

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
March 28, 2011**

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

Agenda Item Number: 7A
March 28, 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: **11-03-014**
Adopted on: **3/28/2011**

Agenda Item Number: 7A
March 28, 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 February 1, 2011, to and including February 28, 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 February 1, 2011, to and Including February 28, 2011

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Location
02/14/2011	Cooper, Catherine A	Instructional Associate	G	Arts/Humanities/SocialSciences
02/14/2011	Davis, Gregory M	Air Condition Mechanic	H	Facilities Operations - RV
02/28/2011	Godley, Alexander L	Safety & Security Officer	E	Facilities Security - RV
02/14/2011	Oppenheim, Donna M	Accounting Associate	H	Finance Financial Reporting
02/28/2011	Taylor, Pamela M	Customer Service Rep	G	WD & CE
02/28/2011	Zuelsdorf, Felicia W	Senior Administrative Aide	G	Office of Info Tech

STAFF SEPARATIONS

02/04/2011	Clarke, Lisa	Librarian	K	Germantown Library
02/19/2011	Cooper, Katherine A	Librarian	K	TP/SS Library
02/14/2011	Deol, Aman S	Safety & Security Officer	E	Facilities Security - GT
02/19/2011	Kamara, Joseph T	Instructional Assistant	G	Student Development GT
02/05/2011	Kline, Gary W ¹	Trades Helper	E	Facilities Operations - GT
02/11/2011	Lantion, Gail R	Office Assistant	E	Facilities Operations - GT
02/08/2011	Patel, Jatin A	Building Service Worker	A	Facilities Maintenance GT
02/22/2011	Ramudu, Subha Rao	Lead Building Service Worker	D	Facilities Maintenance TP/SS

STAFF EMPLOYMENTS: Ethnicity and Gender

	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian</u>	<u>American Indian</u>	<u>TOTAL</u>
Female	2	2	0	0	0	4
Male	0	1	1	0	0	2
TOTAL	2	3	1	0	0	6

STAFF SEPARATIONS: Ethnicity and Gender

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

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

¹ Retirement

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

Agenda Item Number: 7B
March 28, 2011

**GRADUATES RECEIVING THE ASSOCIATE DEGREE AND
THE ONE-YEAR PROGRAM CERTIFICATE IN FALL, 2010**

BACKGROUND

It is customary for the Board of Trustees to ratify the list of Graduates each semester.

RECOMMENDATION

The Board of Trustees is asked to ratify the award of a certificate, diploma or degree that is conferred upon successful completion of the requirements of a program.

BACK UP INFORMATION

Attached Resolution and List of Graduates

RESOURCE PERSON

Ms. Hopkins

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

Resolution Number: **11-03-015**
Adopted on: **3/28/2011**

Agenda Item Number: 7B
March 28, 2011

Subject: Graduates Receiving the Associate Degree and the One-Year Program Certificate in Fall, 2010

WHEREAS, it is necessary that the Board take action on the list of certified candidates attached herewith; and

WHEREAS, the students of Montgomery Community College, as listed on the attachments, have been certified by the Director of Admissions and Enrollment Management of the College to have completed the prescribed courses and curriculum, met all other requirements of the College, and received the degree or certificate for which he/she qualified; and

WHEREAS, the faculty has recognized the students of Montgomery Community College, as listed on the attachments, as having received their respective Associate Degree or One-Year Program Certificate; and

WHEREAS, the President recommends that the Board approve the following resolution; now therefore be it

Resolved, That the Board of Trustees recognizes the students of Montgomery Community College, as listed on the attachments, as having received their respective Associate Degree or One-Year Certificate.

Attachment (Trustees only):

1. Germantown Campus Graduates
2. Rockville Campus Graduates
3. Takoma Park/Silver Spring Campus Graduates

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

Resolution Number: **11-03-016**
Adopted On: **3/28/2011**

Agenda Item Number: 7C1
March 28, 2011

Subject: Tribute and Posthumous Award of Emerita Status to Professor Alice (Ann) Norris

WHEREAS, the death on November 18, 2009, of Mrs. Alice (Ann) Norris, Professor of Broadcasting in the Department of Communication Arts Technologies at the Rockville Campus, has deeply saddened her colleagues, students, and friends at Montgomery College and in the community; and

WHEREAS, during her twenty years of service with the College, her colleagues have held her in high regard for influencing and enriching the lives of students and for being dedicated to strong principles regarding her approach to teaching; and

WHEREAS, Professor Norris mentored students in broadcast-style writing and the inner workings of the broadcast industry, which culminated in successful employment for many of her former students; and

WHEREAS, Professor Norris served with dedication and passion on the Rockville Campus Advising Cadre, and along with Counseling faculty, mentored a variety of students with disabilities as well as others; and

WHEREAS, Professor Norris served for seven years on the Rockville Curriculum Committee, and later the Collegewide Curriculum Committee, sharing her ideas with her colleagues and making notable contributions in keeping the curriculum relevant with outside industry; and

WHEREAS, Professor Norris served as Coordinator of the Communications, Broadcasting, and Technologies Department for six years, and is credited with developing the Broadcast Journalism Certificate; and

WHEREAS, Professor Norris coordinated the Communications Broadcasting Technologies Internship program, placing many students with local television and radio stations to enhance their learning experiences; and

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

WHEREAS, the Vice President and Provost, the Interim Senior Vice President for Academic and Student Services, and the President of the College recommend that the Board adopt the following resolution; now therefore be it

Resolved, that the members of the Board of Trustees express their great sorrow at the passing of Professor Ann Norris and extend their deepest sympathy to her family members, friends, and colleagues; and be it further

Resolved, that Professor Ann Norris is granted posthumously the status of Professor Emerita, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, that this resolution become a part of the minutes of this Board of Trustees meeting and that a copy be forwarded to the family of Professor Ann Norris.

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

Resolution Number: **11-03-017**
Adopted on: **3/28/2011**

Agenda Item Number: 7C2A
March 28, 2011

Subject: Retirement of Mr. James G. Gray

WHEREAS, Mr. James G. Gray served Montgomery College with dedication and distinction for 24 years and retired from the College as of January 29, 2010; and

WHEREAS, during his College tenure, Mr. Gray provided instruction in speech communication at the Germantown Campus as a full-time faculty member, and for several years prior as a part-time instructor; and

WHEREAS, Mr. Gray has been acknowledged for his loyalty to the College, work ethic, resourcefulness, initiative, and high-quality work standards; and

WHEREAS, Mr. Gray, in addition to his teaching, authored three books, including *Managing the Corporate Image* that was listed as one of the top business books in the year it was published by the American Library Association, and *Strategies and Skills of Technical Presentations* that was published in several languages, most notably Japanese; and

WHEREAS, as an outgrowth of his technical skills book, he created a course on Technical Presentations, teaching courses at COMSAT and NIST, developing and teaching courses in public relations, as well as serving as the Germantown Campus liaison to the Maryland Communication Association; and

WHEREAS, he was awarded a sabbatical in instructional technology, using technology in his classes and serving as a mentor for other faculty members wishing to use his model; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. James G. Gray 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. James G. Gray.

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

Resolution Number: **11-03-018**
Adopted on: **3/28/2011**

Agenda Item Number: 07C2B
March 28, 2011

Subject: Retirement of Ms. Carol M. Helmick

WHEREAS, Ms. Carol M. Helmick (affectionately known to all as "Cookie") served Montgomery College with dedication and distinction for a period of forty-one years from 1969 to 2010, all within the Office of Business Services unit and retired from the College as of June 30, 2010; and

WHEREAS, Cookie began her tenure here as a Clerk Typist II and served in various roles as Senior Clerk, Secretary, Accounting Assistant, Senior Administrative Aide and finally an Accounting Associate for the Accounting Department, Office of Business Services; and

WHEREAS, Cookie's work always exceeded standards and she made significant contributions to the department by training new staff to ensure tasks and procedures were performed in a consistent, uniform, and high quality manner; and

WHEREAS, Cookie was consistently held in high regard by her colleagues in the Office of Business Services for being knowledgeable, conscientious, and in many ways embodying the very spirit of the Business Services Office; and

WHEREAS, Cookie has been praised for her enthusiasm, her dedication to excellent customer service, and her steadfast adherence to high quality work standards; and

WHEREAS, Cookie provided exemplary support to the students, faculty, staff, and members of the College Community in general; and

WHEREAS, the President of the College recommends this public recognition of Ms. Carol M. Helmick on the occasion of her retirement; now therefore be it

Resolved, that the members of the Board of Trustees express their sincere appreciation to Carol Helmick for her many contributions to the College, and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, that this resolution become a part of the minutes of this Board of Trustees meeting and a copy be presented to Ms. Carol M. Helmick.

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

Resolution Number: **11-03-019**
Adopted on: **3/28/2011**

Agenda Item Number: 7C2C
March 28, 2011

Subject: Retirement of Mr. Robert W. Jacobs

WHEREAS, Mr. Robert W. Jacobs served Montgomery College with dedication and distinction for a period of forty-four years from 1966 to 2010, and retired from the College as of June 30, 2010; and

WHEREAS, Mr. Jacobs served honorably as the College Bursar in the Office of Business Services, Mr. Jacobs was known for his stellar work habits and significant contributions to ensuring student success; and

WHEREAS, Mr. Jacobs spent many thousands of hours working with students, parents, sponsors, and faculty in support of the academic mission and goals of Montgomery College; and

WHEREAS, Mr. Jacobs worked tirelessly supporting staff in our Cashier stations, Office of Student Financial Aid, Admissions and Enrollment Management, and Institutional Research; and

WHEREAS, Mr. Jacobs always set exceptionally high standards for himself and for those who worked around him in the College business support function; and

WHEREAS, Mr. Jacobs always worked diligently to ensure student and employee reimbursements and payments were accurate and paid in a timely manner; and

WHEREAS, Mr. Jacobs has been praised for his enthusiasm, work ethic, customer service and high quality work standards for which he was known; and

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

WHEREAS, colleagues, students, faculty, and staff have expressed their appreciation for his kind and caring attitude; and

WHEREAS, the President of the College recommends this public recognition of Mr. Jacobs 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. Robert W. Jacobs for his many contributions to the College, and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

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

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

Resolution Number: **11-03-020**
Adopted on: **3/28/2011**

Agenda Item Number: 7C2D
March 28, 2011

Subject: Retirement of Mr. Gary W. Kline

WHEREAS, Mr. Gary W. Kline served Montgomery College with dedication for 14 years and retired from the College as of December 31, 2010; and

WHEREAS, during his College tenure, Mr. Gary Kline provided support to the College Vehicle Fleet and the Germantown Facilities Department as a Trades' Helper in the Automotive Workshop; and

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

WHEREAS, the Director of Facilities – Germantown Campus, the Associate Vice President for College Facilities, the Senior Vice President for Administrative and Fiscal Services, and the President of the College recommend this public recognition of Mr. Gary Kline 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. Gary W. Kline for his many contributions to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, that this resolution become a part of the minutes of this Board of Trustees meeting and a copy of this resolution be presented to Mr. Gary W. Kline.

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

Resolution Number: **11-03-021**
Adopted on: **3/28/2011**

Agenda Item Number: 7C2E
March 28, 2011

Subject: Retirement of Mr. Tri Van Nhu

WHEREAS, Mr. Tri Van Nhu has served Montgomery College with dedication and distinction for sixteen years and retired from the College as of January 29, 2010; and

WHEREAS, in his capacity as a Building Services Worker I, Office of Facilities (1994-2010), he provided a valuable service to faculty, staff, and students through his assistance in the daily upkeep of the facilities on the Rockville Campus; and

WHEREAS, Mr. Nhu was an asset to the Office of Facilities, and often exceeded standards whether assigned outside or inside to ensure a professional appearance of the Rockville Campus; and

WHEREAS, the President of the College recommends this public recognition of Mr. Nhu 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. Tri Van Nhu for his many contributions to the College, and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, that this resolution become a part of the minutes of this Board of Trustees meeting and a copy be presented to Mr. Tri Van Nhu.

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

Resolution Number: **11-03-022**
Adopted on: **3/28/2011**

Agenda Item Number: 7C2F
March 28, 2011

Subject: Retirement of Ms. Geraldine Oliver

WHEREAS, Ms. Geraldine Oliver has served Montgomery College with dedication and distinction for twenty-four years and retired from the College as of September 4, 2009; and

WHEREAS, in her capacity as a Building Services Worker I, Office of Facilities (1985-2009), she provided a valuable service to faculty, staff, and students through her assistance in the daily upkeep of the facilities on the Rockville Campus; and

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

WHEREAS, the President of the College, the Senior Vice-President for the Administrative and Fiscal Services, and the Associate Vice-President for the College Facilities recommends this public recognition of Ms. Oliver 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. Geraldine Oliver for her many contributions to the College, and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, that this resolution become a part of the minutes of this Board of Trustees meeting and a copy be presented to Ms. Geraldine Oliver.

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

Resolution Number: **11-03-023**
Adopted on: **3/28/2011**

Agenda Item Number: 7C2G
March 28, 2011

Subject: Retirement of Mr. Leon G. Poole

WHEREAS, Mr. Leon G. Poole has served Montgomery College with dedication for more than 29 years and retired from the College as of January 1, 2010; and

WHEREAS, in his capacity as a Building Service Worker (1980-1985) and Construction Trades Worker (1985-2010) with in the Office of Facilities, Mr. Poole has provided a valuable service to faculty, staff and students through his assistance with maintaining a clean appearance of buildings on the Germantown Campus and more recently with contributing towards the timely completion of numerous renovation projects in a professional manner on all three Campuses; and

WHEREAS, as a designated “essential personnel” staff member, Mr. Poole also worked on the snow removal crews at the College, many times after putting in a full day on the in-house construction crew, so that the offices and classes could open on time; and

WHEREAS, Mr. Poole was an asset to the Office of Facilities and received many compliments on the numerous renovation projects; and

WHEREAS, Mr. Poole’s service to students, faculty and staff was always helpful and delivered with cheerfulness and a high degree of courtesy and professionalism; and

WHEREAS, the President of the College recommends this public recognition of Mr. Poole 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. Leon G. Poole for his many contributions to the College, and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, that this resolution become a part of the minutes of this Board of Trustees meeting and a copy be presented to Mr. Leon G. Poole.

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

Resolution Number: **11-03-024**
Adopted on: **3/28/2011**

Agenda Item Number: 7C2H
March 28, 2011

Subject: Retirement Recognition for Ms. Beverly J. Weidmann

WHEREAS, Ms. Beverly J. Weidmann served Montgomery College with dedication and distinction for over 24 years and retired as of April 30, 2010; and

WHEREAS, Ms. Weidmann served in many capacities including that of Computer Science Department Office Assistant (1985), Computer Science Department, Secretary 1(1986), Extended Learning Senior Administrative Aid (1990), IT Computer Support Trainee (1991), IT Computer Support Specialist (1995), IT Security Analyst (2002), IT Technical Project and Planning Analyst (2008); and

WHEREAS, she was a dedicated and valued member of the Computer Science Department where she was tireless in her efforts assisting students and faculty; and

WHEREAS, Ms. Weidmann was a dedicated and valued member of the Extended Learning Department where she provided excellent support to students and faculty; and

WHEREAS, she was a dedicated and valued member of the Office of Information Technology unit where she was unwavering in her effort to provide excellent technical support; and

WHEREAS, Ms. Weidmann played a pivotal role in the desktop computer Y2K remediation project for the College (1999); and

WHEREAS, she was influential in recognizing the need for and instrumental in project implementation of anti-virus protection software (1999); and

WHEREAS, Ms. Weidmann played a pivotal role in the selection and implementation of email spam filtering technology (2002); and

WHEREAS, she received a Staff Outstanding Service award in 2002 for her exceptional contributions and service to Staff Senate; and

WHEREAS, Ms. Weidmann received a Staff Outstanding Service award in 2005 for her superior contributions and service to the Office of Information Technology unit; and

WHEREAS, she was well known throughout the College as someone you could depend on and was recognized for her exceptional client support, dedication, and hard work ethic; and

WHEREAS, the VP of Instructional and Information Technology/Chief Information Officer, the Senior VP for Administrative and Fiscal Services, and the President of the College recommend this public recognition of Ms. Weidmann 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. Beverly J. Weidmann for her many contributions to the College, and extend 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. Beverly J. Weidmann.

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

Resolution Number: **11-03-025**
Adopted on: **3/28/2011**

Agenda Item Number: 7C3A
March 28, 2011

Subject: Retirement Recognition and Award of Bronze Medallion to Ms. Esther Alessio

WHEREAS, Ms. Esther Alessio has served Montgomery College with dedication and distinction for nine years and retired from the College as of February 4, 2011; and

WHEREAS, In her latest capacity as Technical and Planning Analyst in the Office of Information Technology, Ms. Alessio contributed significantly to the development of the Office of Information Technology's project management office and processes, quality programs and process improvements through her team spirit, organizational skills, technical knowledge, resourcefulness, and willingness to assist students, faculty and staff; and

WHEREAS, while at the College Ms. Alessio received outstanding ratings on each performance review; and

WHEREAS, Ms. Alessio successfully completed the Leadership Development Institute; and

WHEREAS, while at the College Ms. Alessio always conducted herself in a professional and positive service-oriented attitude and behavior, demonstrated excellent leadership and very effective problem-solving and decision making skills; and

WHEREAS, Ms. Alessio has received letters of appreciation based on her excellent work ethic and tireless work for the College community; and

WHEREAS, Ms. Alessio in 2003 represented the College and served as an examiner for the Department of Veterans Affairs Robert W. Carey Organizational Excellence Award program; and

WHEREAS, Ms. Alessio served as an examiner for the U.S. Senate Productivity and Maryland Quality Awards and received Congressional acknowledgement for her significant contributions to the success of Maryland's businesses and in improving state-wide competitiveness; and

WHEREAS, Ms. Alessio was held in high esteem and highly respected by clients and colleagues for her expertise, excellent work efforts and customer service skills; and

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

WHEREAS, the Vice President and Chief Information Officer and the President of the College recommend this public recognition of Ms. Alessio 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. Esther Alessio for her valuable contributions and service to the College and also extend to her their best wishes for happy and productive retirement years; and be it further

Resolved, That Ms. Esther Alessio is awarded the Bronze Medallion in recognition of her distinguished service to the College and community, and as an expression of 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 the resolution be presented to Ms. Esther Alessio.

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

Resolution Number: **11-03-026**
Adopted on: **3/28/2011**

Agenda Item Number: 7C3B
March 28, 2011

Subject: Retirement Recognition and Award of Bronze Medallion to Dr. Ruth Ciccocelli

WHEREAS, Dr. Ruth Ciccocelli began her career at the College as a Learning Diagnostician in 1984 and continued her commitment to serving the students of Montgomery College throughout her 26 years of professional service by her teaching and research; and

WHEREAS, Dr. Ciccocelli was recognized by her statewide colleagues with a Distinguished Service award from the Developmental Education Association of Maryland and by her professional colleagues at Montgomery College by being elected to two terms as Staff Senate Chair; and

WHEREAS, Dr. Ciccocelli has made significant contributions through her work in Institutional Research to help the institution better understand students' learning by conducting extensive and sophisticated analyses of student academic progress, assessments of student placement and progress in developmental education and English for speakers of other languages, Outcomes Assessment, preparation and success of MCPS graduates at the College, and her conduct of the initial Minority Student Reports and Performance Accountability Reports for the Maryland Higher Education Commission; and

WHEREAS, Dr. Ciccocelli rigorously maintained high standards of professional conduct and gave generously of her time and talents to consult with Montgomery College colleagues who requested her assistance in matters related to evaluating, assessing, and conducting research on students and their academic condition; and

WHEREAS, the President of the College recommends this public recognition of Dr. Ciccocelli upon the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their appreciation to Dr. Ruth Ciccocelli for her contributions and service to the College and also extend to her best wishes for happy and productive retirement years; and be it further

Resolved, That the Board of Trustees thankfully award the Bronze Medallion to Dr. Ruth Ciccocelli for her 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 be forwarded to Dr. Ruth Ciccocelli.

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

Resolution Number: **11-03-027**
Adopted on: **3/28/2011**

Agenda Item Number: 7C3C
March 28, 2011

**Subject: Retirement Recognition and Award of Emeritus Status and Bronze Medallion to
Professor Thomas Anderson**

WHEREAS, Professor Thomas Anderson has served Montgomery College with distinction as a full-time faculty member for 18 years in the Department of Business and Economics at the Rockville Campus and retired as of January 3, 2011; and

WHEREAS, Professor Anderson provided leadership as Chair of the Department of Business and Economics from 2000 to 2003, and as Coordinator of the Economics Discipline from 1998-2010; and

WHEREAS, he taught hundreds of students in Departmental Honors courses and Principles of Economics I and II, and he is credited with developing the Economics I Honors course; and

WHEREAS, he served the College for many years as a member of the Montgomery Scholars Steering committee, Budget Evaluation committee, Collegewide Honors committee, Montgomery College/University of Maryland University College Collaboration Project, the Beacon Conference Planning committee, among others; and

WHEREAS, Professor Anderson was selected as a Smithsonian Fellow in 2000 and focused his research on the impact of bioengineered foods on the food industry and farmers; and

WHEREAS, his colleagues recognized his scholarly work by presenting him a Faculty Special Recognition Award and a Faculty Outstanding Service Award; and

WHEREAS, Professor Anderson provided outstanding leadership as the Director for the Macklin Business Institute for two years, and served as an advisor and mentor to MBI students since the inception of the program; and

WHEREAS, he represented the College in making presentations at the National Collegiate Honors Conference, the National Conference on College Teaching and Learning, and at a seminar in Brussels, Belgium on the topic of the European Union; and

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

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

WHEREAS, the Instructional Dean, the Vice President and Provost of the Rockville Campus, the Interim Senior Vice President for Academic and Student Services, and the President of the

College recommend this public recognition of Professor Anderson on the occasion of his retirement; and

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Thomas Anderson for his service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Professor Thomas Anderson is awarded the Bronze Medallion in recognition of his distinguished service to the College, and as an expression of gratitude for his dedication and professional commitment to the College; and be it further

Resolved, That Professor Thomas Anderson is granted the status of Professor Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

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

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

Resolution Number: **11-03-028**
Adopted on: **3/28/2011**

Agenda Item Number: 7C3D
March 28, 2011

**Subject: Retirement Recognition and Award of Emerita Status and Bronze
Medallion Award to Professor Janet E. Hamer**

WHEREAS, Professor Janet E. Hamer served Montgomery College with dedication and distinction as a faculty member at the Rockville Campus for more than 42 years and retired on January 15, 2010; and

WHEREAS, Professor Hamer taught English, Writing of Poetry, and English as a Second Language effectively to approximately 175 Montgomery College students every year during her tenure, and students at all levels consistently held her in high regard; and

WHEREAS, Professor Hamer spearheaded the efforts to establish the Creative Writing program as a distinct specialty area;

WHEREAS, Professor Hamer promoted participation in creative writing and publishing by serving as advisor for the English Department's literary magazine Castalia; and

WHEREAS, she coordinated meetings and chaired programs for the Metropolitan Washington Communications Association; and

WHEREAS, Professor Hamer supported academic outreach by teaching in the Montgomery College Off-Campus Program at locations including the National Naval Medical Center, the National Bureau of Standards, the Defense Mapping Agency, Einstein High School, Leland Junior High School, Good Counsel High School, and the Montgomery County Detention Center; and

WHEREAS, she mentored English adjunct faculty, conducted faculty peer evaluations, and served as a member of the English 101/102 Course Group; and

WHEREAS, Professor Hamer served for two years as Faculty Coordinator of the Rockville Campus Writing Center; and

WHEREAS, Professor Hamer was instrumental in the foundation and development of the American English Language Program; and

WHEREAS, Professor Hamer has enriched the American English Language Program through her active participation in departmental and program committees, and the AELP retreats; and

WHEREAS, she contributed to the community by serving as a teaching volunteer for the Clarke County, Virginia, English as a Second Language program; and

WHEREAS, she was an excellent and inspiring colleague, who shared her appreciation and writing of poetry and demonstrated her dedication to teaching English as well as English as a Second Language; and

WHEREAS, her colleagues have held her in high regard for her service to the department and for her integrity, wisdom, and fellowship; and

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

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

WHEREAS, the Vice President and Provost, the Interim Senior Vice President for Academic and Student Services, and the President of the College recommend this public recognition of Professor Janet E. Hamer on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Janet E. Hamer 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 Professor Janet E. Hamer is awarded the Bronze 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 Professor Janet E. Hamer is granted the status of Professor Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

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

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

Resolution Number: **11-03-029**
Adopted on: **3/28/2011**

Agenda Item Number: 7C3E
March 28, 2011

Subject: Retirement Resolution and Award of Emerita Status and the Bronze Medallion to Professor Parvine Windom

WHEREAS, Professor Parvine Windom served Montgomery College and its students with dedication and distinction as a full-time faculty member at the Rockville Campus for 18 years and retired as of July 31, 2010; and

WHEREAS, Professor Windom taught French, Spanish, and Honors courses at all levels and was highly respected by students and colleagues for her teaching, scholarship, and service; and

WHEREAS, Professor Windom brought her international perspective and intellectual contributions to the life of the College in the departments known over the course of her long tenure as the Department of Philosophy, Professional Writing, and Foreign Languages; the Department of Reading, ESL, World Languages and Philosophy; and the Department of World Languages and Philosophy; and

WHEREAS, Professor Windom served as the Foreign Language Coordinator at the Rockville Campus, shepherding the discipline through a time of transition for four years from 1995 to 1999 during which time language enrollments grew substantially; and

WHEREAS, Professor Windom also served as Collegewide World Languages Coordinator in 2009, and as Elementary Spanish Coordinator in the academic years 1999 to 2006; and

WHEREAS, Professor Windom created and taught the first honors courses and modules in Spanish and French, enabling our advanced students in Spanish and French to pursue the study of world languages and literature at an appropriate level without having to seek courses outside the college; and

WHEREAS, Professor Windom created and taught the first-ever trilingual honors courses in Comparative Literature, allowing students to read literary texts in the original French, Spanish, and English and to complete assignments in the language of their choice; and

WHEREAS, Professor Windom served as mentor to her junior colleagues, liberally sharing materials and insights with them, and has served the discipline in the outcomes assessment and general education review processes; and

WHEREAS, Professor Windom served for 12 years as a member of the Honors Committee and actively participated in all honors committee activities, including reviewing and evaluating proposals for new honors courses, participating in the Honors Colloquium and Forum, and serving at information sessions to recruit candidates for the Montgomery Scholars Program and at College weekend brunches to welcome the Montgomery Scholars and their parents; and

WHEREAS, Professor Windom has attended and presented her work on comparative literature and the teaching of Spanish and French at national, local, and international language and humanities symposia to enhance her teaching and to assist her in developing courses that would expand offerings in world languages and humanities; and

WHEREAS, Professor Windom served as a Smithsonian Fellow through the Paul Peck Humanities Institute and served as an International Education Fellow and as a member of the International Education Committee; and

WHEREAS, Professor Windom served with distinction as a member of the Collegewide Affirmative Action Committee; and

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize Professor Parvine Windom's distinguished service as enumerated above to the College, and as an expression of gratitude of the College for her exceptional dedication and professional commitment to further the goals of the College; and

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

WHEREAS, the Instructional Dean, the Rockville Campus Vice President and Provost, the Interim Senior Vice President for Academic and Student Services, and the President of the College recommend this public recognition of Professor Windom on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Parvine Windom for her many contributions to the College, and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Professor Parvine Windom be awarded the Bronze Medallion in recognition of her service to the College and community, and as an expression of gratitude of the College for her dedication and professional commitment to the College; and be it further

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

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Professor Parvine Windom.

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

Resolution Number: **11-03-030**
Adopted on: **3/28/2011**

Agenda Item Number: 7C4A
March 28, 2011

**Subject: Retirement Recognition and Award of Silver Medallion and Emeritus Status to
Mr. Sherman Helberg**

WHEREAS, Mr. Sherman Helberg originally was hired at the College as a community services coordinator and played a key role in the extension of the off-campus credit program in 1978, serving particularly as the College's coordinator of off-campus credit programs; and

WHEREAS, in 1984, Mr. Helberg became an admissions and records supervisor based at the Rockville campus, thereby assuming responsibility for the day-to-day operations of the largest student records area within the College; and

WHEREAS, he subsequently became collegewide Director of Admissions, Records and Registration in 1990, with his title expanded in 2004 to include the significant responsibility for the College's enrollment management strategy; and

WHEREAS, in the latter role, he wrote the College's first enrollment management plan and the first student recruitment plan, thereby outlining the responsibility of all units in terms of recruiting and retaining students and also implemented the Noel-Levitz Student Satisfaction Survey as part of this enrollment management strategy; and

WHEREAS, he also led work on the creation of the first Montgomery College Student Services Strategic Director Statement; and

WHEREAS, realizing the importance of a user-friendly and coordinated response approach to student and community inquiries, created the first College Response Center at Montgomery College, thereby assuring that telephone inquiries are handled promptly and accurately by a centralized response team; and

WHEREAS, Mr. Helberg fully directed the implementation of web-based registration and fully engineered the transition from all face-to-face transactions for students whereby they were expected to appear in person to conduct business to a more customer-friendly means of remote access; and

WHEREAS, he also oversaw the transition to on-line grade posting by faculty, thereby also providing for remote access; and

WHEREAS, Mr. Helberg was instrumental in the College's return to having one collegewide commencement a year, instead of the campus-based commencements of the past; and

WHEREAS, in his numerous positions at the College he was also involved in collegewide initiatives including the Council for the 21st Century, the University of Maryland Shady Grove project team that helped craft the initial stages of that center's offerings, and also, participated on the Maryland Higher Education Commission performance accountability taskforce; and

WHEREAS, Mr. Helberg represented the College actively in the Rockville Kiwanis Club and in other local groups; and

WHEREAS, he was the driving force behind the College's creating alternative class scheduling to meet adult student needs, including compressed scheduling and hybrid schedules, not to mention the creation of mini-sessions and later, the winter intersession which now regularly enrolls more than 1500 students each January; and

WHEREAS, he assumed major responsibility for the implementation of the Banner student information system; and

WHEREAS, Mr. Helberg played an essential role in the launching of the College's highly acclaimed Montgomery Scholars program, a program that attracts high achieving students to Montgomery College; and

WHEREAS, Mr. Helberg also during his time at the College taught part-time in the Computer Concepts and Computer Applications area; and

WHEREAS, as a supervisor, he regularly supported his employees in their own professional development, encouraging their participation in conferences and other activities that would enhance not only their roles at the College but their professional lives overall; and

WHERE, largely because of his work with immigrant students from Montgomery County Public Schools (MCPS), he and his unit were awarded the Third Annual MCPS Back To School Fair, Corporate Sponsor Platinum Level by MCPS on August 28, 2010; and

WHEREAS, Mr. Helberg retired from Montgomery College in July 2010, after many years of exemplary, dedicated service; and

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

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

WHEREAS, the Interim Senior Vice President for Academic & Student Services Services and the President of the College recommend this public recognition of Mr. Helberg 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. Sherman Helberg for his valuable service to the College and extend to him best wishes for happy and productive retirement years; and be it further

Resolved, That Mr. Sherman Helberg 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 dedication and professional commitment to further the goals of the College; and be it further
Resolved, That Mr. Sherman Helberg is granted the status of Director of Admissions & Enrollment Management 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 and the Silver Medallion be presented to Mr. Sherman Helberg.

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

Resolution Number: **11-03-031**
Adopted on: **3/28/2011**

Agenda Item Number: 7C4B
March 28, 2011

Subject: Tribute and Posthumous Award of Emerita Status and the Silver Medallion to Professor Jill Irey

WHEREAS, the death on July 26, 2010, of Professor Jill Irey, a full-time faculty member in the Applied Technologies Department at the Rockville Campus, has left a void and deeply saddened her colleagues and friends at Montgomery College and in the community; and

WHEREAS, during her 22 years of distinguished service to the College, Professor Irey was highly regarded as a superior and devoted educator; and

WHEREAS, she performed her duties in the Applied Technologies Department with diligence and passion, teaching and advising a wide diversity of Interior Design students; and

WHEREAS, during her tenure at the College, Professor Irey was a highly successful teacher who inspired and motivated students to reach their fullest potential; and

WHEREAS, she was one of the first ten recipients of the Montgomery College Outstanding Faculty Award; and

WHEREAS, she served for a number of years as Coordinator and Advisor to the Interior Design program and as a faculty advisor to the Interior Design Club; and

WHEREAS, she also served as an advisor to the Montgomery College student design team for the National Symphony Orchestra Show House; and

WHEREAS, Professor Irey served as Department Chair for six years, leading the Applied Technologies Department with distinction; and

WHEREAS, her commitment to governance in higher education was demonstrated by her leadership roles as Rockville Faculty Council Chair for two terms, as Collegewide Academic Assembly Chair for two terms, and as a member of the President's Cabinet for three years; and

WHEREAS, Professor Irey's professional associations included serving two three-year terms on the Maryland Higher Education Commission's Faculty Advisory Council as a representative of Montgomery College; and

WHEREAS, her untimely death represents a profound loss for students, faculty, staff, and friends at Montgomery College; and

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

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

WHEREAS, the Vice President and Provost, the Interim Senior Vice President for Academic and Student Services, and the President of the College recommend that the Board adopt the following resolution; now therefore be it

Resolved, That the members of the Board of Trustees express their great sorrow at the passing of Professor Irey and extend their deepest sympathy to her family, friends, and colleagues; and be it further

Resolved, That Professor Jill Irey is posthumously awarded the Silver Medallion in recognition of her distinguished service to the College, and as an expression of gratitude of the College for her exceptional dedication and professional commitment to further the goals of the College; and be it further

Resolved, That Professor Jill Irey be granted posthumously the status of Professor Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

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

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

Resolution Number: **11-03-032**
Adopted on: **3/28/2011**

Agenda Item Number: 7D
March 28, 2011

**Subject: Retirement Recognition for Dr. H. Clay Whitlow, Maryland Association of
Community Colleges**

WHEREAS, Dr. H. Clay Whitlow began his appointment as the Executive Director of the Maryland Association of Community Colleges (MACC) on October 1, 2004; and

WHEREAS, Dr. Whitlow has been providing outstanding leadership on behalf of the 16-member community colleges in the state on all legislative matters facing two-year higher education institutions; and

WHEREAS, Dr. Whitlow has been the community colleges' voice in Annapolis on many issues to include the operating budgets, capital budgets, adult basic education, completion rates, financial aid, and many others; and

WHEREAS, Dr. Whitlow has been successful in achieving the collective legislative and other statewide goals of the MACC members and in advocating the benefits of community college services for the citizens of the State of Maryland; and

WHEREAS, Dr. Whitlow has made available wonderful opportunities for community college trustees and students to interact with their legislators on an annual basis by hosting the Annual Trustee Leadership Conference and Student Advocacy Day in Annapolis; and

WHEREAS, Dr. Whitlow will retire on April 30, 2011; and

WHEREAS, the members of the Board of Trustees wish to recognize Dr. H. Clay Whitlow for his outstanding higher education service and leadership in Maryland and express their sincere appreciation to Dr. Whitlow for his many contributions to the State of Maryland; now therefore be it

Resolved, That the Board of Trustees of Montgomery College is extending its best wishes and hopes to Dr. H. Clay Whitlow for a productive, fulfilling, and relaxing retirement; 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 Dr. H. Clay Whitlow.

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

Agenda Item Number: 8A
March 28, 2011

**AWARD OF CONTRACT, PURCHASE OF HOSTED, INTEGRATED
INFORMATION TECHNOLOGY HELP DESK AND ASSET MANAGEMENT TRACKING
SYSTEM, BID NO. 511-013**

BACKGROUND

Consistent with the Collegewide budget reduction measures and recommendations of the Budget Review Advisory Committee, Contracted Services Taskforce, the Office of Information Technology is reviewing all current information technology contracts to determine where efficiencies and cost savings can be achieved. Several information technology contracts are being recommended for non-renewal, re-bidding, or are being re-negotiated in order to achieve greater cost savings for the College.

The Vice President for Instructional and Information Technology/Chief Information Officer has requested a contract for the replacement of the hosted, integrated help desk and asset management tracking system and services. In 2007, the Board of Trustees approved an award of contract to Tech Team Government Solutions, Chantilly, Virginia, for the purchase of a hosted integrated help desk support and asset management tracking system for an annual not-to-exceed amount of \$1,400,000, for a three-year term with the option to renew the contract for two additional one-year periods. Current market research suggests that significant savings can be achieved by re-bidding these services. Therefore, the Chief Information Officer recommended that the current contract be re-bid. The current contract will now expire on June 30, 2011.

On an annual basis, the information technology help desk responds to approximately 54,000 calls from the College community. The current asset inventory is comprised of over 25,000 information technology equipment items such as desktop and notebook computers, printers, servers, network infrastructure equipment, and audio/visual equipment. In addition, the College holds approximately **500 software titles**, including the Microsoft suite application, and is used in granting shares of service desk to other organizations within the College, such as Auxiliary Services for assets and ticketing purposes. Help desk services and asset management tracking are critical to supporting the faculty instructional needs as well as the staff's administrative requirements.

On November 17, 2010, a solicitation was issued for the purchase of a hosted integrated information technology help desk and asset management tracking system. Seven (7) responses, including two (2) no bids, and two (2) bids deemed non-responsive, were received on December 14, 2010. Bidders deemed non-responsive failed to meet the set requirements of the bid and were not considered further. A committee consisting of Information Technology staff reviewed and evaluated the proposals based on established criteria. Oaktree Solutions, Reston, Virginia, was the highest ranked responsible vendor meeting College requirements and their references were satisfactory. Compared to the previous contract, the estimated savings total \$1.7 million over 5 years. Funding for this project is available in the FY2011 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 approve an award of contract for the purchase of a hosted integrated help desk and asset management system to Oaktree Solutions, Reston, Virginia, for a three-year term, beginning April 1, 2011, for a not-to-exceed amount of \$650,000 for the first year, of which \$639,915 will be expended in FY2011 for the base hosting and licensing, first year implementation, customization fees and, training. The contract may be renewed for one two-year periods, provided that service is satisfactory, funds are available, and is in the best interest of the College. The total five-year contract costs may not exceed \$2,500,000.

BACK-UP INFORMATION

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

RESOURCE PERSONS

Dr. M. Russell
Dr. J. Wormack

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

Resolution Number: **11-03-033**
Adopted on: **3/28/2011**

Agenda Item Number: 8A
March 28, 2011

Subject: Award of Contract, Purchase of a Hosted, Integrated Information Technology Help Desk and Asset Management Tracking System, Bid No. 511-013

WHEREAS, The Vice President for Instructional and Information Technology/Chief Information Officer has requested a contract award for the replacement of the hosted, integrated information technology help desk and asset management tracking system which was purchased in 2007; and

WHEREAS, consistent with the Collegewide budget reduction measures, the Office of Information Technology has determined that greater efficiencies and cost savings can be achieved by re-bidding certain information technology contracts; and

WHEREAS, help desk services and asset management tracking are critical to supporting the faculty instructional needs as well as the staff administrative requirements; and

WHEREAS, the Director of Procurement certifies that specifications were developed by appropriate College staff, and the Chief Business Officer certifies that funds are available in the FY2011 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 November 17, 2010, and posted on the College Procurement and State of Maryland websites, downloaded by eighty-five (85) vendors, seven (7) responses, including two (2) no bids and two (2) bids deemed non-responsive, were received, read aloud, and recorded, beginning at 3:00 p.m. on December 14, 2010; and

WHEREAS, upon evaluation it was determined that the proposal submitted by Oaktree Solutions, Reston, Virginia, was the highest evaluated responsible vendor meeting college specifications; 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 to purchase a hosted, integrated information technology help desk and asset management tracking system be awarded to Oaktree Solutions, Reston, Virginia, beginning April 1, 2011, for a not-to-exceed amount of \$650,000 for the first year, of which \$639,915 will be expended in FY2011 for the base hosting and licensing, first year implementation fees, customization fees, and training; and be it further

Resolved, That the contract be renewed for one two-year periods, provided that service is satisfactory and funds are available, and is in the best interest of the College; and be it further

Resolved, That the total five-year contract cost may not exceed \$2,500,000.

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

Agenda Item Number: 8B
March 28, 2011

**AWARD OF CONTRACT
PARKING LOT CONSTRUCTION - ROCKVILLE CAMPUS
BID NO. 611-008**

BACKGROUND

This award is for the removal of the existing tennis courts on the Rockville Campus and the construction of a new 176-space surface parking lot in their place. Two PTOA (Procurement through Other Agency) contract awards have already been made for work related to the installation of the new courts. Additional parking spaces are needed on the Rockville Campus to replace those taken by the construction of the new Science Center. Additional spaces will also be taken out of service during the Science East renovation for construction site access. The new parking lot is scheduled to open for the start of fall semester classes.

Project contract documents, including drawings and specifications, were prepared by architecture and engineering consultants and Facilities staff. On January 31, 2011, a solicitation was issued for the removal of the existing tennis courts and construction of a parking lot on the Rockville Campus. Five (5) responses, including one (1) no bid, were received on February 18, 2011. The bids ranged from \$790,000 to \$909,000. HMF Paving Contractors, Inc., Frederick, Maryland, was the lowest responsible bidder.

Contractor references have been checked and are satisfactory. The College's estimated construction cost for this project was \$875,000. Sufficient funds are available for this work in the FY2011 Capital Budget Rockville Parking Lot and Tennis Court Relocation project. Board approval is required for competitive sealed bids valued above \$100,000.

RECOMMENDATION

It is recommended that an award of contract for \$790,000 be made to HMF Paving Contractors, Inc., Frederick, Maryland, as the recommended low bidder for the construction of a new surface parking lot on the Rockville Campus.

BACK-UP INFORMATION

Board Resolution
Summary of Bids (Board members only)
Bidders' List (Board members only)

RESOURCE PERSON(S):

Mr. Capp
Dr. Wormack
Mr. Sheeran

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

Resolution Number: **11-03-034**
Adopted on: **3/28/2011**

Agenda Item Number: 8B
March 28, 2011

Subject: Award of Contract for Parking Lot Construction, Rockville Campus
Bid No. 611-008

WHEREAS, the Associate Vice President for College Facilities requests approval of a contract for construction of a new surface parking lot on the Rockville Campus; and

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

WHEREAS, pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for bid was advertised on January 27, 2011, in the *Baltimore Sun*, the *Washington Post*; and on January 31, 2011 posted on the Procurement websites and eMaryland Marketplace, downloaded by seventy-seven (77) vendors, five (5) responses including one (1) no bid were received, read aloud and recorded beginning at 3:00 PM time on February 18, 2011; and

WHEREAS, after analysis of the bids, it was determined that the low bid of \$790,000 submitted by HMF Paving Contractors, Inc., Frederick, Maryland, meets all College specifications and is therefore the low responsible bid; and

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

WHEREAS, the Chief Business Officer certifies that funds are available in the FY2011 Capital Budget to enable the College to award the contract as recommended; and

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

Resolved, That a contract for providing all necessary supplies, materials, labor, equipment, and insurance for construction of a new surface parking lot on the Rockville Campus, is awarded to HMF Paving Contractors, Inc., Frederick, Maryland, at the firm's base bid price of \$790,000 and be it further

Resolved, That the President is authorized to execute a contract with HMF Paving Contractors, Inc., Frederick, Maryland, on behalf of the Board of Trustees.

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

Agenda Item Number: 9
March 28, 2011

**RELEASE OF REMAINING PROJECT CONTINGENCY
ROCKVILLE CAMPUS SCIENCE CENTER**

BACKGROUND

The Board of Trustees approved a budget of \$74,290,000 for the Rockville Campus Science Center project and, on November 19, 2008, awarded a construction contract for \$51,809,000 to Clark Construction, LLC. In January 2009, the Board approved a delegation of authority to the President or designee for the approval of construction contingency expenses (change orders) based on an estimate of 5% of the total construction contract. The Board's authorization in January 2009, which provided for a more streamlined approval process for change orders, included a provision for returning to the Board if additional contingency authorization was required and to brief the Board on how the new change order approval delegation process was working for this project.

Additional construction contingency authorization is needed at this time for construction change orders. It is estimated that overall, at the end of the project, construction change orders will be slightly under 7% of the construction contract instead of the projected 5%. This translates to about \$1,020,000 over the Board's initial construction contingency authorization. The increase is primarily due to the cost of the storm water pond and pond dam retrofit which had to be built to a higher state/local hazard classification due to new regulations. This change required both additional design and project management services as well as significant additional site work.

Sufficient funds are available in the total project budget of \$74,290,000 for all for all project costs. In fact, upon project completion, an overall balance of about \$3,000,000 is expected to remain in the Science Center budget. This is due to the lower than expected construction bid, strong management and control during the actual construction process, and competitive pricing on furniture and equipment. The Board of Trustees has the authority to move unused Capital project funds (up to 10% of the total appropriation) to other projects within the College's Capital Budget as needed. At a future point, we will come back to the President to request that the Board do this.

As far as the new change order procedures for this project, the delegation of authority to the President and designees to approve change orders over \$25,000 has worked very well and there have been no concerns. The intention is to bring a recommendation to revise College Policies and Procedures on the Capital Budget (P&P 61001 IV. C.) to the Board at a future meeting for review and consideration to formalize the new process so that it can be used for other Capital projects.

RECOMMENDATION

It is recommended that, pursuant to the requirements in Board Resolution #09-01-007, approved on January 22, 2009, the Board authorize the release of the remaining project contingency funds in the Rockville Science Center budget to meet project needs for the building and the project site which includes the adjacent storm water pond and pond dam.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSON(S):

Mr. Capp
Mr. Moore
Mr. Sheeran
Mr. Sorrell

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

Resolution Number: **11-03-035**
Adopted on: **3/28/2011**

Agenda Item Number: 9
March 28, 2011

Subject: Release of Remaining Project Contingency for the Rockville Campus Science Center

WHEREAS, on January 22, 2009, by Resolution #09-01-007, the Board of Trustees approved a modification to the existing Capital Budget construction change order approval process for the Rockville Campus Science Center project in order to improve administrative and project efficiencies without loss of oversight and fiscal control in the approval and authorization process; and

WHEREAS, the Board authorized a project contingency of \$3,730,248 with the understanding that additional Board approval will be required if it appears that items will exceed the authorized contingency or if there is a change in project scope; and

WHEREAS, additional contingency authorization is needed due to significant State and local regulatory mandates for reconstruction of the project's storm water management pond to meet upgraded code requirements which were not known at the time of the project design; and

WHEREAS, all project costs are now known or estimated, including those for furniture and equipment, and sufficient funds are available within the authorized project budget of \$74,290,000 for the Rockville Campus Science Center and a surplus is anticipated at the end of the project after all expenses are paid; and

WHEREAS, substantial completion of construction, except for the pond, was declared effective February 11, 2011, and the furnishing and equipping of the building is in progress; and

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

Resolved, that the Board of Trustees authorizes the release of the remaining contingency funds for the Rockville Campus Science Center project in the FY2011 Capital Budget.