



**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS  
February 22, 2016**

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

Agenda Item Number: 7  
February 22, 2016

**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 and Strategic Talent Management on new hires and employees who have separated from the College.

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACKUP INFORMATION

Board Resolution  
Personnel Actions Confirmation Report  
Policy 34001–Changes in Employee Status

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Ms. Porter

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

Resolution Number: **16-02-006**  
Adopted on: **2/22/2016**

Agenda Item Number: 7  
February 22, 2016

**Subject: Personnel Actions Confirmation**

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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 December 1, 2015, through December 31, 2015; 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 reports and confirms the actions of the president.

Attachments

MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From December 1, 2015, through December 31, 2015

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
12/07/2015	Garcia, Kenia V	Comm Engagement Spec I	G	Advancement/Community Engagement
12/07/2015	Piotrowska, Joanna	Program Manager II	L	Health Science Institute - WDCE
12/07/2015	Rahman, Mozur	ST-STEP Program Manager	K	Biology & Chemistry Department

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
12/31/2015	Ackerman, Judy E <sup>1</sup>	Vice President & Provost	R	43	VP/Provost - Art, English, Read
12/23/2015	Adams, Elisabeth J <sup>1</sup>	Instructional Assistant	G	13	Assessment Center - RV
12/31/2015	Baker, Brian K <sup>1</sup>	Deputy Chief Staff & Strategy	Q	15	President
12/31/2015	Cavin, Janice C <sup>1</sup>	Retail Operations Manager	J	33	Bookstore - GT
12/23/2015	Cline, Darin W	Senior IT Project Specialist	K	15	OIT Academic Services
12/31/2015	Elford, Dorothy M <sup>1</sup>	Campus Student Fin Aid Mgr	L	16	Financial Aid
12/31/2015	Hale, Jeanie L <sup>1</sup>	Career-Transfer Ctr Assistant	I	28	CW Stu Success - RV Stu Svs
12/31/2015	Hicks, Nancy F <sup>1</sup>	Administrative Aide II	G	23	CW Stu Success - RV Stu Svs
12/31/2015	Johnstone, William H <sup>1</sup>	Department Chair	O	40	Business/Computer Appli Dean
12/31/2015	Kryszak, Susan G <sup>1</sup>	Acting Assoc Retail Opers Dir	N	16	Bookstore - RV
12/04/2015	Scafide, Laura A	Administrative Aide II	G	3	Procurement
12/31/2015	Smink, Paul E <sup>1</sup>	Facilities Materials Spec	G	32	Facilities Operations - RV
12/02/2015	Tabb, John H	Network Engineer	L	11	OIT Engineering Services
12/31/2015	Vo, Lai T <sup>1</sup>	Building Services Worker	B	10	Facilities - Central Admin

**STAFF EMPLOYMENTS: Ethnicity and Gender**

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

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	7	1	0	1	0	9
Male	4	1	0	0	0	5
<b>TOTAL</b>	<b>11</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>14</b>

<sup>1</sup> Retirement

**FACULTY**

**FACULTY EMPLOYMENTS: None**

**FACULTY SEPARATIONS: None**

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

Resolution Number: **16-02-007**  
Adopted on: **2/22/2016**

Agenda Item Number: 8A  
February 22, 2016

**Subject: Recognition of Professor Nevart Tahmazian**

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WHEREAS, Professor Nevart Tahmazian, faculty member in the Rockville Chemistry department, has served the College with dedication and distinction since 1995; and

WHEREAS, Her extraordinary passion for and dedication to the students in her chemistry classes are evidenced by her efforts to educate and empower students to build their craft and successfully graduate or transfer to other colleges or universities; and

WHEREAS, Her students attest that her skillful, energetic, and innovative teaching style lead them to realize their potential as students, future researchers, and contributing members of their communities earning her an Outstanding Faculty Award in 2010 and National Institute for Staff and Organizational Development (NISOD) Excellence Award in 2011; and

WHEREAS, Professor Tahmazian works tirelessly to expand the scope of the College's academic and extracurricular life by developing interdisciplinary programs to support students in making connections between the academic world and their own lives; and

WHEREAS, Professor Tahmazian has served in governance roles as a member of the Rockville Faculty Council, has chaired and served on numerous search committees for both faculty and staff, has represented the Chemistry Department at adjunct recruitment fairs and open houses, and has served on the advisory group of the Math/Science Center in pursuit of Center Excellence and Certification; and

WHEREAS, She serves as senior personnel on several current and former grant projects funded through the National Science Foundation including a Robert Noyce grant (Capacity Building Track) designed to respond to the critical need for K-12 teachers of Science, Technology, Engineering, and Mathematics (STEM), and a Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) Access program grant; and

WHEREAS, She has contributed to the education of her students by serving as an National Institute of Standard and Technology Summer Undergraduate Research Fellowship (NIST SURF) Internship coordinator enabling Montgomery College students to participate in this prestigious internship opportunity; and

WHEREAS, She co-founded and is faculty advisor to Science, Technology, Engineering, and Mathematics Education (STEM ED) Community Club that encourages students to "discover the teacher" within themselves, participate in community outreach programs, and increase awareness of educational opportunities within the community; and

WHEREAS, Professor Tahmazian is a committed member of the community as evidenced by her frequent contributions and volunteer service to community outreach events including the Maryland Science Bowl, Frontiers in Math and Science, Rockville Science Day, and Sonya Kovalevsky Day, and

WHEREAS, She contributed her time and expertise to promoting chemical science to students of all ages through her volunteer efforts at Beall Elementary and as an American Chemical Society science coach to St. Mary's Catholic Middle School, both of which contributed to her earning the American Chemical Society, Washington, DC, local section Outreach Volunteer of the Year Award in 2015; and

WHEREAS, Faculty colleagues, students, and College administrators, in recognizing her outstanding ability and dedication to teaching and contributions to the College and the community, supported her nomination as Professor of the Year to the United States Professors of the Year Awards Program; and

WHEREAS, The US Professors of the Year Awards Program, sponsored by The Carnegie Foundation for the Advancement of Teaching and the Council for Advancement and Support of Education, is a national program for recognizing excellent undergraduate teaching; and

WHEREAS, The criteria for selection include extraordinary dedication to undergraduate teaching, demonstrated by excellence and involvement with undergraduate students; scholarly approach to teaching and learning; contribution to undergraduate education in the institution, community, and profession; and support from colleagues, as well as current and former students; and

WHEREAS, Professor Tahmazian has been named the 2015 Carnegie Foundation for the Advancement of Teaching Maryland Professor of the Year from a nationally competitive pool of outstanding community college and university educators; and

WHEREAS, The president of the College recommends this public recognition of Professor Nevart Tahmazian on the occasion of this exemplary award; now therefore be it

Resolved, That the members of the Board of Trustees recognize and commend Professor Nevart Tahmazian upon being named the 2015 Maryland Professor of the Year; and be it further

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

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

Resolution Number: **16-02-008**  
Adopted on: **2/22/2016**

Agenda Item Number: 8Bi  
February 22, 2016

**Subject: Retirement of Ms. Janice C. Cavin**

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WHEREAS, Ms. Janice C. Cavin served Montgomery College with enthusiasm and dedication for more than 33 years as a full-time staff member of Auxiliary Services and retired from the College as of January 1, 2016; and

WHEREAS, She began her employment at Montgomery College as an office assistant in the Contract Services Division of Auxiliary Services, and progressed to contract services coordinator, and was then named retail operations manager of the Germantown Bookstore in April 2006 for her excellent teambuilding and customer service skills; and

WHEREAS, Ms. Cavin managed the Rockville Campus snack shop and catering and was a key member of the Auxiliary Services branch of the Summer Dinner Theatre program; and

WHEREAS, Throughout her career at Montgomery College, she continued her professional development by attending management seminars and participating in programs sponsored by the National Association of College Stores; and

WHEREAS, Ms. Cavin embraced a climate of excellent customer service and a desire to assist students and the College community and through her leadership successfully collaborated with the Germantown Bookstore and the English for Speakers of Other Languages/General Education Development program to provide required course materials to students at numerous off-campus locations; and

WHEREAS, Her colleagues will miss her dedication to her staff, our students and the College community; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Janice C. Cavin on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Janice C. Cavin for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Janice C. Cavin.

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

Resolution Number: **16-02-009**  
Adopted on: **2/22/2016**

Agenda Item Number: 8Cii  
February 22, 2016

**Subject: Retirement of Ms. Dorothy M. Elford**

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WHEREAS, Ms. Dorothy M. Elford served Montgomery College with enthusiasm and dedication for more than 16 years as a full-time staff member in the Financial Aid Office and retired from the College as of January 1, 2016; and

WHEREAS, She began her career at Montgomery College as a volunteer, was later hired as a temporary employee, then became a permanent employee as a counselor, and was subsequently promoted to campus director in the Germantown Financial Aid Office; and

WHEREAS, She showed a particular interest in electronic communications with students and became the department webmaster, maintaining the department web page and department student portal; and

WHEREAS, Ms. Elford advanced her supervisory skills by participating in the MC Management program, became certified in web technology, and received a special recognition award for her outstanding work on the student financial aid home page; and

WHEREAS, Ms. Elford performed many outreach activities and was recognized by the College and the community for her outstanding presentation skills; and

WHEREAS, She was a member of the leadership team and spent countless hours making sure instructions were clear and forms were available to students in a timely manner, and created and authored the Financial Aid Blog; and

WHEREAS, Her colleagues and students will miss her consistent and ever present innovative spirit; and

WHEREAS, The senior vice president for student affairs and the president of the College recommend this public recognition of Ms. Elford on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Dorothy M. Elford for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Dorothy M. Elford.

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

Resolution Number: **16-02-010**  
Adopted on: **2/22/2016**

Agenda Item Number: 8Ciii  
February 22, 2016

**Subject: Retirement of Mr. Alfonso Guzman**

---

WHEREAS, Mr. Alfonso Guzman served Montgomery College with enthusiasm and dedication for more than 22 years as a full-time staff member and retired from the College as of February 1, 2016; and

WHEREAS, He began his employment as a temporary building service worker and advanced to a full-time position as building service worker in the Office of Facilities and Security on the Rockville Campus; and

WHEREAS, He has provided over 22 years of excellent customer service to the College community and provided noteworthy logistical planning and work that enabled the Facilities and Security Department to fulfill its mission; and

WHEREAS, He has been an outstanding member of the Rockville Campus Facilities and Security Department and has received letters of appreciation; and

WHEREAS, His colleagues will truly miss his collegial spirit and customer service focus in supporting students, faculty, and staff; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Alfonso Guzman 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. Alfonso Guzman for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Mr. Alfonso Guzman.

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

Resolution Number: **16-02-011**  
Adopted on: **2/22/2016**

Agenda Item Number: 8Biv  
February 22, 2016

**Subject: Retirement of Ms. Jeanie L. Hale**

---

WHEREAS, Ms. Jeanie L. Hale served Montgomery College with enthusiasm and dedication for more than 23 years as a full-time staff member and retired from the College as of January 1, 2016; and

WHEREAS, Ms. Hale had a distinguished history at Montgomery College that encompassed working at both the Takoma Park/Silver Spring Campus and the Rockville Campus and includes working for Disability Support Services, Counseling and Advising, Student Employment Services, and Career Services; and

WHEREAS, Ms. Hale assisted thousands of students each year with career and transfer planning, coordinated hundreds of college recruiter visits each year, and supervised 13 student assistants from 2005–2015; and

WHEREAS, Ms. Hale served on numerous selection committees such as the Collegewide Transfer Committee, the Majors Day Committee, and the National Career Development Month Committee; and coordinated Rockville Transfer Days from 2011–2015; and

WHEREAS, The senior vice president for student affairs and the president of the College recommend this public recognition of Ms. Jeanie L. Hale on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Jeanie L. Hale for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Jeanie L. Hale.

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

Resolution Number: **16-02-012**  
Adopted on: **2/22/2016**

Agenda Item Number: 8Bv  
February 22, 2016

**Subject: Retirement of Ms. Nancy F. Hicks**

---

WHEREAS, Ms. Nancy F. Hicks served Montgomery College as a full-time staff member for more than 23 years and retired from the College as of January 1, 2016; and

WHEREAS, She began her career at Montgomery College as a temporary employee, later progressing to the role of administrative aide in the Takoma Park/Silver Spring Department of Special Instructional Services; then in the Takoma Park/Silver Spring Department of English, Reading, Foreign Languages, Philosophy, and the American English Language Program; and finally in the Rockville Department of Counseling and Advising, where she served diligently since 2000; and

WHEREAS, She applied her invaluable administrative skills to organizing program materials, course information, and statistics for advising and counseling programs; and

WHEREAS, Ms. Hicks supported her department's adoption of Starfish Retention and Scheduling technology as a tool for monitoring compliance with the College and Career Readiness and College Completion Act and developmental advising pedagogy; and

WHEREAS, She demonstrated her unwavering commitment to student services by developing a strong rapport with students, many of whom returned to thank her for her support, and by remaining patient and calm during peak enrollment periods, when as many as 500 people a day would visit the advising center; and

WHEREAS, She utilized her technological expertise to develop and implement an excellent system for tracking and reporting student contacts at the Rockville Counseling and Advising Department; and

WHEREAS, Ms. Hicks received an Outstanding Service Award in 1995; and

WHEREAS, Her superb work ethic and constant professionalism were evident in her concern to maintain confidentiality and to accurately report student test scores; and

WHEREAS, Ms. Hicks excelled in working with a large and diverse population of students and community members and was well respected by peers, administrators, and faculty who will miss her; and

WHEREAS, The senior vice president for student affairs and the president of the College recommend this public recognition of Ms. Nancy F. Hicks on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Nancy F. Hicks for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Nancy F. Hicks.

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

Resolution Number: **16-02-013**  
Adopted on: **2/22/2016**

Agenda Item Number: 8Bvi  
February 22, 2016

**Subject: Retirement of Ms. Susan G. Kryszak**

---

WHEREAS, Ms. Susan G. Kryszak served Montgomery College with enthusiasm and dedication for more than 16 years in Auxiliary Services/Bookstore Services, and retired on January 1, 2016; and

WHEREAS, She began her employment at Montgomery College as a Bookstore services clerk progressing to Bookstore services merchandise buyer, retail operations manager of the Bookstore Services at the Rockville Campus store, and Auxiliary Services coordinator; and

WHEREAS, Ms. Kryszak utilized her vast experience in bookstore operations in serving as a member and chair of several committees for the National Association of College Stores; and

WHEREAS, Her commitment to supporting student success was achieved through her annual planning and participation in graduation finale and commencement activities; continuous collaboration with faculty and outside vendors to provide students with required course materials at affordable prices; and promoting excellent customer service between the Bookstore and academic departments; and

WHEREAS, Throughout her career at Montgomery College, she continued her professional development by becoming a Center for Professional and Organizational Development Service Outreach and Support certified trainer for Service Excellence, served as a committee member of the Leadership Institute; and

WHEREAS, Her colleagues will miss her never-ending energy, her commitment to Auxiliary Services, and her dedication to our students; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Susan G. Kryszak on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Susan G. Kryszak for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Susan G. Kryszak.

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

Resolution Number: **16-02-014**  
Adopted on: **2/22/2016**

Agenda Item Number: 8Bvii  
February 22, 2016

**Subject: Retirement of Mr. Ruben Martinez**

---

WHEREAS, Mr. Ruben Martinez served Montgomery College with enthusiasm and dedication for over 16 years as a full-time staff member and retired from the College on November 1, 2015; and

WHEREAS, He provided excellent customer service to the College and noteworthy logistical, planning, and supervisory leadership that enabled the Facilities Department to fulfill its mission; and

WHEREAS, He was instrumental in implementing team cleaning of the Mannakee Building and the Science Center Building and was responsible for maintaining them in pristine condition; and

WHEREAS, He was an outstanding member of the Rockville Campus Facilities Department and received numerous letters of appreciation; and

WHEREAS, His colleagues will truly miss his collegial spirit and customer service focus in supporting students, faculty, and staff; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Martinez 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. Ruben Martinez for his contributions to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and a copy of this resolution be presented to Mr. Ruben Martinez.

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

Resolution Number: **16-02-015**  
Adopted on: **2/22/2016**

Agenda Item Number: 8Bviii  
February 22, 2016

**Subject: Retirement of Mr. Paul E. Smink**

---

WHEREAS, Mr. Paul E. Smink served Montgomery College with enthusiasm and dedication for more than 31 years as a full-time staff member and retired from the College as of January 1, 2016; and

WHEREAS, Mr. Smink served his entire career at the College as an inventory control clerk in the Rockville Campus Facilities and Security Department; and

WHEREAS, He utilized his vast experience in inventory control and purchasing to serve the Rockville Campus community, and facilitated the work of building service workers, tradesmen, and groundskeepers to create a positive environment for student learning and student success; and

WHEREAS, Throughout his lengthy career at Montgomery College, he reformed operations within the materials shop, and pursued professional development classes at James Madison University on taking inventory and purchasing, and completed writing and specification classes for contracts; and

WHEREAS, His colleagues will miss his high energy, commitment, and focus on supplying and equipping the Facilities Department to better serve the campus community; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Paul E. Smink 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. Paul E. Smink for his outstanding service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Mr. Paul E. Smink.

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

Resolution Number: **16-02-016**  
Adopted on: **2/22/2016**

Agenda Item Number: 8Bix  
February 22, 2016

**Subject: Retirement of Ms. Lai T. Vo**

---

WHEREAS, Ms. Lai T. Vo served Montgomery College with enthusiasm and dedication for more than 10 years as a full-time staff member and retired from the College as of January 1, 2016; and

WHEREAS, She started her career as building service worker I on the Rockville Campus and provided excellent customer service to the College community that enabled the Facilities Department to fulfill its mission; and

WHEREAS, She has been an outstanding member of the Rockville Campus Facilities Department and has received numerous letters of appreciation; and

WHEREAS, Her colleagues will truly miss her collegial spirit and customer service focus in supporting students, faculty, and staff; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Lai T. Vo on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Lai T. Vo for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Lai T. Vo.

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

Resolution Number: **16-02-017**  
Adopted on: **2/22/2016**

Agenda Item Number: 8Ci  
February 22, 2016

**Subject: Retirement and Award of Bronze Medallion to Dr. Brian K. Baker**

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WHEREAS, Dr. Brian K. Baker served Montgomery College with enthusiasm and dedication for 15 years and retired from the College as of January 1, 2016; and

WHEREAS, Dr. Baker began his employment at the College in 2000 in the Instructional Television Department as the cable operations manager, executive producer and director for MCTV; he went on to serve as the director of IT learning technologies and services in which role he managed the College's MCTV unit and the media production services unit; and

WHEREAS, He then moved to Central Services leadership roles where he served as the interim vice president for institutional advancement and acting vice president for institutional advancement/executive director of the Montgomery College Foundation; and

WHEREAS, Dr. Baker finished his career in the Office of the President, working under three presidents as special assistant to the president and ultimately as deputy chief of staff and strategy; and

WHEREAS, While he was in MCTV, Dr. Baker's leadership included moving the unit from analog video production into the digital realm; creating new original distance learning televised courses; redesigning the video playback system to become fully automated and programmable; and instituting live video production and recording of collegewide meetings and sporting events; and

WHEREAS, During his leadership as director of IT learning technologies and services, the MCTV unit partnered with numerous entities, including Warner Brothers Television (WDCW-TV of Washington, DC), the American Film Institute, the Smithsonian, the National Portrait Gallery, Montgomery County Government, and the County Executive's Office to create original public affairs programming with students; upgraded satellite downlink to digital format; instituted captioned and Spanish language programming; produced over 1,200 hours of original educational television programming, and winning numerous local and regional recognition as well as over 60 national awards for excellence in video production, including student-produced programming; and

WHEREAS, In his leadership role of the Advancement Office, Dr. Baker oversaw collegewide communications, media relations, special events, grants, development, the performing arts centers, the Montgomery College Foundation, and the Montgomery College Alumni Association, and worked to build and strengthen donor relationships and sponsorships; and

WHEREAS, During his tenure as acting vice president for institutional advancement and executive director of the Montgomery College Foundation, the grants unit helped to raise over \$9 million annually; the Montgomery College Foundation provided over \$1 million in student scholarships; the development team raised funds to help complete a \$25-million fundraising campaign; and the communications department won several national awards; and

WHEREAS, In seven years working in the Office of the President, Dr. Baker provided advice and service during three presidential administrations, including creating or reviewing major communications and College actions; managing office support staff; managing the president's website; planning and preparing senior leadership meetings and agendas; coordinating and facilitating external relations with local, regional, and national organizations, universities and community colleges; building and sustaining new and continuing international relationships with external agencies and the county's Sister Cities program, including entities in Ethiopia, China, El Salvador, and India; supporting Maryland community colleges with research and reporting regarding performance-based funding; and

WHEREAS, Dr. Baker managed the White House and US Department of Education's national community college virtual symposium, complete with live televised and web streamed delivery of the event from the Takoma Park/Silver Spring Campus in 2011, which included a visit by Dr. Jill Biden; and

WHEREAS, In addition to his regular duties, Dr. Baker has served as a dedicated part-time faculty member at the College, teaching one to three credit courses per year in television production, video editing, advanced TV production/directing, digital videography, electronic field production, TV station management, animation, computer graphic design and illustration, as well as a small business course for Workforce Development & Continuing Education; and

WHEREAS, He served as an advisor to the Communication Arts & Technologies Department on the creation of the new digital animation degree program; and

WHEREAS, Dr. Baker maintained a strong connection with students by serving as the faculty advisor and mentor for the Southeast Asian Student Club, the Hispanic Film Club, the Film Production Club, the DESI Alliance, the Bollywood Club, the Macklin Business Institute, and as a judge for 13 consecutive ACT-SO student competitions; and

WHEREAS, Dr. Baker served in all his roles with distinction, professionalism, and dedication; and

WHEREAS, His calm demeanor, wit, and can-do spirit will be missed by his colleagues; and

WHEREAS, The chief of staff/chief strategy officer and the president of the College recommend this public recognition of Dr. Brian K. Baker on the occasion of his retirement; now therefore be it

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

Resolved, That Dr. Brian K. Baker is awarded the Bronze 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 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 Dr. Brian K. Baker.

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

Resolution Number: **16-02-018**  
Adopted on: **2/22/2016**

Agenda Item Number: 8Cii  
February 22, 2016

**Subject: Retirement and Award of Emerita Status and Bronze Medallion  
to Dr. Eugenia Robinson**

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WHEREAS, Dr. Eugenia Robinson has served Montgomery College with dedication and distinction for more than 15 years as a full-time faculty member and retired from the College as of January 1, 2016; and

WHEREAS, Dr. Robinson consistently provided wisdom and guidance to the faculty and department as co-chair of the Department of Sociology, Anthropology, and Criminal Justice, and as anthropology coordinator, mentoring both full-time and part-time anthropology faculty, advising and tutoring students, organizing field work, chairing committees, implementing strategies to increase enrollment, and scheduling all anthropology courses on the Rockville Campus; and

WHEREAS, She taught anthropology courses ranging from Introduction to Sociocultural Anthropology to World Cultures; developed the Introduction to Archaeology, Archaeological Investigations, and Archaeology in Montgomery County honors courses; and guided anthropology courses through General Education review and curriculum revisions; and

WHEREAS, She maintained collaborations with archaeologists and coordinated service learning projects and volunteer opportunities for anthropology students and faculty who worked with the Maryland-National Capital Park and Planning Commission and the Olney Boys and Girls Club, and provided access to historic and prehistoric excavation sites in Montgomery County; and

WHEREAS, Dr. Robinson conducted extensive scholarly anthropological research on topics including settlement and landscapes, archaeology of Mesoamerica and the Middle Atlantic, social complexity, ceramic production, art and iconography, and economics and prehistory; and

WHEREAS, She introduced engaging speakers to the campus community, including Douglas Owsley of the Smithsonian Institution and Ricardo Agurcia of the Asociación Copán; and

WHEREAS, Her participation in the Paul Peck Humanities Institute Smithsonian Fellows Program led to her creating exciting museum assignments for students at the National Museum of the American Indian and the National Museum of Natural History; and

WHEREAS, She administered such funding sources as the Gruenberg Scholarship for the Department of Sociology, Anthropology, and Criminal Justice; the Anthropology Matters Fund to support faculty anthropology research; the Rookie Research Grant to support student research; and the Make-It-Happen Grant for preparing the "Experience Maryland Heritage" event on the Rockville Campus; and

WHEREAS, Dr. Robinson served on the Center for Teaching and Learning Review Workgroup to examine the major functions and services of the Center, and she co-designed a learning community for Anthropology and Computer Applications students; and

WHEREAS, Her numerous accomplishments include receiving a prestigious National Geographic Society grant, a John Clark Grant for scholarly work in Guatemala, a Fulbright Award, a Wenner-Gren Foundation Grant, a National Geographic Society Grant, a Montgomery College Sabbatical Award, an Outstanding Faculty Service Award, and the National Institute for Staff and Organizational Development Award; and

WHEREAS, She participated in the professional conferences of many associations, including the Society for American Archaeology, the American Anthropological Association, the Pre-Columbian Society of Washington, DC, and the Maryland Archaeological Society; and

WHEREAS, She served as the director of the Archaeological Project of the Kaqchikel Area in Guatemala and has prepared and delivered numerous professional papers on archaeological topics ranging from the Late Classic Maya of the Antigua Valley to rock art at La Casa de Las Golondrinas; and

WHEREAS, Dr. Robinson is held in high regard by her colleagues and students as both a true academic leader and a skillful, energetic professor who creates a welcoming classroom environment, actively engages those she teaches, and makes anthropological knowledge fascinating yet accessible to students; and

WHEREAS, College policy provides that all faculty members holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with appropriate rank or title, subject to approval of the Board of Trustees; and

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

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Dr. Eugenia Robinson on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Eugenia Robinson for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Dr. Eugenia Robinson is granted the status of Professor Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Dr. Eugenia Robinson is awarded the Bronze Medallion in recognition of her service to the College and community, and as an expression of the gratitude of the College for her dedication and professional commitment to the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Dr. Eugenia Robinson.

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

Resolution Number: **16-02-019**  
Adopted on: **2/22/2016**

Agenda Item Number: 8Ciii  
February 22, 2016

**Subject: Retirement and Award of Emerita Status and Silver Medallion  
to Dr. Judy E. Ackerman**

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WHEREAS, Dr. Judy E. Ackerman served Montgomery College with dedication and distinction for more than 43 years as a full-time faculty member and administrator and retired from the College as of January 1, 2016; and

WHEREAS, Dr. Ackerman made numerous contributions as a professor of mathematics, collegewide honors coordinator, math center coordinator, chair of mathematics, instructional dean of science, engineering, and mathematics (SEM), and vice president and provost of the Rockville Campus; and

WHEREAS, She developed and taught a variety of mathematics courses, worked diligently to make mathematics accessible especially to underrepresented student populations, and led a burgeoning mathematics department at the Rockville Campus that now includes 30 full-time and 50 part-time faculty members and many support staff; and

WHEREAS, With grants, she brought the first computers to the Math Center, introduced computer exercises into mathematics courses, and established Sonya Kovalevsky Day, which brought middle school girls and their teachers from Montgomery County Public Schools to the College for exciting math skills and pedagogy workshops; and

WHEREAS, As instructional dean for science, engineering, and mathematics, she guided faculty and staff in numerous professional endeavors, and she advocated for a new, state-of-the-art Science Center, the College's first Leadership in Energy and Environmental Design (LEED) Gold certified building, which opened in 2011; and

WHEREAS, Dr. Ackerman's shared vision for expanded facilities at the Rockville Campus to support Science, Engineering, and Math (SEM) enrollment included renovation of the Science East Building, completed in 2014, and current renovation of Science West, which will house a dynamic Math/Science Learning Center; and

WHEREAS, Dr. Ackerman provided outstanding administrative oversight for the Arts, Business, Education, English and Social Science Unit and Rockville Campus, which includes 12 academic departments in four areas—(1) the area of Business, Economics, Accounting, Computer Applications, Hospitality Management, and Paralegal Studies; (2) the area of Visual and Performing Arts; (3) the area of English and Reading; and (4) the area of Education and Social Sciences—as well as the School of Art and Design, the Arts Institute, the Parilla Performing Arts Center, the Macklin Business Institute, the Hillman Entrepreneurs Program, and the Marriott Hospitality Center; and

WHEREAS, Dr. Ackerman led the critical work of the Committee on Assessment, Placement, and Developmental Issues, and served on other collegewide committees including Faculty Council, Academic Assembly, Rockville Campus Council, Grants Review Committee, and the College Enrollment Management Advisory Team; and

WHEREAS, Among other honors, Dr. Ackerman received the On Her Shoulders We Stand Award from the Women's and Gender Studies Program, Smart CEO BRAVA Women Business Achievement Award, George B. Thomas Scholarship Award, Association of Community College Trustees Northeast Region Outstanding Faculty Member Award, and was named as a Maryland Council of Teachers of Mathematics Outstanding College Professor Finalist; and

WHEREAS, Dr. Ackerman's local impact is evidenced by her completion of the Leadership Montgomery program, as well as her serving as president of the Maryland Collegiate Honors Council, and as a member of the boards of the Rockville Chamber of Commerce, the Rockville Science Center, Inc., and Rockville Economic Development, Inc.; and

WHEREAS, She had significant involvement with the Rockville Science Day, Maryland Science Bowl, American Cancer Society's Relay for Life, the Juvenile Diabetes Research Foundation, and other community endeavors; and

WHEREAS, Dr. Ackerman excelled in national leadership roles as president of the American Mathematical Association of Two-Year Colleges, expertly guiding 44 regional affiliate groups, as a graduate of the prestigious Harvard University Institute Educational Management, as a member of committees of the Mathematics Association of America and the National Council of Teachers and Mathematics, and as a member of the American Association of Community Colleges Commission on Academic, Student, and Community Development; and

WHEREAS, As a recognized national expert in community college mathematics education, she published articles and presented on topics including math anxiety, gender and science, technology, engineering and mathematics, as well as technology in instruction; and

WHEREAS, Dr. Ackerman's enthusiasm for students, teaching, and learning will be sorely missed; and

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

WHEREAS, College policy provides that all faculty members and administrators holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty or administrator emeritus(a) with appropriate rank or title, subject to approval of the Board of Trustees; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Dr. Judy E. Ackerman on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Judy E. Ackerman for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Dr. Judy E. Ackerman is granted the status of Administrator 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 Dr. Judy E. Ackerman is awarded the Silver Medallion in recognition of her service to the College and community, and as an expression of the gratitude of the College for her dedication and professional commitment to the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to Dr. Judy E. Ackerman.

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

Resolution Number: **16-02-020**  
Adopted on: **2/22/2016**

Agenda Item Number: 8Civ  
February 22, 2016

**Subject: Retirement and Award of Emerita Status and Silver Medallion  
to Dr. Barbara G. Hoberman**

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WHEREAS, Dr. Barbara G. Hoberman has served Montgomery College with enthusiasm and dedication for more than 23 years as a full-time faculty member and retired from the College as of January 1, 2016; and

WHEREAS, Dr. Hoberman consistently provided wisdom and guidance to the faculty and to the department as chair of the Biology Department on the Rockville Campus from 1997 to 1999 and from October 2008 to June 2013; and

WHEREAS, She served ably and effectively as biology faculty at the Rockville Campus for 23 years including teaching Anatomy and Physiology and Principles of Biology; and

WHEREAS, She co-authored and subsequently authored and served as Principal Investigator of the National Institutes of Health grant that resulted in awards to the College of \$2 million over a 12-year period and led to the establishment of the Biomedical Scholars Program; and

WHEREAS, Dr. Hoberman arranged, through the Biomedical Scholars Program, for countless internships for program students at area universities and biotechnology companies and was awarded both the Faculty Outstanding Service Award and the National Institute for Staff and Organizational Development Excellence Award for contributions to the College; and

WHEREAS, Dr. Hoberman served on such committees as the Holy Cross Hospital-Montgomery College Collaboration; Graduate and Transfer STEM Talent Expansion Program Advisory Board; and Middle States re-accreditation work groups; and

WHEREAS, Dr. Hoberman served as the Rockville Campus pre-med and pre-dental school advisor for the duration of her tenure at the College, as well as campus coordinator for University of Maryland Baltimore County's Experiences in Molecular Biology Academic Research Careers and Biomedical Summer Undergraduate Research Experience programs; and

WHEREAS, Dr. Hoberman received the University of Maryland Baltimore County's Outstanding Mentor Award for supporting undergraduate research opportunities for Montgomery College students from underserved populations and was an invited speaker on strategies for success of undergraduates in the sciences at conferences such as Minority Access, Inc.; National Role Models Conference; the Seventh Annual Lilly Conference for Teaching and Learning; the American Association of State Colleges and Universities Workshop on Successful Proposal Writing; and the American Association for the Advancement of Science/National Science Foundation Conference on Transforming Undergraduate Education in Biology; and

WHEREAS, Dr. Hoberman was awarded a National Role Model Award from Minority Access, Inc., for her mentorship of Montgomery College students who are underrepresented in the science, technology, engineering and mathematics disciplines; and

WHEREAS, Dr. Hoberman will be deeply missed in her department and by the entire Science, Technology, Engineering and Math Unit; and

WHEREAS, College policy provides that all faculty holding faculty rank who retire with a minimum of 10 years of service with Montgomery College shall be designated faculty emeritus(a) with the appropriate rank or title, subject to approval of the Board of Trustees; and

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

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Dr. Barbara G. Hoberman on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Barbara G. Hoberman for her distinguished service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Dr. Barbara G. Hoberman is granted the status of Professor Emerita, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That Dr. Barbara G. Hoberman is awarded the Silver Medallion in recognition of her distinguished service to the College, and as an expression of gratitude for her dedication and professional commitment to the College; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to Dr. Barbara G. Hoberman.

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

Agenda Item Number: 9A  
February 22, 2016

**AWARD OF CONTRACT, PROJECT & PORTFOLIO MANAGEMENT SYSTEM  
SOFTWARE, BID 516-006**

BACKGROUND

Request:	Project & Portfolio Management System Software
Office/SVP Originating Request:	Vice President of Instructional and Information Technology/Chief Information Officer and the Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	516-006
Explanation of Request:	Project and portfolio management system software is used to track and coordinate information technology projects that address the College's instructional and administrative programs throughout their lifecycles. The current software contains entries for the entire existing medium to large technology projects and is critically needed in order to track this work across the College. Without the project portfolio management system software, OIT will be unable to track existing technology projects as well as requests for new projects from the College. In January 2011, the Board of Trustees approved the purchase of a five-year project and portfolio management system software license with AtTask, Inc., under resolution 11-01-002. The current contract expires on February 28, 2016.
Reason Being Brought to Board:	Board approval is required for all competitive awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the vice president of finance/chief financial officer certifies funds are available in the FY16 operating budget.
Dollar amount:	Year 1: \$74,304 Year 2: \$78,019 Year 3: \$81,920 Year 4: \$86,016 Year 5: \$90,317 (The five-year contract total is \$410,576)
Vendor Name:	Workfront, Inc.
Vendor Address:	3301 N. Thanksgiving Way Ste. 100 Lehi, Utah 84043
Minority Status:	Not Applicable

Term of Contract:	One year, with four one-year renewal options
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### RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Workfront, Inc., of Lehi, Utah, for the purchase of project and portfolio management system software.

It is further recommended that the contract be renewed for four additional one-year periods, as long as service is needed, service is satisfactory, funds are available, and it is in the best interest of the College.

### BACKUP INFORMATION

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

### RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

### RESOURCE PERSONS

Mr. Johnson  
Mr. Whitman

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **16-02-021**  
Adopted on: **2/22/2016**

Agenda Item Number: 9A  
February 22, 2016

**Subject: Award of Contract, Project & Portfolio Management System Software,  
Bid 516-006**

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WHEREAS, The vice president of instructional and information technology/chief information officer and the senior vice president for administrative and fiscal services is requesting the continued use of project and portfolio management system software to track and coordinate information technology projects that addresses the College's instructional and administrative programs throughout their lifecycles; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the vice president of finance/chief financial officer certifies funds are available in the FY16 operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposal was publicly advertised on November 19, 2015, in a local county newspaper and posted on the Montgomery College Procurement and eMaryland Marketplace websites, and downloaded by 82 firms; and

WHEREAS, Three responses were received, publicly opened, read aloud, and recorded, beginning at 3:00 pm on December 8, 2015; and

WHEREAS, Upon evaluation by appropriate College staff, it was determined that the proposal submitted by Workfront, Inc., of Lehi, Utah, was the highest ranked, meeting all College requirements; and

WHEREAS, Board approval is required for bids valued above \$250,000; and

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

Resolved, That a contract be awarded to Workfront, Inc., of Lehi, Utah, for the purchase of project and portfolio management system software to track and coordinate information technology projects that address College instructional and administrative programs throughout their lifecycles for a total amount of \$74,304 for the first year of the contract; and be it further

Resolved, That the project & portfolio management system software license be renewed for four additional one-year periods, as long as service is needed, service is satisfactory, funds are available, and it is in the best interest of the College, where the total five-year contract amount is \$410,576.

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

Agenda Item Number: 9B  
February 22, 2016

**AWARD OF CONTRACT,  
COLLEGEWIDE ELEVATOR MAINTENANCE AND REPAIRS, BID 416-012**

BACKGROUND

Request:	Collegewide elevator maintenance and repairs
Office/SVP Originating Request:	Vice President of Facilities and Security and the Senior Vice President for Administrative and Fiscal Services
Award Type:	Request for Proposal
Bid Number:	416-012
Explanation of Request:	The vice president of facilities and security has requested an award of contract for collegewide elevator maintenance and repairs. There are 53 elevators located throughout the College. Maintenance and repairs of these elevators must be performed by a licensed elevator company to ensure operability and safety of the equipment for public use. Additionally, all elevator units must be in compliance with state and federal regulations during annual inspections. The current contract will expire on March 31, 2016.
Reason Being Brought to Board:	Board approval is required for all competitive awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the vice president of finance/chief financial officer certifies funds are available in the FY16 operating budget.
Annual Dollar Amount:	Year 1: \$90,540 Year 2: \$90,540 Year 3: \$90,540 Year 4: \$90,540 Year 5: \$90,540 (Five-year contract total: \$452,700)
Vendor Name:	Otis Elevator Company
Vendor Address:	5000 Philadelphia Way, Suite H Lanham, Maryland 20706
Minority Status:	Not Applicable
Term of Contract:	One year, with four one-year renewal options

## RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Otis Elevator Company of Lanham, Maryland, for the purchase of collegewide elevator maintenance and repair services for a total annual amount of \$90,540.

It is further recommended that the contract be renewed for four additional one-year periods, as long as service is needed, service is satisfactory, funds are available, and it is in the best interest of the College.

## BACKUP INFORMATION

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

## RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

## RESOURCE PERSONS

Mr. Johnson  
Dr. Yeatts

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **16-02-022**  
Adopted on: **2/22/2016**

Agenda Item Number: 9B  
February 22, 2016

**Subject: Award of Contract, Collegewide Elevator Maintenance and Repairs,  
Bid 416-012**

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WHEREAS, The vice president of facilities and security and the senior vice president for administrative and fiscal services are requesting an award of contract for the purchase of collegewide elevator maintenance and repairs; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the vice president of finance/chief financial officer certifies funds are available in the FY16 operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposal was publicly advertised on December 3, 2015, in a local county newspaper and posted on the Montgomery College Procurement and eMaryland Marketplace websites, and downloaded by 19 firms; and

WHEREAS, Five responses were received, and recorded, beginning at 3:00 pm on January 4, 2016; and

WHEREAS, Upon evaluation by appropriate College staff, it was determined that the proposal submitted by Otis Elevator Company of Lanham, Maryland, was the highest ranked, meeting all College requirements; and

WHEREAS, Board approval is required for bids valued above \$250,000; and

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

Resolved, That a contract be awarded to Otis Elevator Company of Lanham, Maryland, for the purchase of collegewide elevator maintenance and repair services for a total annual amount of \$90,540; and be it further

Resolved, That the contract be renewed for four additional one-year periods, as long as service is needed, service is satisfactory, funds are available, and it is in the best interest of the College, and where the five-year contract total is \$452,700.

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

Agenda Item Number: 9C  
February 22, 2016

**AWARD OF CONTRACT, RESOURCE CENTER  
HEATING, VENTILATION AND AIR CONDITIONING (HVAC) UPGRADES—PHASE 3,  
TAKOMA PARK/SILVER SPRING CAMPUS, BID 616-003**

BACKGROUND

<b>Request:</b>	Phase 3 upgrades of the heating, ventilation, and air conditioning (HVAC) system at the Takoma Park/Silver Spring Campus Resource Center Building
<b>Office/SVP Originating Request:</b>	Vice President of Facilities and Security, and the Senior Vice President for Administrative and Fiscal Services
<b>Award Type:</b>	Competitive
<b>Bid Number:</b>	616-003
<b>Explanation of Request:</b>	<p>This project continues planned upgrades to the heating and air conditioning system at the Takoma Park/Silver Spring Campus Resource Center Building and is being planned as a Planned Lifecycle Asset Replacement (PLAR) project. Providing for an August 2016 completion date, the project contract documents, including drawings and specifications, were prepared by engineering consultants and Central Facilities staff for the Resource Center HVAC Upgrades Phase 3 Project on the Takoma Park/Silver Spring Campus. The project engineer estimate for this project is \$1,225,000.</p> <p>A two-part Request for Proposal process was used to afford the College the benefit of a best-value solicitation and to meet the project delivery requirement to complete the work this summer. The contract award will be awarded to the most responsible and responsive qualified bidder with the lowest base price total that can meet or exceed the terms, conditions, and specifications of this solicitation, including project delivery requirements.</p>
<b>Reason Being Brought to Board:</b>	Board approval is required for bid awards valued over \$250,000.
<b>Certification:</b>	The director of procurement certifies that specifications were developed by appropriate College staff and the vice president of finance/chief finance officer certifies that funds are available in the FY16 capital budget.
<b>Total Dollar Amount:</b>	\$950,000
<b>Vendor Name:</b>	Denver-Elek, Inc.

<b>Vendor Address:</b>	8860 Kelso Drive Essex, Maryland 21221
<b>Minority Status:</b>	N/A
<b>Contract Expiration:</b>	One-time purchase

**RECOMMENDATION**

It is recommended that the Board of Trustees approve an award of contract for the Resource Center heating, ventilation, and air conditioning (HVAC) upgrades, Phase 3, on the Takoma Park/Silver Spring Campus to Denver-Elek, Inc., of Essex, Maryland, for a total amount of \$950,000.

**BACKUP INFORMATION**

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

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Wormack

**RESOURCE PERSONS**

Mr. Johnson  
 Dr. Yeatts

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

Resolution Number: **16-02-23**  
Adopted on: **2/22/2016**

Agenda Item Number: 9C  
February 22, 2016

**Subject: Award of Contract, Resource Center Heating, Ventilation and Air Conditioning (HVAC) Upgrades—Phase 3, Takoma Park/Silver Spring Campus, Bid 616-003**

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WHEREAS, The vice president of facilities and security and the senior vice president for administrative and fiscal services are requesting an award of contract for Phase 3 upgrades of the heating, ventilation, and air conditioning (HVAC) system for the Takoma Park/Silver Spring Campus Resource Center Building; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff and consultants; and

WHEREAS, A two-part Request for Proposal method was used for this project to afford the College the benefits of a best-value solicitation for this project; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a Request for Proposal, Part A – Contractor Qualifications, and Part B – Price Proposals, were publicly advertised on December 3, 2015, in the *Baltimore Sun* and the *Washington Post*; and posted on the Montgomery College Procurement and eMaryland Marketplace websites, and 59 companies downloaded the solicitation; and

WHEREAS, Four responses were received and recorded in the Office of Procurement by 3:00 p.m. local time on January 8, 2016; and

WHEREAS, After evaluation of Part A – Contractor Qualification proposals, four contractors submitting proposals were deemed qualified to have their Part B Price Proposals opened; and

WHEREAS, Following the January 11, 2016, evaluation of Part B – Price Proposals, it was determined that Denver-Elek, Inc., of Essex, Maryland, submitted the lowest base bid price of \$950,000 and met all College specifications; and

WHEREAS, Board approval is required for bids valued above \$250,000; and

WHEREAS, The vice president of finance/chief finance officer certifies that funds are available in the FY16 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 Takoma Park/Silver Spring Campus Resource Center Phase 3 HVAC upgrades be awarded to Denver-Elek, Inc., of Essex, Maryland, at the submitted base bid price of \$950,000; 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: 10A  
February 22, 2016

**ADOPTION OF POLICY: 42002–CAMPUS BEHAVIORAL INTERVENTION TEAMS**

**General Information**

<b>Policy Number:</b>	42002
<b>Contained in Chapter:</b>	Chapter Four
<b>Policy Title:</b>	Campus Behavioral Intervention Teams
<b>Policy Creation Date:</b>	February 22, 2016

**Reason for Policy**

Following the tragic campus shootings that took place at Virginia Polytechnic Institute and State University in Blacksburg, Virginia, in 2007, there was a paradigm shift from a reactive response to dealing with student behaviors of concern to a more proactive approach to identifying and addressing student behaviors of concern. As such, many colleges and universities adopted a model known as BIT—Behavioral Intervention Team—that allows colleges and universities to respond to concerns and provide students with intervention for mental health issues and other such matters.

The BIT model provides a process to address student behaviors of concern, when appropriate, before an actual incident occurs. By contrast, the student Code of Conduct model, which is still appropriate for handling many cases, requires an incident occurrence before action can be taken. Both BIT and Code of Conduct processes have specific roles. BIT is intended to be preventative; Code of Conduct is implemented when an actual violation has been alleged. Although Behavioral Intervention Teams are not new to higher education, with new complexities of student mental illnesses and violence on college campuses, more and more colleges and universities have developed such teams.

**Purpose of Each Policy Element**

<b>Section</b>	<b>Purpose</b>
I.	Statement of commitment to health and safety of Montgomery College students.
II.	Purpose and intent of Behavioral Intervention Teams and Montgomery College’s participation in the national dialogue.
III.	Differentiation between behaviors that fall under the Student Code of Conduct and those addressed by the use of Behavioral Intervention Teams.
IV.	Policy statement creating and authorizing the use of campus Behavioral Intervention Teams.

<b>Section</b>	<b>Purpose</b>
V.	Role of Behavioral Intervention Teams in making specific recommendations to the president.
VI.	Statement authorizing the president to develop procedures to implement the policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 42002–Campus Behavioral Intervention Teams.

BACKUP INFORMATION

Resolution  
Policy 42002–Campus Behavioral Intervention Teams

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Brown

RESOURCE PERSON

Dr. Mason

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

Resolution Number: **16-02-024**  
Adopted on: **2/22/2016**

Agenda Item Number: 10A  
February 22, 2016

**Subject: Adoption of Policy: 42002–Campus Behavioral Intervention Teams**

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WHEREAS, The president has identified the need for a policy to address the use of Campus Behavioral Intervention Teams as a means of responding to student behaviors of concern in a proactive manner; and

WHEREAS, The issues related to the use of Campus Behavioral Intervention Teams have been researched under the direction of the president; and

WHEREAS, A draft policy statement was reviewed by the appropriate College community stakeholders for their feedback; and

WHEREAS, The president recommends that the Board adopt the policy; now therefore be it

Resolved, That Policy 42002–Campus Behavioral Intervention Teams be adopted as indicated in the attachment; and be it further

Resolved, That the president is authorized to implement this policy.

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Chapter: Student Affairs

Modification No. 001

Subject: **Campus Behavioral Intervention Teams**

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- 1 I. Montgomery College is committed to promoting the overall health and safety of  
2 Montgomery College students, staff, and faculty by providing proactive assistance to  
3 students who are exhibiting behaviors of concern.  
4
- 5 II. Behavioral Intervention Teams (B.I.T.) are used in higher education as a proactive way  
6 to address the growing need in the college and university community for a centralized,  
7 coordinated, caring, developmental intervention for those in need prior to crisis.  
8 Montgomery College is a member of NaBITA (National Behavioral Intervention Team  
9 Association), an organization for the support and professional development of behavioral  
10 intervention teams. The College is also a member of the statewide Behavioral  
11 Intervention Team Affinity Group. The Behavioral Intervention Team members  
12 participate in ongoing training to ensure current and best practices as well as provide  
13 training and education to the College community in addressing student behaviors of  
14 concern.  
15
- 16 III. The Student Code of Conduct, which governs students' rights and responsibilities  
17 requires the College to take action after the occurrence of an incident or perceived  
18 violation. By contrast, the use of Behavioral Intervention Teams (B.I.T.) is preventative  
19 and allows the College to respond to student behaviors of concern before an actual  
20 incident occurs.  
21
- 22 IV. Therefore, it is the policy of the Board of Trustees to create campus Behavioral  
23 Intervention Teams (B.I.T.) to which student behaviors of concern can be referred and  
24 addressed. The B.I.T. conducts threat assessments for referred students of concern and  
25 recommends interventions to manage the concerning or threatening behavior to assure  
26 the safety and rights of the student and/or others and to minimize the disruption to the  
27 College community.  
28
- 29 V. The B.I.T. will make recommendations to the President regarding interventions, policies,  
30 procedures, practices, and education consistent with College policy and procedures.  
31
- 32 VI. The President is authorized to develop procedures to implement this policy.  
33

34 \_\_\_\_\_  
35 Board Approval: \_\_\_\_\_, 2016

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

Agenda Item Number: 10B  
February 22, 2016

**ADOPTION OF POLICY: 39001–COLLEGE OMBUDS**

**General Information**

<b>Policy Number:</b>	39001
<b>Contained in Chapter:</b>	Chapter Three
<b>Policy Title:</b>	College Ombuds
<b>Policy Creation Date:</b>	February 22, 2016

**Reason for Policy**

The Office of the Ombuds was established by President DeRionne P. Pollard in 2013. In establishing the Office of the Ombuds, Dr. Pollard considered and adopted recommendations from the Employee Engagement Advisory Group as well as the Integrated Conflict Management System workgroup, both of which included governance leaders and faculty and staff union leaders. The Office of the Ombuds began providing service to the Montgomery College employee community in August 2013.

**Purpose of Each Policy Element**

<b>Section</b>	<b>Purpose</b>
I.	Statement of commitment to the provision of ombuds services to the College community.
II.	Purpose and intent of the Office of the Ombuds.
III.	Statement confirming commitment to providing services in accordance with ethical standards.
IV.	Statement authorizing the president to develop procedures to implement the policy.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt Policy 39001–College Ombuds.

**BACKUP INFORMATION**

Resolution  
Policy 39001–College Ombuds

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON

Ms. Espinosa

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

Resolution Number: **16-02-025**  
Adopted on: **2/22/2016**

Agenda Item Number: 10B  
February 22, 2016

**Subject: Adoption of Policy: 39001-College Ombuds**

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WHEREAS, The president has identified the need for a policy to address the provision of ombuds services to the College community; and

WHEREAS, The issues related to the use of a College Ombuds have been researched under the direction of the president; and

WHEREAS, A draft policy statement was reviewed by the appropriate College community stakeholders for their feedback; and

WHEREAS, The president recommends that the Board adopt the policy; now therefore be it

Resolved, That Policy 39001–College Ombuds be adopted as indicated in the attachment; and be it further

Resolved, That the president is authorized to implement this policy.

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Chapter: Personnel

Modification No. 001

Subject: **College Ombuds**

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- 1 I. Montgomery College is committed to providing ombuds services to the College  
2 community.  
3  
4 II. The purpose of the Office of the Ombuds is to assist the College community in managing  
5 conflict constructively and to support positive change. Constructively managing conflict  
6 stimulates teamwork, promotes, excellence, and enhances engagement.  
7  
8 III. Ombuds services will be provided in accordance with the International Ombudsman  
9 Association's Code of Ethics.  
10  
11 IV. The president is authorized to develop and post procedures to implement this policy  
12  
13

14 \_\_\_\_\_  
Board Approval: \_\_\_\_\_, 2016