**

Agenda Item Number: 18  
June 20, 2011

**Subject: Salary Schedule for Administrative, Associate and Support Staff for FY2012**

WHEREAS, the College strives to maintain a competitive salary schedule for its highly qualified Administrative, Associate and Support Staff; and

WHEREAS, the purpose of the recent classification and compensation study was to ensure that the classification and compensation systems align with Montgomery College's mission and values, and that these systems support our efforts to attract, retain, and motivate individuals who will add value to our educational programs; and

WHEREAS, the recommendations made by the consultant regarding changes to our current classification and compensation system would have significant fiscal impact on the College operating budget; and

WHEREAS, the current fiscal climate cannot provide the funds necessary to implement these recommendations; and

WHEREAS, in light of the current fiscal situation at the County, FY2012 Cost of Living Adjustments (COLAs) and merit increases are not being recommended for employees during FY2012, the College will retain its current grade structure; and

WHEREAS, the President recommends adoption of the following resolution; now therefore be it

Resolved, That the salary schedule for Administrative, Associate and Support Staff be approved for FY2012 as shown on the attachment.

Attachment

**Proposed  
Salary Schedule for  
Administrative, Associate, and Support Staff  
Montgomery College  
FY12  
(Effective 7/1/11)**

**HOURLY RATE**

**ANNUAL RATE\***

<b>Grade</b>	<b>Min</b>	<b>Max</b>	<b>Min</b>	<b>Max</b>
A	\$ 12.47	\$ 21.33	\$ 25,937.60	\$ 44,366.40
B	\$ 13.22	\$ 22.60	\$ 27,140.60	\$ 47,008.00
C	\$ 14.01	\$ 23.95	\$ 29,140.80	\$ 49,816.00
D	\$ 14.86	\$ 25.38	\$ 30,908.80	\$ 52,790.40
E	\$ 16.04	\$ 27.40	\$ 33,363.20	\$ 56,992.00
F	\$ 17.33	\$ 29.57	\$ 36,046.40	\$ 61,505.60
G	\$ 18.72	\$ 31.94	\$ 38,937.60	\$ 66,435.20
H	\$ 20.21	\$ 34.49	\$ 42,036.80	\$ 71,739.20
I	\$ 22.24	\$ 37.92	\$ 46,259.20	\$ 78,873.60
J	\$ 24.46	\$ 41.70	\$ 50,876.80	\$ 86,736.00
K	\$ 26.90	\$ 45.86	\$ 55,952.00	\$ 95,388.80
L	\$ 29.59	\$ 50.43	\$ 61,547.20	\$ 104,894.40
M	\$ 31.96	\$ 54.46	\$ 66,476.80	\$ 113,276.80
N	\$ 34.52	\$ 58.80	\$ 71,801.60	\$ 122,304.00
O	\$ 37.28	\$ 63.59	\$ 77,542.40	\$ 132,080.00
P	\$ 40.26	\$ 68.56	\$ 83,740.80	\$ 142,604.80
Q	\$ 42.67	\$ 72.67	\$ 88,753.60	\$ 151,153.60
R	\$ 45.24	\$ 77.02	\$ 94,099.20	\$ 160,201.60
S	\$ 47.95	\$ 81.63	\$ 99,736.00	\$ 169,790.40

\*ANNUAL EQUIVALENT RATE FOR FULL-TIME, 12-MONTH EMPLOYEES

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

Resolution Number: **11-06-098**  
Adopted on: **6/20/2011**

Agenda Item Number: 18  
June 20, 2011

**Subject: Special Recognition and Outstanding Service Awards for FY2012**

Resolved, That the Board of Trustees authorizes up to \$2,000 as the lump sum amount for special recognition and outstanding service awards to be presented to those employees of the College who are eligible and approved for such an award during FY2012.

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

Resolution Number: **11-06-098**  
Adopted on: **6/20/2011**

Agenda Item Number: 18  
June 20, 2011

**Subject: Non-Bargaining Associate and Support Staff Shift Differential for FY2012**

Resolved, That the Board of Trustees authorizes the continuation of a shift differential of \$0.98 in FY2012 for hours actually worked for those Non-Bargaining Associate and Support Staff who are regularly scheduled to work more than 25 hours in a work week between the hours of 10:00 p.m. and 6:30 a.m.

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

Agenda Item Number: 19  
June 20, 2010

**APPROVAL OF MEMORANDUM OF SETTLEMENT –  
COLLECTIVE BARGAINING AGREEMENT BETWEEN  
MONTGOMERY COLLEGE AND  
SERVICE EMPLOYEES INTERNATIONAL UNION**

BACKGROUND

Representatives of the Board of Trustees and the Local 500 of the Service Employees International Union (SEIU) have reached a successor agreement to the part-time faculty collective bargaining agreement. The amendments to the agreement include: no compensation increases in Fiscal Year 2012, establishment of a fund to defray expenses related to professional development and/or tuition for Montgomery College credit courses, and access to and four thousand dollars per fiscal year to support participation in Montgomery College wellness programs. The parties also agreed to changes in Article 7, Assignment and Appointments, clarified rank advancement procedures, and agreed to certain leave for court attendance, bereavement, and professional development. Further, the parties expressly stated part-time faculty members' professional responsibility to regularly check and respond to Montgomery College email, strengthened the structure of the labor management collaboration committee, committed to notice and opportunity to comment on certain procedures, and extended the existence of the joint committee established in Article 9, Section 9.5. The parties agreed to a three year agreement, effective July 1, 2011 to June 30, 2014. The membership of the bargaining unit ratified the agreement on June 8, 2011.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution approving the collective bargaining agreement; authorizing the Board Chair to execute the Memorandum of Settlement; and delegating to the President the authority and responsibility to implement and administer the agreement.

BACK-UP INFORMATION

Board Resolution  
Memorandum of Settlement effective July 1, 2011 (Board members only via portal)

RESOURCE PERSON

Ms. Espinosa

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

Resolution Number: **11-06-099**  
Adopted on: **6/20/2011**

Agenda Item Number: 19  
June 20, 2011

**Subject: Approval of Memorandum of Settlement – Collective Bargaining Agreement  
Between Montgomery College and Service Employees International Union**

WHEREAS, in June 2008, the Service Employees International Union (SEIU) Local 500 became the exclusive representative authorized to negotiate on behalf of certain part-time faculty members at Montgomery Community College; and

WHEREAS, the initial collective bargaining agreement effective January 19, 2010 to June 30, 2011, was negotiated and ratified by the Board of Trustees and the SEIU Local 500; and

WHEREAS, a successor agreement effective July 1, 2011 to June 30, 2014 was negotiated by teams representing the Board of Trustees and the SEIU Local 500; and

WHEREAS, the membership of SEIU Local 500 ratified the agreement on June 8, 2011; and

WHEREAS, this agreement is recommended to the Board of Trustees by the Montgomery College negotiating team; and

WHEREAS, the President recommends that the Board take the following action; now therefore be it

Resolved, That the Board of Trustees approves the collective bargaining agreement set forth in the attached Memorandum of Settlement; and be it further

Resolved, That the Board of Trustees authorizes the Board Chair to execute the Memorandum of Settlement between the Board of Trustees of Montgomery Community College and the Service Employees International Union Local 500; and be it further

Resolved, That the Board of Trustees delegates to the President the responsibility and authority to implement and administer the collective bargaining agreement and to further delegate responsibility for the implementation and administration of the agreement to appropriate College staff.

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

Agenda Item Number: 20  
June 20, 2011

**APPROVAL OF THE REVISED MONTGOMERY COLLEGE MISSION, VISION, AND  
CORE VALUES STATEMENTS**

**BACKGROUND**

In recent years, mission statements have become recognized as one of the cornerstones of a successful institution. As institutions grow and the environment in which they operate changes, it is recommended that colleges and universities periodically revisit the currency and relevance of their mission, vision, and core values statements to ensure that the language provides a clear direction for strategic planning and articulates to its students, employees, and the whole world the purpose for its existence.

The current Montgomery College Mission Statement was written in 2000 and has not been reviewed even though the College has experienced dramatic change in the past ten years. Additionally, the College has never had a clearly articulated Vision Statement or explicit statement of Core Values. With the inauguration of the College's new President, Dr. DeRionne Pollard, the senior leadership at the College initiated the discussion of revisiting the Mission and articulating a Vision and set of Core Values, in a participatory and collaborative effort involving both internal and external constituents.

These actions of senior leadership tactically align with the College's 2008 Middle States Self-Study Review recommendation and the Middle States Commission for Higher Education requirements that an institution's mission clearly define its purpose within the context of higher education and indicate whom the institution serves and what it intends to accomplish. The Commission also expects the mission statements to be characterized by a sense of vision that, while not immutable, nonetheless represents a long-term statement of institutional values and direction around which human and fiscal resource allocation decisions can be made. Therefore, Montgomery College embarked on the process of reviewing its Mission Statement and institutionalizing Vision and Core Values Statements, in part to address these expectations and engage the broader College community in a series of dialogues about the institution's future.

The Vision and Mission Review process was led by Dr. Pollard and a 27-member Review Task Force with representation from faculty, students, staff, academic and non-academic units, Board of Trustees, and community/ business partners. The Task Force met during the Spring 2011 semester. Additionally the Task Force conducted three community/business forums, five campus forums, and an on-line survey to provide opportunities for internal and external feedback for composition of the new statements.

The Vision, Mission, and Core Values Statements will become effective upon the date they are approved by the Board of Trustees. Together these statements will help set the strategic direction of the College and enable the identification of priorities in time for the FY2013 – FY2015 strategic planning cycle.

**RECOMMENDATION**

It is recommended that the Board of Trustees formally approve the Mission, Vision, and Core Values Statements to become effective immediately.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Ms. Kathleen Wessman

Ms. Paula Matuskey

Mr. Marshall Moore

Mr. David Sears

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

Resolution Number: 11-06-100  
Adopted on: 6/20/2011

Agenda Item Number: 20  
June 20, 2011

**Subject: Approval of Mission, Vision, and Core Value Statements for Montgomery College**

WHEREAS, the current Montgomery College Mission Statement was written in 2000 and has not been reviewed even though the College has experienced dramatic change in the past ten years; and

WHEREAS, the 2008 Middle States Self-Study Review also recommended that Montgomery College embark on the process of reviewing its Mission Statement and institutionalizing a Vision Statement and Core Values Statement; and

WHEREAS, the Montgomery College leadership recognized the need for a clearly articulated vision for the College's future to guide strategic planning, budget preparation, and resource allocation; and

WHEREAS, the College established a Mission and Vision Review Task Force, led by the President of Montgomery College, with representation from faculty, students, staff, academic and non-academic units, Board of Trustees, and community/ business partners that conducted a participatory process for broad input to develop Mission, Vision, and Core Values Statements; and

WHEREAS, attached to this resolution are the proposed Mission, Vision and Core Values Statements for Montgomery College as developed through this collaborative process; and

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

Resolved, That the Board of Trustees approve the new Mission, Vision, and Core Values Statements, to take effect immediately.



# MONTGOMERY COLLEGE

## MISSION, VISION, AND CORE VALUES

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### MISSION STATEMENT

We empower our students to change their lives and we enrich the life of our community. We are accountable for our results.

### VISION STATEMENT

With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity, and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community.

### CORE VALUES

EXCELLENCE \* INTEGRITY \* INNOVATION \* DIVERSITY \* STEWARDSHIP \* SUSTAINABILITY