

**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS  
September 19, 2011**

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

Agenda Item Number: 7A  
September 19, 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

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSON(S)

Ms. Lawyer  
Ms. Bokor

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

Resolution Number: **11-09-101**  
Adopted on: **9/19/2011**

Agenda  
September

Item Number: 7A  
19, 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 June 1, 2011, to and including August 31, 2011; and

WHEREAS, the President of the College recommends that the Board adopt the following resolution; now therefore be it

Resolved, that the Board of Trustees accepts the attached report and confirms the action of the President.

Attachments

MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From and Including June 1, 2011, to and Including June 30, 2011

**STAFF**

**STAFF EMPLOYMENTS**

Effective Date	Name	Position Title	Grade	Location
06/20/2011	Abesha, Wondwossen K	Building Service Worker	A	Facilities Maintenance TP/SS
06/20/2011	Antelo, Regina	Instructional Assistant	G	Chemistry RV
06/20/2011	Bennett, Ludie	Safety & Security Officer	E	Facilities Security GT
06/20/2011	Butler, Jared D	Building Service Worker	A	Facilities Maintenance TP/SS
06/20/2011	Edmonds, Brent	Building Service Worker	A	Facilities Maintenance TP/SS
06/06/2011	Ferreira, Eliane N	Library Assistant	F	TP/SS Library
06/20/2011	Gatling, Jerome D	Building Service Worker	A	Facilities Maintenance RV
06/20/2011	Hasen, Kidist Y	Building Service Worker	A	Facilities Maintenance TP/SS
06/20/2011	Kahle, Shannon A	Senior Research Analyst	L	Instit. Research & Analysis
06/20/2011	McAllister, Priscilla	Building Service Worker	A	Facilities Maintenance TP/SS
06/20/2011	Pease, Jay R	Instructional Assistant	G	GITE RV
06/06/2011	Rhyne, Tilandra	Library Assistant	F	TP/SS Library
06/20/2011	Silvera, Collin L	Building Service Worker	A	Facilities Maintenance TP/SS
06/20/2011	Weaver, Lynnette A	Lead Child Care Teacher	G	Aux Services Child Care TP/SS

**STAFF SEPARATIONS**

06/01/2011	Clapprod, Eric C	Network Engineering Specialist	K	Office of Info Tech
06/30/2011	Denney, Terry L <sup>1</sup>	Media Resources Supvr	I	IT Learn Ctr Aud/Vis Instrc GT
06/11/2011	Fletcher, Marva J <sup>1</sup>	Auditor	K	VP Admin & Fiscal Services
06/30/2011	Gobble, Jeffery L <sup>1</sup>	Safety & Security Officer	E	Facilities Security - RV
06/30/2011	Hanke, Charles W	Video Programmer/Scheduler	G	IT Learn Ctr Instructional TV
06/30/2011	Jennings, Linda G <sup>1</sup>	WD&CE Program Director	J	WD & CE
06/13/2011	Kerpelman, Janene K	Safety & Security Officer	E	Facilities Security - RV
06/30/2011	Leurig, Louis R <sup>1</sup>	Dir Emeri of Futur Tech & In I	Q	VP Admin & Fiscal Services
06/30/2011	Marshall, Lenochs F <sup>1</sup>	Building Service Supervisor	G	Facilities Maintenance RV
06/30/2011	Mehok, Patricia <sup>1</sup>	Libraries Director	N	Library - Central
06/30/2011	Moore, Marshall <sup>1</sup>	Sr VP for Admin & Fiscal Svcs	S	VP Admin & Fiscal Services
06/27/2011	Ndi, Selena R	Administrative Aide	F	Student Development
06/30/2011	Warnick, Jessica L <sup>1</sup>	Alumni Director	L	Institutional Advancement

**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	3	4	0	0	0	7

<sup>1</sup> Retirement

Male	1	6	0	0	0	7
<b>TOTAL</b>	<b>4</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>

**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	4	2	0	0	0	6
Male	5	2	0	0	0	7
<b>TOTAL</b>	<b>9</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>

**FACULTY**

**FACULTY EMPLOYMENTS: None**

Effective Date	Name	Position Title	Location
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**FACULTY SEPARATIONS**

06/11/2011	Fought, Leigh K	Associate Professor	Arts/Humanities/SocialSciences
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**FACULTY SEPARATIONS: Ethnicity and Gender**

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

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

**STAFF**

**STAFF EMPLOYMENTS**

Effective Date	Name	Position Title	Grade	Location
07/01/2011	Chang, Eun-Woo	Instructional Dean	P	Science, Engineering & Math
07/28/2011	Jones, Cathy P	Sr VP for Admin & Fiscal Svcs	S	VP Admin & Fiscal Services
07/18/2011	Ray-Canada, Wanda M	Customer Service Rep	F	WD & CE
07/18/2011	Stascavage, James	Student Life Director	L	Student Development

**STAFF SEPARATIONS**

07/29/2011	Cephas, Robert F	Interim Chief of Staff	R	Office of the President
07/08/2011	Gabrielson, Jan E <sup>1</sup>	Tech Projects & Plan Analyst	L	Office of Info Tech
07/29/2011	Montanez, Michael E	Media Technology Specialist	G	IT Learn Ctr Aud/Vis Instrc RV
07/29/2011	Mooney, Joseph F	Grounds Maintenance Worker	C	Facilities Operations - RV

**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	1	0	1	0	0	2
Male	1	0	0	1	0	2

<sup>1</sup> Retirement

<b>TOTAL</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>4</b>
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**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	1	0	0	0	0	1
Male	0	2	1	0	0	3
<b>TOTAL</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>

**FACULTY**

**FACULTY EMPLOYMENTS: None**

Effective Date	Name	Position Title	Location
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**FACULTY SEPARATIONS**

07/31/2011	Kirkland, Margaret R <sup>1</sup>	Professor	Arts/Humanities/SocialSciences
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**FACULTY SEPARATIONS: Ethnicity and Gender**

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

**MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS**

From and Including August 1, 2011, to and Including August 31, 2011

**STAFF**

**STAFF EMPLOYMENTS**

Effective Date	Name	Position Title	Grade	Location
08/29/2011	Ali, Murtaza	Instructional Assistant	G	Student Development GT
08/15/2011	Butler, John R	Financial Aid Counselor	J	Financial Aid TP/SS
08/01/2011	Gibbs-Lankford, Nell R	Office Assistant	E	Facilities Operations - GT
08/15/2011	Griffea, Beverly S	Senior VP for Student Services	S	VP Academic & Student Svcs
08/15/2011	Hoover, John L	Instructional Lab Coordinator	I	Communication Arts Technology
08/29/2011	Lubyanitskaya, Galina M	Office Associate	E	WD & CE/MCPS - ESOL
08/29/2011	Otero, Elba V	Office Associate	E	WD & CE/MCPS - ESOL
08/15/2011	Thomas, Darin E	Building Service Worker	A	Facilities Maintenance GT
08/01/2011	Wilson, Raymond D	Automotive Tech	F	Facilities Operations - GT
08/29/2011	Winkler, Herbert R	Instructional Associate	H	Science, Engineering & Math
08/29/2011	Xie, Juan	Instructional Associate	J	Health Sciences

**STAFF SEPARATIONS**

08/26/2011	Curtis, Stephanie J	Office Associate	E	Student Development GT
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<sup>1</sup> Retirement

08/20/2011	Fulford, Jeffery L	Building Service Worker	A	Facilities Maintenance RV
08/31/2011	Kelley, Diane E <sup>1</sup>	Community Use Scheduler	F	Facilities Operations - TP/SS
08/31/2011	Lichter, Lester M	Assistive Tech Specialist	J	Student Development
08/15/2011	Linga, Manikya L	Instructional Assistant	G	Student Development TP/SS
08/11/2011	McNear, Sonya A	Instructional Assistant	G	Assessment Center RV
08/01/2011	Oppenheim, Donna M	Accounting Associate	H	Finance Financial Reporting
08/19/2011	Satinover, Frank W <sup>1</sup>	Learn Center Supervisor	K	Nat/Appl Sci,Bus/Mgt,Info Sci

### STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	2	1	1	0	5
Male	3	2	0	1	0	6
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>11</b>

### STAFF SEPARATIONS: Ethnicity and Gender

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

<sup>1</sup> Retirement

## FACULTY

### FACULTY EMPLOYMENTS

Effective Date	Name	Position Title	Location
08/22/2011	Anna, Laura	Professor	Chemistry RV
08/22/2011	Blumenthal, Judy G	Professor	Psychology RV
08/22/2011	Dias, Maria H	Professor	Student Development TP/SS
08/22/2011	Engel, Dorelle	Associate Professor	Business & Econ RV
08/22/2011	Foster, Andrea	Associate Professor	Nat/Appl Sci,Bus/Mgt,Info Sci
08/22/2011	Hankin, Amelia P	Assistant Professor	Speech/Dance/Theatre RV
08/29/2011	Howard, Megan V	Assistant Professor	English/Lit/Prof Writing RV
08/22/2011	Johnson, Courtney R	Associate Professor	Reading, ESL & Linguistics RV
08/22/2011	Karpakakunjaram, Vedham	Associate Professor	Biology RV
08/22/2011	Kutai, Orna I	Associate Professor	Chemistry RV
08/22/2011	Lemmond, David B	Professor	Reading, ESL & Linguistics RV
08/22/2011	Marshall, Barbara s	Assistant Professor	Humanities/Soc Sci/Educ GT
08/22/2011	Meyer, Robin	Associate Professor	Art RV
08/22/2011	Murphy, Kimberly L	Assistant Professor	Humanities/Soc Sci/Educ GT
08/22/2011	Rahman, Ishrat	Associate Professor	Biology RV
08/22/2011	Rose, Karen	Professor	Business/Science/Math/Tech GT
08/22/2011	Saidi, Rachel J	Assistant Professor	Math RV
08/22/2011	Slacks, Jarvis J	Assistant Professor	English/Lit/Prof Writing RV
08/22/2011	Spieler, Barry	Professor	Business/Science/Math/Tech GT

08/22/2011	Steelman, Andrea E	Assistant Professor	Math RV
08/22/2011	Tims, Michael C	Associate Professor	Nat/Appl Sci,Bus/Mgt,Info Sci TP/SS

**FACULTY SEPARATIONS**

08/20/2011	Anderson, Edward J	Assistant Professor	English/Lit/Prof Writing RV
08/21/2011	Chiles, Sonya E <sup>1</sup>	Professor	Sociol/Anthr/Crim Justice RV
08/31/2011	Flynn, Patrick J <sup>1</sup>	Professor	Arts/Humanities/SocialSciences
08/19/2011	Fuller, Jason L	Assistant Professor	Nat/Appl Sci,Bus/Mgt,Info Sci
08/05/2011	Gorski, Patricia A	Associate Professor	Health Sciences
08/22/2011	Stern, Andrea E	Professor	Health Sciences

**FACULTY EMPLOYMENTS: Ethnicity and Gender**

	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian</u>	<u>American Indian</u>	<u>TOTAL</u>
Female	13	2	0	1	0	<b>16</b>
Male	3	1	0	1	0	<b>5</b>
<b>TOTAL</b>	<b>16</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>21</b>

**FACULTY SEPARATIONS: Ethnicity and Gender**

	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>Asian</u>	<u>American Indian</u>	<u>TOTAL</u>
Female	2	1	0	0	0	<b>3</b>
Male	3	0	0	0	0	<b>3</b>
<b>TOTAL</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

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<sup>1</sup> Retirement

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

Agenda  
September

Item Number: 7B  
19, 2011

**GRADUATES RECEIVING THE ASSOCIATE DEGREE AND  
THE ONE-YEAR PROGRAM CERTIFICATE IN SPRING, 2011**

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  
List of Graduates (Trustees only)  
    Germantown  
    Rockville  
    Takoma Park/Silver Spring

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Matuskey

RESOURCE PERSON

Ms. Hopkins

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

Resolution Number: **11-09-102**  
Adopted on: **9/19/2011**

Agenda  
September

Item Number: 7B  
19, 2011

**Subject: Graduates Receiving the Associate Degree and the One-Year Program Certificate in Spring, 2011**

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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.

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **11-09-103**  
Adopted on: **9/19/2011**

Agenda  
September

Item Number: 7C  
19, 2011

**Subject: Tribute to Deborah Brodey**

WHEREAS, the death on November 28, 2010 of Ms. Deborah Brodey, a Library Assistant Supervisor who began her career at Montgomery College on April 7, 1986, deeply saddened the College community; and

WHEREAS, Ms. Brodey began her career at Montgomery College in the Rockville Campus library as a Library Assistant I and later, Library Assistant II and since 1995 served as Library Assistant Supervisor; and

WHEREAS, she consistently performed her duties with the highest degree of professionalism and conscientiousness which resulted in the smooth operation of the library and support of its staff as well as others in the College community; and

WHEREAS, Ms. Brodey was an invaluable resource to not only the Directors and Head Librarians but all the staff and students who worked in the Library; and

WHEREAS, she developed admirable working relationships and friendships throughout the College which enabled her in a timely fashion to complete tasks that required collaboration with other departments resulting in excellent results; and

WHEREAS, Ms. Brodey was very detail oriented and enjoyed working on the Voyager system that controls the library collection, giving 100 percent effort to providing exemplary service in Rockville's very busy library during the 25 years she worked there; and

WHEREAS, not only was Ms. Brodey knowledgeable about how the library functioned and knew how to get the work done, she brought her thoughtfulness and caring to work and made family out of co-workers; and

WHEREAS, Ms. Brodey's "service to others" category on her performance reviews was always rated as outstanding for the assistance she provided to library staff tasked with maintaining the library facility for its hundreds of thousands of visitors each year; and

WHEREAS, Ms. Brodey dealt with a variety of staff, faculty, students, and community patrons with diverse backgrounds who needed information, requested appointments, or had complaints, and always did so in a highly professional manner, making certain these people felt that they had been well served; and

WHEREAS, Ms. Brodey, serving on numerous campus and College committees, continued to demonstrate her enthusiasm for and commitment to the College and contributed significantly to the mission of the libraries in the professional execution of her duties; and

WHEREAS, The President and the Interim Senior Vice President for Academic Affairs recommend that the Board adopt the following resolution; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere sorrow at the passing of Ms. Deborah Brodey and extend their deepest sympathy to her family, friends, and colleagues; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and that a copy be forwarded to her husband, Professor Emeritus Martin Brodey, and family on behalf of the friends and colleagues who loved, respected, and admired her.

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

Ms. Matuskey

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

Resolution Number: **11-09-104**  
Adopted on: **9/19/2011**

Agenda Item Number: 7D  
September 19, 2011

**Subject: Retirement Recognition for Mr. Chuck Sherer, Montgomery County Council**

WHEREAS, Chuck Sherer has served on the staff of the Montgomery County Council for 31 years; and

WHEREAS, Mr. Sherer has been the legislative analyst for the College for nearly all of that time; and

WHEREAS, Mr. Sherer became an expert on the College's operating budget and capital budget, having successfully guided the College through decades of budget cycles; and

WHEREAS, Mr. Sherer was also an expert on Spending Affordability, finance, and debt service issues for Montgomery County; and

WHEREAS, Mr. Sherer was well-respected at the College for his insightful questions, his knowledge, and his insight on key budget and policy matters; and

WHEREAS, Mr. Sherer was always responsive, fair and straight-forward in his interactions with the College; and

WHEREAS, Mr. Sherer understood the College's mission and worked to ensure that resource allocation was tied to that mission; and

WHEREAS, Mr. Sherer will be missed not only by his colleagues, but also by those at the College who had the privilege to work with him these many years; and

WHEREAS, Mr. Sherer will retire on September 30, 2011; and

WHEREAS, the members of the Board of Trustees wish to recognize Mr. Sherer for his outstanding service to Montgomery County and express their sincere appreciation to Mr. Sherer for the many years he has devoted to being an outstanding legislative analyst; now therefore be it

Resolved, That the Board of Trustees of Montgomery College is extending its best wishes and hopes to Mr. Sherer 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 Mr. Chuck Sherer.

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Cain

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

Resolution Number: **11-09-105**  
Adopted on: **9/19/2011**

Agenda  
September

Item Number: 7Ei  
19, 2011

**Subject: Retirement of Mr. Humphrey Carter**

WHEREAS, Mr. Humphrey Carter served Montgomery College with dedication for 25 years and retired from the College as of March 31, 2011; and

WHEREAS, during his College tenure, Mr. Humphrey Carter provided support to the Germantown Facilities Department as a Building Service Worker and Building Service Worker Lead for 20 years, and also provided support to the Rockville Facilities Department as a Building Service Worker Lead for 5 years; and

WHEREAS, Mr. Humphrey Carter has been known for his keeping the campus buildings clean and providing a safe atmosphere for the students; and

WHEREAS, the Director of Facilities – Germantown Campus, the Associate Vice President for College Facilities, and the President of the College recommend this public recognition of Mr. Humphrey Carter 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. Humphrey Carter 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. Humphrey Carter.

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Jones

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

Resolution Number: **11-09-106**  
Adopted on: **9/19/2011**

Agenda Item Number: 7Eii  
September 19, 2011

**Subject: Retirement of Ms. Betty Harrell**

WHEREAS, Ms. Betty Harrell served Montgomery College as a full-time staff member in the Department of Communication Arts Technologies, formerly Visual Communications Technologies, at the Rockville Campus for 40 years and retired on May 31, 2011; and

WHEREAS, Ms. Harrell was consistently held in high regard by her colleagues in the CAT Department for being a knowledgeable and effective instructional assistant for photography; and

WHEREAS, she provided exemplary support to CAT Department faculty members, students, and other staff; and

WHEREAS, Ms. Harrell served on many campus and collegewide committees, including search committees for the Rockville Campus Vice President and Provost and for the Senior Vice President for Academic Services; and

WHEREAS, she was an active participant in campus and collegewide governance, serving as a staff senator and as a staff negotiator for the very first staff union contract; and

WHEREAS, Ms. Harrell was the recipient of an Outstanding Service Award from the staff union; and

WHEREAS, she continually improved her knowledge and skills through professional development activities, including completion of the first Montgomery College Leadership Development Institute and completion of multiple workshops and seminars on hardware and software related to her duties as instructional assistant; and

WHEREAS, Ms. Harrell served the greater community by extending her expertise for the design of their darkroom facilities to VisArts at Rockville, a metropolitan center for the visual arts; and

WHEREAS, the Instructional Dean, the Vice President and Provost, the Interim Senior Vice President for Academic Affairs, and the President of the College recommend this public recognition of Ms. Harrell 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. Betty Harrell 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. Betty Harrell.

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Jones

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

Resolution Number: **11-09-107**  
Adopted on: **9/19/2011**

Agenda Item Number: 7Eiii  
September 19, 2011

**Subject: Retirement of Mr. Irwin Steve Seigel**

WHEREAS, Mr. Irwin Steve Seigel has served Montgomery College with dedication for 41 years and retired from the College as of May 31, 2011; and

WHEREAS, he served in many capacities including that of a Data Processing Operator, Computer Center Operator and Network Services Specialist; and

WHEREAS, in his latest capacity as Telecommunications Specialist in the Office of Information Technology, Mr. Seigel contributed to the development of the Office of Information Technology's Cabling Group and process improvements utilizing his technical expertise; and

WHEREAS, Mr. Seigel provided important input on the development of the College's Cable Standard; and

WHEREAS, while at the College, Mr. Seigel routinely assisted students, faculty, and staff; and

WHEREAS, Mr. Seigel received letters of appreciation based on his support and services for the College community; and

WHEREAS, the Vice President and Chief Information Officer and the President of the College recommend this public recognition of Mr. Seigel 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. Irwin Steve Seigel for his contributions and service to the College and also extend to him their best wishes for happy and productive retirement years; and be it further

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

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Jones

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

Resolution Number: **11-09-108**  
Adopted on: **9/19/2011**

Agenda  
September

Item Number: 7Eiv  
19, 2011

**Subject: Retirement and Award of Emeritus Status to Professor Kathleen McCrohan**

WHEREAS, Professor Kathleen McCrohan served Montgomery College as a full-time faculty member for 12 years in the Department of Art at the Rockville Campus and retired as of May 20, 2011; and

WHEREAS, she was consistently held in high regard for her dedication to students and service to her department and the College in her varied roles as teacher, artist, advisor, curator, and chair; and

WHEREAS, Professor McCrohan provided superb leadership during her tenure, serving as department chair for two terms, as chair of chairs for the Rockville Campus, as coordinator for the Color Theory area, and as search committee chair for two departmental hires; and

WHEREAS, she provided excellent service in the area of curriculum and advising and compiled all necessary information on art advising into a useful manual for each department faculty member; and

WHEREAS, Professor McCrohan demonstrated an exceptional level of commitment by serving on many Collegewide committees, including the Search Committee for the Arts Dean, the Steering Committee for Art Leadership, the Rockville Faculty Council, the Student Appeals Committee, and the Staff Classification and Compensation Focus Group; and

WHEREAS, she organized several noteworthy exhibitions, including the Cruzados Fronteras Latino Art Exhibition, for which the College received a grant from the Arts and Humanities Council of Montgomery County, the Montgomery County Public Schools (MCPS) exhibitions in 2004 and in 2005, the Montgomery College Faculty Exhibition in 2004, the themed exhibition, "The Color Blue," and the College's 9/11 exhibition; and

WHEREAS, she was instrumental in obtaining for the College a gift from the late Sarah Silberman, which consisted of an extensive sculpture collection and funding for the complete renovation of the Art department gallery; and

WHEREAS, Professor McCrohan demonstrated an exceptionally strong sense of community service throughout her life and career, offering lectures to various community groups and jurying High School art pieces for the Annual Montgomery County Arts and Humanities Council twice in the last five years; and

WHEREAS, Professor McCrohan's colleagues and students admire her expertise, dedicated service, devotion to students, and collegial manner; and

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

WHEREAS, the Instructional Dean, the Vice President and Provost, the Senior Vice President for Academic Affairs, and the President of the College recommend this public recognition of Professor Kathleen McCrohan 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 Kathleen McCrohan 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 Kathleen McCrohan 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 Kathleen McCrohan.

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

Ms. Matuskey

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

Resolution Number: **11-09-109**  
Adopted on: **9/19/2011**

Agenda  
September

Item Number: 7Fi  
19, 2011

**Subject: Retirement and Award of Bronze Medallion to Mr. Robert C. Wirth**

WHEREAS, Mr. Robert C. Wirth has served Montgomery College with dedication and distinction for over 14 years prior to his retirement from the College as of September 30, 2011; and

WHEREAS, Mr. Wirth contributed significantly for more than 11 years as the Germantown Campus Facilities Director and three years as the College's first Director of Emergency Planning; and

WHEREAS, as the Germantown Campus Facilities Director, Mr. Wirth was singularly responsible for bringing a more systematic and process oriented approach to the operations and maintenance of facilities; and

WHEREAS, Mr. Wirth was repeatedly praised by faculty and staff during numerous annual 360 degree evaluations for his commitment to customer service, his consistent and open communication, and his sensitivity to faculty, staff, and students; and

WHEREAS, his efforts in coordinating the recycling efforts of the College and authoring the required annual reports to the County resulted in the College winning multiple recycling awards; and

WHEREAS, during Mr. Wirth's tour as the Germantown Campus Facilities Director, on two occasions he simultaneously managed the Takoma Park/Silver Spring Campus Facilities office due to leadership vacancies there; and

WHEREAS, he was awarded an Outstanding Service Award in 1999 for his simultaneous excellent management of facilities operations of the Germantown and the Takoma Park/Silver Spring Campuses; and

WHEREAS, in 2008, Mr. Wirth was selected for the College's newly created position of Director of Emergency Planning where he quickly established procedures for emergency operations and planning at the College; and

WHEREAS, Mr. Wirth's coordination with the County's Emergency Operations Center ensured that the College was synchronized with the latest County emergency plans and operations; and

WHEREAS, over the course of three years as the College's Director of Emergency Planning, Mr. Wirth worked countless hours in the very early morning and very late at night monitoring inclement weather conditions in order that senior College Administrators would be able to make timely weather related closing decisions; and

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

WHEREAS, the Associate Vice President for College Facilities, the Senior Vice President for Administrative and Fiscal Services, and the President of the College recommend this public recognition of Mr. Robert Wirth 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 C. Wirth for his valuable contributions and service to the College and also extend to him their best wishes for many happy and productive retirement years; and be it further

Resolved, That Mr. Robert C. Wirth is awarded the Bronze Medallion in recognition of his distinguished service and as an expression of gratitude by the College for his exceptional dedication and professional commitment to further the goals of the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Mr. Robert C. Wirth.

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

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

Resolution Number: **11-09-110**  
Adopted on: **9/19/2011**

Agenda  
September

Item Number: 7Fii  
19, 2011

**Subject: Retirement Recognition and Award of Emeritus Status and Bronze Medallion to  
Professor Tanya Pitzer**

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WHEREAS, Professor Tanya Pitzer has served Montgomery College with dedication and distinction as a full-time faculty member at the Rockville Campus for 16 years and retired as of January 12, 2011; and

WHEREAS, her students at all levels consistently held her in high regard for being a master teacher who has effectively taught reading and English as a Second Language to approximately 3,000 Montgomery College students; and

WHEREAS, Professor Pitzer served as an exemplary co-coordinator of the College's two developmental reading courses from 1995 to 1999 and engaged full-time and part-time faculty in collaborative curricular revision of the two courses and the accompanying revision of their collegewide syllabi; and

WHEREAS, she served on the Cultural Diversity Committee, the Statewide Reading & Assessment Committee, the Writing & Reading Center Advisory Committee, Academic Assembly, the Commencement Committee, and the Rockville Campus Faculty Council where she served as its chair for two semesters; and

WHEREAS, Professor Pitzer played a pivotal role as co-chair of the Collegewide Developmental Taskforce in 1998-1999, leading the development and promotion of the Pathways program, which targeted students with serious reading issues who were assessed below the 7th grade reading level; and

WHEREAS, she chaired the first Pathways hiring committee and organized training for faculty and counselors with *Learning 100*, a computer-based program that was initially used with Pathways students and required Professor Pitzer's expertise to identify and correct technical problems; and

WHEREAS, Professor Pitzer received the National Institute for Staff and Organizational Development (NISOD) award in 2000 in recognition of her efforts in the development and delivery of Pathways; and

WHEREAS, Professor Pitzer made presentations to the National Association of Developmental Education (NADE) in 2004 and the Developmental Education Association of Maryland (DEAM) in 2006, outlining the development and delivery of Pathways; and

WHEREAS, in 1999, Professor Pitzer initiated the departmental process of regular observations and evaluations of part-time faculty and developed forms to be used that became the basis for the current departmental evaluation process; and

WHEREAS, she was recognized as an enthusiastic Smithsonian Institute Fellow during the spring 2006 and fall 2006 semesters and developed materials for the developmental and American English Language Program (AELP) reading courses related to specific Smithsonian museums and their exhibits; and

WHEREAS, during her spring 2007 sabbatical, Professor Pitzer identified appropriate novels and developed comprehension and analysis materials to accompany those novels for both developmental

and AELP reading courses, and, as a Center for Teaching and Learning fellow she developed materials and strategies for a more learner-centered College Reading Skills I (RD 095) classroom; and;

WHEREAS, she has been an outstanding colleague renowned for her fellowship, support, integrity, compassion, and professionalism; and

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

WHEREAS, the Instructional Dean, the Vice President and Provost, the Senior Vice President for Academic Affairs, and the President of the College recommend this public recognition of Professor Tanya Pitzer 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 Tanya Pitzer 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 Tanya Pitzer 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 Tanya Pitzer 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 Tanya Pitzer.

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

Ms. Matuskey

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

Resolution Number: **11-09-111**  
Adopted on: **9/19/2011**

Agenda  
September

Item Number: 7Fiii  
19, 2011

**Subject: Retirement Recognition and Award of Emeritus Status and Bronze Medallion to  
Professor Joyce Riseberg**

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WHEREAS, Professor Joyce Riseberg has served Montgomery College as a full-time faculty member for 38 years in the Mathematics Department at the Rockville Campus and retired as of June 30, 2011; and

WHEREAS, Professor Riseberg has been consistently held in high regard for her dedication to students and service to the department and the College; and

WHEREAS, Professor Riseberg is an excellent teacher of mathematics at all levels with outstanding student and peer evaluations; and

WHEREAS, Professor Riseberg received the 2002 Faculty Outstanding Service Award; and

WHEREAS, Professor Riseberg served as course chair for several Calculus courses and maintained her excellent website with materials that are used by full-time and part-time faculty; and

WHEREAS, Professor Riseberg adapted specialized software to create *Survey of College Mathematics* practice quizzes for students' online use years before technology was standard in classroom instruction; and

WHEREAS, Professor Riseberg maintained professional currency by participating in numerous workshops and conferences including the MathXL Training Workshop, the Maryland Mathematics Association for Two-Year Colleges (MMATYC) conference, and various FIPSE workshops, and;

WHEREAS, she represented the Mathematics Department on the Campus Assessment Center Committee, and provided outstanding contributions as a member of the Part-time/Full-time Faculty Committee, and the Academic Area Review Committee; and

WHEREAS, Professor Riseberg has illustriously served on numerous other department, campus, and college committees including the Peer Evaluation Committee, the Mathematics Department Scheduling Committee, and the planning committee for the Montgomery County Public Schools/Montgomery College annual math outreach activity, Sonya Kovalevsky Day ; and

WHEREAS, Professor Riseberg was an superior facilitator who served in campus and Collegewide leadership roles such as Chair of Rockville Faculty Council, Member of Faculty Congress, and Coordinator of the College 40<sup>th</sup> Anniversary Task Force; and

WHEREAS, Professor Riseberg was a faculty leader who helped build community and collegiality in the early stages of her career by coordinating the popular Faculty Council/AAUP faculty luncheons; and

WHEREAS, Professor Riseberg attended and made presentations at numerous professional meetings and workshops, including a significant seminar on increasing participation and learning in developmental mathematics; and

WHEREAS, Professor Riseberg participated in the Writing in the Disciplines fellowship and the Center for Teaching and Learning Faculty 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 with appropriate rank or title, subject to approval of the Board of Trustees"; and

WHEREAS, the Instructional Dean, the Vice President and Provost, the Interim Vice President for Academic Affairs, and the President of the College recommend this public recognition of Professor Riseberg on the occasion of her retirement; and

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

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Joyce Riseberg 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 Joyce Riseberg 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 Joyce Riseberg 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 Bronze Medallion be presented to Professor Joyce Riseberg.

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones  
Ms. Matuskey

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

Resolution Number: **11-09-112**  
Adopted on: **9/19/2011**

Agenda  
September

Item Number; 7Fiv  
19, 2011

**Subject: Retirement Recognition and Award of Silver Medallion and Emeritus Status to  
Mr. Louis Richard Leurig**

WHEREAS, Mr. Louis Richard Leurig rendered more than 18 years of invaluable service and dedication to the College prior to his retirement on June 30, 2011; and

WHEREAS, during his exemplary service as the Chief Information Officer (1993 – 2009), Mr. Leurig provided overall leadership, guidance, supervision, and resources for the College's Office of Information Technology; and

WHEREAS, during his distinguished service as Director Emeritus of Future Technology and Innovation (2009 – 2011), Mr. Leurig provided guidance and assistance to the College President and advocacy for County support of technology funding and initiatives at the College; and

WHEREAS, Mr. Leurig's passion and commitment to the mission of the College and to technology in higher education enabled him to play a transformative role in the growth and development of the rich technology environment present at the College today; and

WHEREAS, Mr. Leurig provided the leadership in accomplishing the initial goals of President Nunley and the Board of Trustees by ushering the College into a user-oriented technology environment that enabled the campuses and offices to communicate easily and accomplish their goals using comprehensive telephone systems, e-mail and integrated systems under a centralized organization; and

WHEREAS, in 1993, Mr. Leurig successfully implemented the first significant Collegewide, enterprise-wide application, Banner, which still serves as the fundamental technology business tool for the College today; and

WHEREAS, he provided leadership in the creation of the College's first Information Technology Strategic Plan (ITSP) that became the quintessential source of IT funding requests and was recognized by the county government and council as the benchmark for other agencies. Due to the ITSP and the resulting confidence of the county, funding was and continues to be allocated; and

WHEREAS, under his leadership, Y2K systems were converted on time and within budget by working with county agencies and internal technical and user staff, which further resulted in complete funding for new integrated administrative systems, replacing multiple outdated hardware and software; and

WHEREAS, Mr. Leurig was recognized by the Board of Trustees and Dr. Nunley for obtaining over eight million dollars in funds and in-kind contributions from vendors that were matched by the state; and

WHEREAS, with the assistance of the county government and College administration, he led the initiative for obtaining information technology funds through the recordation tax, resulting in over \$78 million in additional funds for College technology, one of the largest fund raising outcomes for the College; and

WHEREAS, his efforts resulted in the College receiving \$4.5 million for IT replacement costs establishing a replacement funding standard for subsequent years; and

WHEREAS, under Mr. Leurig's leadership, the College was recognized by the county, state, higher education, and nationally in seminars, conferences, and affinity groups as well as consultants such as the Gartner Group, as a leading example of a technology organization especially in the areas of strategic planning; and

WHEREAS, he assisted other county agencies in their planning and, over the years, represented the College by chairing the Interagency Technology Policy & Coordination Committee (ITPCC) CIO group, county cross-agency IT initiatives, and the county Information Technology Fund (ITF); and

WHEREAS, through his efforts, the College executed a Memorandum of Understanding with the county assuring that all county training would be conducted at the College; and

WHEREAS, Mr. Leurig was an active member in national organizations such as EDUCOM and CAUSE, for which he was a founding member, and local organizations such as the Montgomery County High Tech Council; and

WHEREAS, a trusted leader, Mr. Leurig exhibited steadfast moral principles and upheld excellent working relations with representatives from Montgomery County Public Schools, the Office of Management and Budget, and members of the Executive Branch regarding issues of mutual interest; and

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

WHEREAS, in recognition of his long-time loyalty and invaluable service, the President of the College recommends that Mr. Leurig be awarded the Silver Medallion as acknowledgement of his contributions to the College on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. Louis Richard Leurig for his many contributions to the College, and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Mr. Louis Richard Leurig 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. Louis Richard Leurig is granted the status of Chief Information Officer (CIO) Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

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

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

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

Agenda Item Number: 8A  
September 19, 2011

**AWARD OF CONTRACT, WEB-BASED GROUP INSURANCE BENEFITS COUNSELING  
SERVICES, BID NO. 512-002**

**BACKGROUND**

Effective January 1, 2012, the College will be replacing its PPO plan with a **Consumer Driven Health Plan** (CDHP). Some significant changes will also be made to the current POS plan. There are currently 308 participants enrolled in the PPO plan that will have to make decisions to determine which plan will best suit their needs. The introduction of the CDHP is a significant change to the College's group insurance offerings since it engages covered individuals in choosing their own health care providers, managing their own health expenses, and improving their own health with respect to factors that they can control. A web-based benefits counseling service provider is a prudent and economical way to ensure that employees are knowledgeable about their options and assists employees to enroll in the plan that best meet their needs. Web-based benefits counseling is one of the key success factors in communicating these complex benefit changes to our employees. It provides a personalized experience based on answers to questions that will guide the employee to the plans that will best suits their situation. The College's objectives in implementing the CDHP and changes in the POS plan are to encourage healthy choices for our workforce and their dependents and to lower the College's overall health care costs.

On July 22, 2011, a solicitation was issued and two responses were received on August 16, 2011. A committee consisting of College staff evaluated, rated, and ranked the proposals. Jellyvision Lab, Chicago, Illinois, was the highest ranked proposer meeting College requirements. The total first year price for the services is \$42,900. Funds are available in the FY2012 Operating Budget. Board of Trustees approval is required for competitive sealed proposals valued above \$25,000.

**RECOMMENDATION**

It is recommended that the Board of Trustees award a contract for the purchase of web-based group insurance benefits counseling services to Jellyvision Lab, Chicago, Illinois, beginning September 19, 2011, for a one-year term, for a total first year price of \$42,900. It is further recommended that the contract be renewed for four (4) years, one at a time, for a total not-to-exceed amount of \$194,149 under the same terms and conditions, at the sole option of the College, provided service is satisfactory, the need continues, funds are available and it is in the best interest of the College.

**BACKUP INFORMATION**

Board Resolution  
Board Policy 63001  
Bid Summary (Board Members Only)  
Bidder's List (Board Members Only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Jones

**RESOURCE PERSONS**

Ms. Lawyer                  Dr. Wormack                  Mr.                  Sheeran

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

Resolution Number: **11-09-113**  
Adopted on: **9/19/2011**

September

Agenda Item Number: 8A  
19, 2011

**Subject: Award of Contract, Web-Based Group Insurance Benefits Counseling Services,  
Bid No: 512-002**

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WHEREAS, the College will be replacing its current PPO plan with a Consumer Driven Health Plan effective January 1, 2012; and there are currently 308 participants enrolled in the PPO plan that will have to make a decision to determine which plan will best suit their needs; and

WHEREAS, web-based benefits counseling service is one of the key success factors in communicating these complex benefit changes to our employees and will provide a personalized experience based on answers to questions that will guide the employee to the plans that will best meet their needs; 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 FY2012 Operating Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised in a County newspaper on July 22, 2011; and posted on the College Procurement and State of Maryland websites, downloaded by 28 vendors; two responses were received, and recorded, beginning at 3:00 p.m. on August 16, 2010; and

WHEREAS, upon evaluation it was determined that the proposal submitted by Jellyvision Lab, Chicago, Illinois, was the highest evaluated vendor meeting college requirements and is the lowest responsible bidder; 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 web-based group insurance benefits counseling services be awarded to Jellyvision Lab, Chicago, Illinois, for one-year term, beginning September 19, 2011, for a total first year price of \$42,900; and be it further

Resolved, That the contract be renewed for four (4) years, one year at a time, for a not-to-exceed amount of \$194,149, under the same terms and conditions, at the sole option of the College, provided service is satisfactory, the need continues, funds are available and it is in the best interest of the College.

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

Agenda Item Number: 9A  
September 19, 2011

**SOLE SOURCE AWARD OF CONTRACT INSPECTION AND CALIBRATION OF HEATING,  
VENTILATION AND AIR CONDITIONING CONTROLS SERVICES  
FOR THE ROCKVILLE AND TAKOMA PARK/SILVER SPRING CAMPUSES**

BACKGROUND

Inspection and calibration of heating, ventilation and air conditioning (HVAC) controls for the Rockville and Takoma Park/Silver Spring campuses are required to maintain reliable and operable building heating and cooling systems. The Reliable brand Building Automation Controls (BAC) provides control monitoring capabilities for the heating, ventilation and air conditioning, central plant systems, supervisory monitoring of fire alarm systems and standby power. This company is also responsible for maintaining the science laboratories' Phoenix fume hood control systems and integration of a myriad of systems monitored and controlled by the Reliable brand Control system on the Rockville Campus.

Pritchett Controls has been the service contractor for over three years at both campuses. However, the new Rockville Science Center, which represents approximately 140,000 square feet, is also being included with the buildings this year and increases the costs for the services above \$25,000. The control systems in the Science Center are larger and more complex than any currently in use at the College. The total cost for one year of services is \$65,460. Pritchett Controls, Beltsville, Maryland, is the only local authorized Reliable brand vendor that provides BAC system design, technical support, maintenance and integration services as well as Reliable brand hardware and software. Sole source justification is recommended since only one vendor can meet the requirements and is authorized to perform this work on College systems. Funds are available in the FY2012 Operating Budget. Board approval is required for sole source procurements valued above \$25,000.

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for inspection and calibration services of HVAC controls for the Rockville and Takoma Park/Silver Spring campuses to Pritchett Controls, Beltsville, Maryland, on a sole source basis, for a total one year price of \$65,460. It is further recommended that the contract be renewed for four years, one year at a time, for a not to exceed amount of \$362,707, at the sole option of the College, under the same terms and conditions, provided service is satisfactory, funding is available, and it is in the best interest of the College.

BACK UP INFORMATION

Board Resolution  
Board Policy 63001

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Mr. Capp

Mr. Sheeran

Dr. Wormack

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

Resolution Number: **11-09-114**  
Adopted on: **9/19/2011**

Agenda  
September

Item Number: 9A  
19, 2011

**Subject: Sole Source Award of Contract, Inspection and Calibration of Heating, Ventilation and Air Conditioning Controls for the Rockville and Takoma Park/Silver Spring Campuses**

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WHEREAS, the Reliable brand Building Automation Controls (BAC) provides control monitoring capabilities for the heating, ventilation and air conditioning (HVAC) controls, central plant systems, supervisory monitoring of fire alarm systems and standby power at the Rockville and Takoma Park Campuses; and

WHEREAS, the Director of Procurement affirms that the sole source request is justified since no other vendor is authorized to perform this type of work in the area; and no other vendor will meet College needs; and the Chief Business Officer certifies that funds are available in the FY2012 Operating Budget; and

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

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

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

Resolved, That the Board of Trustees approve an award of contract for inspection and calibration of HVAC controls for the Rockville and Takoma Park/Silver Spring campuses to Pritchett Controls, Beltsville, Maryland, on a sole source basis, for a total one-year price of \$65,460; and be it further

Resolved, That the contract be renewed for four years, one year at a time, for a not to exceed amount of \$362,707, at the sole option of the College, under the same terms and conditions, provided service is satisfactory, funding is available, and it is in the best interest of the College.

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

Agenda Item Number: 9B  
September 19, 2011

**SOLE SOURCE AWARD OF CONTRACT  
ENERGY MANAGEMENT SYSTEMS  
MAINTENANCE, ROCKVILLE AND GERMANTOWN CAMPUSES**

BACKGROUND

The Board of Trustees has previously approved contract awards to Siemens Building Technologies, Inc., in January 2001, (See BOT Resolution No. 01-95) and in June 2006, (See BOT Resolution No. 06-06-054), for the energy management systems, on a sole source basis. Continuation of the energy management systems maintenance for the Rockville and Germantown campuses is requested since the current contract expired on June 30, 2011. The Siemens system is a proprietary product, is a more economical and advantageous solution for managing energy systems at the College, and the only vendor who can provide the required services due to warranty of the system. The services include annual software updates, graphics creation and backup, software consultation, online troubleshooting, operation support and training, system preventive maintenance, and component replacement. Additionally, emergency response will be provided within four hours. Funds are available in the FY2012 Operating Budget. Board approval is required for sole source procurements over \$25,000.

RECOMMENDATION

It is recommended that a contract award for maintenance of the energy management systems, at the Rockville and Germantown campuses, be awarded to Siemens Building Technologies, Inc., Beltsville, Maryland, on a sole source basis, for a total one year price of \$111,720, beginning July 1, 2011. It is further recommended that the contract be renewed, for four years, one year at a time, for an estimated not-to-exceed amount of \$651,309, provided that funds are available, service is satisfactory, and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution  
Board Policy 63001

REPOSNSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Ms. Lawyer

Mr. Sheeran

Dr. Wormack

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

Resolution Number: **11-09-115**  
Adopted on: **9/19/2011**

Agenda  
September

Item Number: 9B  
19, 2011

**Subject: Sole Source Award of Contract, Energy Management Systems Maintenance, Rockville and Germantown Campuses**

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WHEREAS, continuation of energy management systems maintenance for the Rockville and Germantown campuses is recommended as the current contract expired June 30, 2011; and

WHEREAS, the Director of Procurement certifies that the sole source basis of the award is fully justified because the energy management systems are proprietary and can only be maintained by Siemens; and the Chief Business Officer certifies that funds are available in the FY2012 Operating Budget; and

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

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

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

Resolved, That a contract for maintenance service for energy management systems at the Rockville and Germantown Campuses be awarded to Siemens Buildings Technologies, Inc., Beltsville, Maryland, on a sole source basis, for the total price of \$111,720 beginning July 1, 2011; and be it further

Resolved, That the contract be renewed for four years, one year at a time, for a not-to-exceed amount of \$651,309 at the sole option of the College, under the same terms and conditions, provided that funds are available, service is satisfactory, and it is in the best interest of the College.

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

Agenda

Item Number: 9C  
September 19, 2011

**SOLE SOURCE AWARD OF CONTRACT  
COLLEGEWIDE MAINTENANCE AND INSPECTION PROGRAM FOR  
AMMONIA CHILLERS**

BACKGROUND

The Frick brand industrial ammonia chillers are installed in the central plants at all three campuses and in some distributed locations in campus buildings. Ammonia chillers reduce power consumption for air conditioning by approximately 44% because ammonia is an efficient and economical refrigerant with a high energy content. Factory maintenance is extremely vital to the proper operation of central plant equipment to ensure uninterrupted air conditioning services. The contract will provide seasonal start up, shut down, testing, calibration and monthly inspections of the ammonia chillers. Industrial Refrigeration Service, Inc. has provided these services in the past and is the only authorized company in the area who can perform these services on the Frick ammonia chillers. FY12 is the first year that the cost of these services will exceed \$25,000 per year because the warranty periods on the chiller equipment in newer buildings have expired. Funds are available in the FY2012 Operating Budget. Board approval is required for sole source procurements valued above \$25,000.

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for a College-wide maintenance and inspection program for the Frick ammonia chillers, on a sole source basis, to Industrial Refrigeration Service, Inc., Baltimore, Maryland, for the total price of \$45,465 for a one-year term. It is further recommended that the contract be renewed for four years, one year at a time, for a not to exceed amount of \$245,949 at the sole option of the College, under the same terms and conditions, provided that funds are available, service is satisfactory, and it is in the best interest of the College.

BACK UP INFORMATION

Board Resolution  
Board Policy 63001

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Mr. Capp

Mr. Sheeran

Dr. Wormack

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

Resolution Number: **11-09-116**  
Adopted on: **9/19/2011**

Agenda  
September

Item Number: 9C  
19, 2011

**Subject: Sole Source Award of Contract, College-wide Maintenance and Inspection Program for Frick Ammonia Chillers**

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WHEREAS, ammonia chillers are installed in the central plants at all three campuses, and in some distributed locations in campus buildings; and maintenance and inspection services are required to ensure optimal cooling at these locations; and

WHEREAS, ammonia chillers reduce power consumption by approximately 44% for air conditioning because ammonia is an efficient and economical refrigerant with a high energy content; and

WHEREAS, the contract would provide seasonal start up, shut down, testing, calibration and monthly inspections of the Frick ammonia chillers; and

WHEREAS, the Director of Procurement affirms that the sole source request is justified since no other vendor is authorized to perform this type of work on the equipment; and no other vendor will meet College needs; and the Chief Business Officer certifies that funds are available in the FY2012 Operating Budget; and

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

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

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

Resolved, That the Board of Trustees approve an award of contract for College-wide maintenance and inspection for the Frick brand ammonia chillers on a sole source basis to Industrial Refrigeration Service, Inc., Baltimore, Maryland, for the total price of \$45,465 for a one-year term; and be it further

Resolved, That the contract be renewed for four years, one year at a time, for a not to exceed amount of \$245,959, at the sole option of the College, under the same terms and conditions, provided that funds are available, service is satisfactory, and it is in the best interest of the College.

**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

Agenda Item Number: 10  
September 19, 2011

**AFFIRMATION OF EMERGENCY CONTRACT AWARD  
PAUL PECK ART BUILDING ROOF REPLACEMENT  
ROCKVILLE CAMPUS**

**BACKGROUND**

On August 4, 2011, the Board of Trustees approved an emergency roof replacement contract award, by telephone poll, for the Paul Peck Art Building on the Rockville Campus to J & K Contracting, Inc. in the amount of \$146,800. During the telephone poll process, Board members asked for additional information to be provided with the affirmation resolution. The requested response is attached.

In May, the Board of Trustees awarded a contract for Collegewide roof repairs to J & K Contracting, Inc. At the start of repairs in July for a roof leak at the Paul Peck Art Building on the Rockville Campus, it was discovered that the extent of the water damage was significant and a complete replacement was warranted. The leak developed earlier in the year and the repair work was added into the bid specifications. In the time between the bid and award and the start of repairs, heavy rains took a toll on the 17-year old roof. With classes scheduled to begin at the end of August, the bulk of the work had to be completed as soon as possible to prevent disruption to classes (leaks and roofing product odors) and water damage to the building. An emergency situation was declared on Friday, July 29, 2011 and the Board's approval was sought for the emergency contract award. J & K was on-site at the time, had the necessary resources and expertise, and could complete the work in the required time frame.

The project engineer provided a design for the replacement and the contractor provided pricing based on that design. The College Architect's ballpark estimate was \$150,000. This was confirmed when the project engineer completed the roof replacement design. The contractor's cost proposal was \$146,800, which included a 20-year warranty. The proposal was reviewed by the College architect and the project engineer and found to be acceptable for the scope of work. The College also received a credit of \$35,000 on the Collegewide Roof Repair contract for the repairs that were no longer required at the Art Building.

The emergency procurement was justified because the conditions posed a threat of damage to the building and a threat to the continuance of normal operations. Sufficient funds were available for the award in the FY2012 Capital Budget Roof Replacement project. The Board of Trustees must approve emergency procurements valued above \$25,000. Telephone poll approvals are affirmed by the Board at the next possible public session.

**RECOMMENDATION**

It is recommended that the Board of Trustees affirm the contract award of \$146,800, on an emergency basis, to J & K Contracting, Inc., Capitol Heights, Maryland, for the replacement of the roof of the Paul Peck Art Building on the Rockville Campus.

**BACK-UP INFORMATION**

Response to Board of Trustees' Questions (Board Members Only)  
Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Mr. Capp

Dr. Wormack

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

Resolution Number: **11-09-117**  
Adopted on: **9/19/2011**

Agenda  
September

Item Number: 10  
19, 2011

**Subject: Affirmation of Emergency Contract Award, Paul Peck Art Building Roof Replacement, Rockville Campus**

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WHEREAS, the Associate Vice President for College Facilities requested a contract, on an emergency basis, for the replacement of the 17-year old roof of the Paul Peck Art Building on the Rockville Campus after significant damage was discovered in July during the start of a repair of a known roof leak; and

WHEREAS, the Associate Vice President for College Facilities and the Director of Procurement affirmed that an emergency existed and that a replacement was required as soon as possible to prevent additional water damage to the building and to prevent disruption to fall classes that might be caused by water leaks or roofing product odors; and

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

WHEREAS, J & K Contracting, Inc., the Collegewide Roof Repair project contractor was currently on site, had knowledge of the Art Building roof, was available to perform the replacement and had the appropriate resources and materials to perform the work on the College's schedule; and

WHEREAS, the Chief Business Officer certified that funds were available for the work in the FY2012 Capital Budget Roof Replacement project; and

WHEREAS, the Board of Trustees approved, by means of a telephone poll of its members, as required for an emergency procurement award valued above \$25,000, the contract award to J & K Contracting, Inc. at its price of \$148,600; and

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

Resolved, That the Board of Trustees affirms the contract award, approved by means of a telephone poll of its members, on August 3, 2011, for providing all labor, equipment and materials, on an emergency basis, for the replacement of the roof of the Paul Peck Art Building on the Rockville Campus to J & K Contracting, Inc., Capitol Heights, Maryland, at a cost of \$146,800.

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

Agenda  
September

Item Number: 11  
19, 2011

**AUTHORIZATION OF EXECUTION OF LEASE AGREEMENT FOR  
ADDITIONAL ADMINISTRATIVE OFFICE SPACE  
40 WEST GUDE DRIVE, ROCKVILLE, MARYLAND**

BACKGROUND

Additional off-campus leased space is required in order to accomplish the renovation, realignment, and consolidation of administrative functions in the Mannakee Building. Swing space is also needed for the phased renovation of this 26-year old building while it remains occupied. In order to accomplish this, it has been determined that the Office of Institutional Advancement (IA) should relocate from Mannakee to leased space in the 40 West Gude building (40WG) and the Office of Institutional Research and Analysis (OIRA), a relatively small unit currently at 40WG, will return to Mannakee to join the Planning and Institutional Effectiveness unit. IA's Office of Communications and OIRA have been at 40WG since 2009. Consolidating all of IA in one location will improve the effectiveness and cohesiveness of this unit. IA will expand into the second floor office space to be vacated by OIRA and also into new space on the first floor. Because OIRA has only been at 40WG since 2009, their space and furniture is in excellent condition and will be taken over as-is by IA. The first floor space (formerly occupied by Comcast) will be reconfigured to meet IA's needs.

In November 2005, the Board approved a 10-year lease of 20,084 sq. ft. at 40WG for offices for Central Facilities and offices and training rooms for Human Resources' Center for Professional and Organizational Development. These moves freed up space in Mannakee and the Office of Information Technology building. In February 2007, the lease of an additional 5,493 sq. ft. was authorized by the Board to provide office space for Auxiliary Services, the College's Response Center, the Admissions, Records and Registration Banner support team and IT tech support. These moves freed up space for Rockville Campus needs in the Campus Center, Gudelsky Institute, and Student Services. In January 2008, the Board authorized the lease of 8,699 square feet to house IA's Communications unit and the OIRA unit in two separate suites. These moves freed up space in Mannakee for new staff until the renovation could be implemented. The renovation was placed on hold during the presidential transition so that the new president could have input into the process.

The West Gude property owner, Washington Real Estate Investment Trust (WRIT) has proposed a 10 year lease of 5,772 square feet (Suite 110) for a first year lease cost of \$142,857 based on a proposal of \$24.75 per square foot. The WRIT lease proposal includes a 5-year buyout clause. In addition, a two month rent abatement (free rent) was negotiated which will lower the first year cost by \$23,809.50 to \$119,047.50 (abatement would occur in FY12). The square foot rate is comparable to rates in the area for similar space. The proposal is for a full-service lease, to include daily custodial service, refuse removal, and parking spaces with occupancy upon completion of the tenant improvements and an annual 3% escalation after the first year. Full turnkey build-out will be done at the Landlord's expense, per the space plans approved by the College and the Landlord. Substantial completion of the new space is expected after the first of the year.

The lease and one-time start-up costs, which include office furniture and some communications and computing infrastructure, will be addressed through current year budgets. If this lease is approved, the College will have 64% of the available space on the first floor of 40WG and 97% of the second floor space.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the President to negotiate and execute a 10 year lease agreement, with a 5-year buyout clause, with Washington Real Estate Investment Trust, LLP for a total of 5,772 square feet of office space in Suite 110 at 40 West Gude Drive, Rockville Maryland, for an annual lease amount of \$142,857, less two months' rent abatement for the first year only, plus a 3% annual escalation after the first year and a percentage share of annual operating expenses beginning in year two, estimated at \$7,300 per year.

BACK-UP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSON(S)

Mr. Capp  
Ms. Jones  
Dr. Wormack

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

Resolution Number: **11-09-118**  
Adopted on: **9/19/2011**

Agenda  
September

Item Number: 11  
19, 2011

**Subject: Authorization of Execution of Lease Agreement for Additional Administrative Office Space, 40 West Gude Drive, Rockville, Maryland**

WHEREAS, the Senior Vice President for Administrative and Fiscal Services requests a lease agreement for rental of office space at 40 West Gude Drive, Rockville, Maryland for the purpose of providing expansion space for academic, student services, and other administrative functions in the Mannakee Building by moving some central functions to off campus leased space; and

WHEREAS, the Chief Business Officer certifies that funds are available in the College's FY 2012 Operating Budget to enable the College to award a lease agreement as recommended; and

WHEREAS, the 5,772 square feet of available space in Suite 110 at 40 West Gude Drive, Rockville, Maryland, meets all College requirements for the Office of Institutional Advancement, and the Director of Procurement certifies that this location meets the College's needs for location and timetable and also provides economies of scale due to the existing IT infrastructure and consolidation with other College units at this location; and

WHEREAS, the Associate Vice President for College Facilities requested and received a proposal from Washington Real Estate Investment Trust, LLP that meets the College's requirements, at a reasonable cost; and

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

Resolved, That the President is authorized to negotiate and execute a 10-year lease, with a 5-year buyout clause, for 5,772 square feet of office space at Suite 110, 40 West Gude Drive, Rockville, Maryland, to be awarded to Washington Real Estate Investment Trust at a cost of \$142,857 per year, less two months' rent abatement for the first year only, plus a 3% annual escalation cost after the first year, and a share of annual operating costs beginning in year two estimated at \$7,300 per year.

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

Agenda  
September

Item Number: 12  
19, 2011

**FY2011 OPERATING FUND FUNCTIONAL TRANSFER**

BACKGROUND

Over the last several years, the College administration has made a concerted effort to reallocate budget funding to support high priority College initiatives. During FY2011, the College reallocated additional resources to support the strategic facilities master plan and other high priority technology-based initiatives. Both the facilities management initiatives and technology based initiatives directly support the increasing needs of our student body. A functional transfer is necessary to assure the College's expenditures do not exceed the functional appropriation approved by the County Council. The education article of the Annotated Code of Maryland provides guidance on how this transfer is to be accomplished.

Since the College has sufficient expenditure authority in other functions, it is only necessary to request that the County Council approve a transfer between functions. The request is automatically approved after 30 days if the Council fails to take action.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the attached operating fund functional transfer resolution for submission to the County Council for approval.

BACK-UP INFORMATION

Board Resolution  
Board Policy 61001  
Section 16-304 of the Education Article of the Annotated Code of Maryland

RESPONSIBLE SENIOR ADMINISTRATOR

Mrs. Jones

RESOURCE PERSON

Mr. Sheeran

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

Resolution Number: **11-09-119**  
Adopted on: **9/19/2011**

Agenda  
September

Item Number: 12  
19, 2011

**Subject: Operating Fund Functional Transfer**

WHEREAS, Section 16-304 (c) (1), of the education Article of the Annotated Code of Maryland, provides that a community college may not spend more on any major function than the amount appropriated for it; and

WHEREAS, Section 16-304 (c) (2) (i) states that transfers of appropriations between major functions shall be submitted in writing and approved by the county governing body before they are made; and

WHEREAS, Section 16-304 (c) (2) (i) further states that if the county governing body fails to act on a request for a transfer within 30 days, the request is automatically approved as requested; and

WHEREAS, the College has experienced increasing student enrollments over the last several years which impacts facilities requirements and technology initiatives; and

WHEREAS, the College has always made a concerted effort to reallocate excess funding to support high priority institutional initiatives; and

WHEREAS, the College will exceed the County's approved functional appropriations if proper action is not taken; and

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

Resolved, that the Board of Trustees hereby authorize, subject to County Council approval, a functional budget transfer as listed below; and be it further

Functional Category	Approved FY 2011 Budget	Transfer From (-)To(+)	Amended FY 2011 Budget
Instruction	\$82,471,262	(\$650,000)	\$81,821,262
Academic Support	28,896,440	(\$300,000)	28,596,440
Student Services	25,751,672		25,751,672
Plant Maintenance	32,821,727	\$300,000	33,121,727
Institutional Support	41,786,700	\$650,000	42,436,700
Scholarships	3,296,875		3,296,875
<b>Total</b>	<b>\$215,024,676</b>		<b>\$215,024,676</b>

Resolved, that a copy of the resolution be transmitted to the County Executive and County Council for approval.

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

Agenda  
September

Item Number: 13  
19, 2011

**ACCEPTANCE OF  
MHEC PERFORMANCE ACCOUNTABILITY REPORT**

**BACKGROUND**

In fall, 1996, the Maryland Higher Education Commission (MHEC) implemented its new accountability reporting system as mandated by the General Assembly. This reporting system is known as the Performance Accountability Report (PAR) and each community college and public four-year institution submits an annual PAR.

In addition to narrative reporting on significant student characteristics and performance issues, community outreach efforts, use of public funding, and cost containment efforts, the report contains recent trend data on a number of specific quantitative Indicators which reflect progress towards benchmarks set by the Board of Trustees on each Indicator. MHEC considers the College's performance on these Indicators as the primary component of assessing an institution's effectiveness.

This year's report is the first of the new five-year cycle. A number of new performance indicators were implemented for this cycle through collaborative efforts by MHEC and the community colleges, and the community colleges have set new benchmarks for their performance on all the indicators.

**RECOMMENDATION**

The Board of Trustees is requested to review and accept the Montgomery College Performance Accountability Report and request the President to forward it to the Commission. This review and acceptance would include the benchmarks that have been established for each performance indicator

**BACK-UP INFORMATION**

2011 Performance Accountability Report (Trustees only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Cain

**RESOURCE PERSON(S)**

Dr. Blaylock  
Dr. Lynch  
Ms. Wessman

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **11-09-120**  
Adopted on: **9/19/2011**

Agenda  
September

Item Number: 13  
19, 2011

**Subject: Maryland Higher Education Commission Performance Accountability  
Report, 2011**

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WHEREAS, Maryland Higher Education Commission requires the submission of an annual Performance Accountability Report from the State's public colleges and universities; and

WHEREAS, the 2011 Performance Accountability Report retains the benchmarks for a series of quantitative performance indicators; and

WHEREAS, the Office of Institutional Research and Analysis has coordinated contributions from a number of administrative offices, individual campuses, and Workforce Development and Continuing Education in the development of the report; and

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

Resolved, that the attached Montgomery College Performance Accountability Report and the benchmarks be accepted, effective September 19, 2011, and that the report be sent to the Maryland Higher Education Commission.

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

Agenda  
September

Item Number: 14  
19, 2011

**MONTGOMERY COUNTY CONSOLIDATED RETIREE HEALTH BENEFITS TRUST BOARD**

BACKGROUND

In July 2011, the Montgomery County Code was amended to establish the Consolidated Retiree Health Benefits Trust Fund. This fund is intended to serve as a vehicle to ensure consistent pre-funding for post retirement benefits for future retirees of Montgomery County Government, Montgomery County Public Schools, and Montgomery College. This trust will not affect Montgomery College benefit levels. Rather, at some future point, the proceeds of the trust are intended to fund a portion of the cost of retiree benefits.

A nineteen member board, the Consolidated Retiree Health Benefit Trust Board, is charged with the fiduciary responsibility for overseeing the management of this trust. Per the adopted legislation, three of those members will be nominated by the Montgomery College Board of Trustees, a designee of the president, an active employee who is a member of a bargaining unit, and a retiree of Montgomery College. President DeRionne P. Pollard recommends the Board of Trustees nominate the following individuals: Ms. Cathy Jones, senior vice president of administrative and fiscal services, as designee of the president; Professor William Talbot, Business Administration and Economics Department, Rockville Campus, as an active employee who is a member of the bargaining unit, and Mr. Marshall Moore, retired senior vice president of administrative and fiscal services, as a retiree of Montgomery College. After the nominations are forwarded to the County Executive, he will appoint the individuals to the board subject to confirmation by the County Council.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution nominating Montgomery College's three representatives to serve on the Consolidated Retiree Health Benefit Trust Board for the Consolidated Retiree Health Benefits Trust Fund; and delegating to the president the responsibility and authority to transmit these nominations to the Montgomery County Executive.

BACKUP INFORMATION

Board Resolution  
Nominee Resumes (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Ms. Espinosa  
Ms. Lawyer

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

Resolution Number: **11-09-121**  
Adopted on: **9/19/2011**

Agenda  
September

Item Number: 14  
19, 2011

**Subject: Nominations for the Consolidated Health Benefits Trust Board**

WHEREAS, the Montgomery County Code was amended to establish the Consolidated Retiree Health Benefits Trust Fund to serve as a vehicle to ensure consistent pre-funding for post retirement benefits for future retirees of Montgomery County Government, Montgomery County Public Schools, and Montgomery College; and

WHEREAS, a 19-member Consolidated Retiree Health Benefit Trust Board will oversee the management of the consolidated health benefits trust fund and three of those 19 members will be nominated by the Montgomery College Board of Trustees, including a designee of the President, an active employee who is a member of a bargaining unit, and a retiree of Montgomery College; and

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

Resolved, That the Board of Trustees nominates Ms. Cathy Jones, Senior Vice President of Administrative and Fiscal Services, as designee of the President to serve on the Consolidated Retiree Health Benefit Trust Board; and be it further

Resolved, That the Board of Trustees nominates Professor William Talbot, Business Administration and Economics Department, Rockville Campus, as an active employee who is a member of the bargaining unit to serve on the Consolidated Retiree Health Benefit Trust Board; and be it further

Resolved, That the Board of Trustees nominates Mr. Marshall Moore, retired Senior Vice President of Administrative and Fiscal Services, as a retiree of Montgomery College to serve on the Consolidated Retiree Health Benefit Trust Board; and be it further

Resolved, That the Board of Trustees delegates to the President the responsibility and authority to transmit these nominations to the County Executive.

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

Agenda Item Number: 15  
19, 2011

September

**AUTHORIZATION TO CREATE A SEPARATE NON-PROFIT ENTITY TO MANAGE AND OPERATE  
THE SCIENCE AND TECHNOLOGY PARK AT THE GERMANTOWN CAMPUS**

BACKGROUND

Montgomery College has long been a leader in the development of partnerships with the business community and County and State government agencies that meet academic, economic, and workforce development needs. In that spirit, in 2001, the College committed to Montgomery County that it would develop a Science and Technology Park (STP) at the Germantown Campus.

In 2004, the Board of Trustees authorized, in resolution 04-45, the creation of a new 501 (c) (3) foundation within our existing Montgomery College Foundation (MCF), Inc., to manage the STP operations. Progress toward realizing the STP has included identifying land at the Germantown Campus for this purpose; procuring a developer's services to identify and recruit potential tenants; entering into a land lease with an anchor tenant (Holy Cross Hospital); and securing numerous approvals and permits from various state and local agencies.

Recent research into the legal and tax implications through consultation with advice from third party accounting and taxation experts has confirmed the need for a new foundation to operate and manage the STP. However, the third party experts' review concludes that new 501 (c) (3) foundation should be a separate and distinct entity from the existing Montgomery College Foundation, Inc.

Therefore, the College is now prepared to create a new 501 (c) (3) foundation for the purposes of operating and managing the STP at the Germantown Campus. The mission of this entity is to support the educational mission of the College through revenues, internships, and programs generated by partnerships and relationships with the STP tenants. This new entity will have an operating agreement with the College to address general matters such as staffing, work products, as well as the relationship with MCF.

RECOMMENDATION

It is recommended that the Board of Trustees endorse the proposal of the President to create a separate and distinct non-profit entity under the College to manage the interests of the College relative to the Science and Technology Park at the Germantown Campus.

BACK-UP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSONS

Ms. Jones

Dr. Rai

Mr. Sears

Mr. Sorrell

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

Resolution Number: **11-09-122**  
Adopted on: **9/19/2011**

Agenda  
September

Item Number: 15  
19, 2011

**Subject: Authorization to create a separate non-profit entity to operate and manage the Science and Technology Park at the Germantown Campus**

WHEREAS, the College has committed to establish a Science and Technology Park (STP) at the Germantown Campus to enhance educational and economic opportunities for our students and to further the economic development goals of the County; and

WHEREAS, science- and technology-related businesses and organizations are expected to enter into leases and agreements, including land and other leases, to operate in the STP; and

WHEREAS, STP tenants will provide opportunities for College faculty, staff, and students to engage in activities that enhance the educational mission of the College; and

WHEREAS, the Board of Trustees approved a resolution in 2004 to create a new 501 (c) (3) foundation for the purpose of managing the STP and related activities; and

WHEREAS, research into current legal and tax implications for managing the STP, including advice from third party accounting and taxation experts, led to the conclusion that, while a new 501 (c) (3) foundation such as that approved in 2004 remains an appropriate vehicle, it should be a separate and distinct entity from the current Montgomery College Foundation, Inc., and should be subject to appropriate direct controls of the College; and

WHEREAS, the College needs a separate and distinct entity to market, coordinate development, and engage tenants of the Science and Technology Park to enhance and maximize educational benefits to students, staff and faculty from tenants of the STP, including but not limited to creation, enhancement and oversight of implementation of agreements with tenants to provide such programs as internships, experiential learning, employment, adjunct faculty, speakers and other educational resources, enhancements of continuing education programs, advice on curriculum alignment with "real world" and current scientific and business requirements, scholarships, in-kind donations of equipment and other resources, and other educational support and enhancements; and

WHEREAS, the College needs a capable and responsible separate and distinct entity to manage the assets and revenue of the STP on its behalf, and to assure performance of the parties' obligations under the various leases and agreements, through appropriate operating agreements between the College and this entity, and with assistance of the College, including suitable use of College resources and personnel; and

WHEREAS, Maryland law requires that the structure of the relationship between community colleges and their affiliated foundations be clearly delineated and stress the separate identities of the entities; and

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

Resolved, That the Board of Trustees of Montgomery College authorizes the President of the College to create a 501(c)(3) organization or other entity for the purposes set forth in the above recitations; and be it further

Resolved, That the President is authorized to develop and file all documents necessary to create this entity, including but not limited to corporate and taxation documents, regulatory documents, operating and agency agreements between the College and this entity, and to do and accomplish all other actions necessary to enable this entity to function as envisioned in the recitations above, including but not limited to receipt of funds from tenants and performance of all contractual and lease requirements of the College; and be it further

Resolved, That in connection with these actions, the President is authorized to engage outside consultants and experts to assist in the timely creation and filing of all documents, and the taking of all actions, necessary to accomplish the actions authorized by this resolution; and be it further

Resolved, That the Chair of the Board of Trustees of Montgomery College, if and when required, and the President, and their respective designees, are each hereby authorized, severally, to execute any and all documents necessary or appropriate to accomplish the actions authorized by this resolution; and be it further

Resolved, That to the extent that there is any conflict or variance between any prior resolution or other action of this Board of Trustees of Montgomery College and this resolution, such prior resolution or action is hereby superseded and amended by this resolution.