



**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
May 6, 2013**

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

Agenda Item Number: 7A
May 6, 2013

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, Development, and Engagement on new hires and employees who have separated from the College.

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Ms. Espinosa

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

Resolution Number: **13-05-55**
Adopted on: **5/6/2013**

Agenda Item Number: 7A
May 6, 2013

Subject: Personnel Actions Confirmation

WHEREAS, by state law the Board of Trustees has the authority and responsibility for appointments to the College; and

WHEREAS, the attached summary indicates related personnel actions taken by the College during the period from and including March 1, 2013, to and including March 31, 2013; 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 actions of the president.

Attachment

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including March 1, 2013, to and Including March 31, 2013

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
03/11/2013	Callender, Karen K	Director II	O	Financial Aid Office
03/25/2013	Nicosia, Adrienne B	Learning Center Manager	K	Dean of Humanities - RV
03/25/2013	Perez, Rodolfo	Grounds Maintenance Worker	C	Facilities Office - Central Admin
03/30/2013	Phan, Lieuthu D	Analyst-Programmer	L	OIT Application Services
03/11/2013	Samedy-Maignan, Michelle	Financial Aid Specialist	I	Financial Aid Office
03/25/2013	Womick, Michael S	Safety & Security Officer	E	Facilities Security - GT

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Location
03/13/2013	Russell, Michael L	VP of Instruct & Info Tech/CIO	R	3	OIT Central Administration
03/22/2013	Salas, Brenda A	Wellness Coordinator	H	6	Office Human Resources Dev & Engage
03/13/2013	Savage, John H	Dir of Tech Infrastructure	P	2	OIT Central Administration

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	0	2	1	1	0	4
Male	1	0	1	0	0	2
TOTAL	1	2	2	1	0	6

STAFF SEPARATIONS: Ethnicity and Gender

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

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

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

Agenda Item Number: 7B
May 6, 2013

**GRADUATES RECEIVING THE ASSOCIATE DEGREE AND
THE PROGRAM CERTIFICATE IN SPRING 2013**

BACKGROUND

The Board of Trustees is required to ratify the conferral of degrees and certificates by the faculty, as certified by the Chief Enrollment Services and Financial Aid Officer, each semester.

RECOMMENDATION

The Board of Trustees is asked to ratify the conferral of degrees and certificates by the faculty on the list of proposed graduates who have successfully completed the requirements of a program, subject to certification of the Chief Enrollment Services and Financial Aid Officer.

BACKUP INFORMATION

Resolution
List of Graduates (Board members only)

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Pearl
Dr. Walker-Griffea

RESOURCE PERSONS

Ms. Gregory
Mr. Sorrell

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

Resolution Number: **13-05-056**
Adopted on: **5/6/2013**

Agenda Item Number: 7B
May 6, 2013

**Subject: Graduates Receiving the Associate Degree and the Program
Certificate in Spring 2013**

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

WHEREAS, the Chief Enrollment Services and Financial Aid Officer (the "Officer") has certified that the students of Montgomery College, as listed on the attachment, are expected to complete successfully in the spring 2013 semester the courses and curriculum prescribed by the faculty, and to meet all other requirements of the College, for the degrees and certificates that those students are seeking; and

WHEREAS, the faculty has thereby conferred upon the students of Montgomery College, as listed on the attachment, their respective associate's degrees and certificates, subject to certification by the Officer that such students have met all applicable requirements; and

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

Resolved, That the Board of Trustees ratifies the faculty's conferral upon the students of Montgomery College, as listed on the attachment, of their respective associate's degrees and certificates, subject to certification by the Officer that such students have met all applicable requirements.

Attachment

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

Resolution Number: **13-05-057**
Adopted on: **5/6/2013**

Agenda Item Number: 8A
May 6, 2013

Subject: Retirement of Ms. Gloria Nell Kane

WHEREAS, Ms. Gloria Nell Kane served Montgomery College with enthusiasm and dedication for over 33 years as a staff member and retired from the College as of January 1, 2013; and

WHEREAS, Ms. Kane started her career in computing services on the Rockville Campus, advancing to the payroll office, and ultimately to the Office of Advancement as secretary III, originally under Dr. Charlene Nunley; and

WHEREAS, Ms. Kane was promoted to gift coordinator, where she processed over \$3 million in gifts annually, and worked closely with the Financial Aid Office to award millions in scholarships to thousands of students during her tenure; and

WHEREAS, she received countless letters of appreciation from donors recognizing her dedication and commitment to enhancing the lives of Montgomery College students; and

WHEREAS, Ms. Kane received several recognition awards for her organizational skills and her expertise in planning scholarship luncheons in honor of donors and students; and

WHEREAS, she received an Outstanding Service Award while temporarily serving in the Financial Aid Office upon the retirement of the scholarship specialist; and

WHEREAS, Ms. Kane possessed an encyclopedic knowledge of donor history within the Montgomery College Foundation; and

WHEREAS, her colleagues will truly miss her professionalism and ability to prepare hundreds of donor invitations; and

WHEREAS, the senior vice president for advancement and community engagement and the president of the College recommend this public recognition of Ms. Kane 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. Gloria Nell Kane for her contributions to the College and extend to her their best wishes for a retirement that is 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. Gloria Nell Kane.

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

Resolution Number: **13-05-058**
Adopted on: **5/6/2013**

Agenda Item Number: 8C
May 6, 2013

Subject: Retirement of Ms. Karen W. Norris

WHEREAS, Ms. Karen W. Norris served Montgomery College with enthusiasm and dedication for five years as a staff member and retired from the College as of July 1, 2012; and

WHEREAS, she worked as a grants manager in the Office of Grants and Sponsored Programs; and

WHEREAS, Ms. Norris contributed significantly to the support of Montgomery College's mission by leading the development of several successful federal grant submissions, which brought hundreds of thousands of dollars to the College, and which had, and continues to have, a very positive and significant impact on student success, faculty innovation, and program improvements; and

WHEREAS, she contributed leadership expertise to the College, received a Service Recognition award, and was a graduate of the College's Leadership Development Institute; and

WHEREAS, Ms. Norris earned her certification as a grants management specialist from the National Grants Management Association; and

WHEREAS, she organized the College's first Above and Beyond the Call recognition event to honor faculty and staff who devote time, energy, and attention to grant development and grant management for the benefit of the College; and

WHEREAS, Ms. Norris significantly contributed to the advancement of the grants profession by her leadership and participation on the Board of Directors for the National Grants Management Association, the Grants Professional Association, the Council for Resource Development (CRD), the CRD Federal Funding Task Force, and by authoring journal articles for the Federal Grants Management Handbook; and

WHEREAS, her colleagues throughout the institution will greatly miss her expertise and passion for federal grants development;

WHEREAS, the senior vice president for advancement and community engagement and the president of the College recommend this public recognition of Ms. Norris 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. Karen W. Norris 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. Karen W. Norris.

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

Resolution Number: **13-05-059**
Adopted on: **5/6/2013**

Agenda Item Number: 8D
May 6, 2013

Subject: Retirement and Award of Emerita Status to Professor Susan H. Cooperman

WHEREAS, Professor Susan H. Cooperman served Montgomery College with dedication for more than 29 years as a full-time faculty member and retired from the College as of February 1, 2013; and

WHEREAS, Professor Cooperman taught computer applications and office procedures courses at the Rockville Campus including teaching courses online; and

WHEREAS, she exhibited exemplary organizational skills as coordinator of the administrative support technology program; and

WHEREAS, she was awarded the Montgomery College Outstanding Faculty Service Award and the National Institute for Staff and Organizational Development Excellence Award for contributions to teaching and learning; and

WHEREAS, she was selected by the Paul Peck Humanities Institute of Montgomery College as a Smithsonian Fellow for two consecutive years; and

WHEREAS, Professor Cooperman served as an academic and career advisor to students for over 25 years; and

WHEREAS, she served as a guest speaker to local high school students about career opportunities, as an interviewer for student mock interviews for the Academy of Information Technology at Montgomery County Public Schools, and represented Montgomery College at college fairs and career days; and

WHEREAS, she contributed leadership skills to the College's Middle States work teams, to the College Calendar Committee, and to the Campus Commencement Committee; and

WHEREAS, she created and organized the collaborative and popular Rockville Campus "Dress for the Workplace" student fashion show, developed a pilot program for using IBM's 400 computer system, and served as campus representative to Maryland's Association of Faculties for Advancement of Community College Teaching; and

WHEREAS, she authored a textbook, *Professional Office Procedures*, and made presentations at national and regional professional meetings; and

WHEREAS, Professor Cooperman is known by her colleagues and students as a dedicated and talented educator who will be missed in her department; and

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

WHEREAS, the senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Susan H. Cooperman 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 Susan H. Cooperman for her distinguished service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

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

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

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

Resolution Number: **13-05-060**
Adopted on: **5/6/2013**

Agenda Item Number: 8E
May 6, 2013

Subject: Retirement and Award of Emerita Status to Professor Elizabeth R. Pavlovsky

WHEREAS, Professor Elizabeth R. Pavlovsky served Montgomery College with dedication and enthusiasm for more than 40 years as a full-time faculty member and retired from the College as of February 1, 2013; and

WHEREAS, Professor Pavlovsky taught English composition and grammar courses that were thorough, detailed, and comprehensive; and

WHEREAS, she single-handedly developed the first edition of the *English Department Handbook*; and

WHEREAS, she was the first person to teach the Principles of English Grammar course when it was re-introduced into the English department's curriculum after it had been discontinued for several years; and

WHEREAS, she taught one of the first courses Montgomery College offered in the American English Language Program; and

WHEREAS, Professor Pavlovsky conscientiously served the English department and humanities area as a member of the faculty peer evaluations committee and a mentor for adjunct English faculty; and

WHEREAS, she served on the English department's composition committee, grade review subcommittee, book committee, the literature committee, and the library committee; and

WHEREAS, she served on the department default textbook adoption committee and worked on selecting a standard textbook for EN 101A, Techniques of Reading and Writing; and

WHEREAS, Professor Pavlovsky participated in various symposia and workshops, including "Developing Academic Literacy in the Disciplines: Successful Transitions from High School to College," "Promoting Student Success and Retention: Empowering Students to Become Active, Responsible Learners," and "Dealing with Potential Hot Spots in the Classroom"; and

WHEREAS, her peers noted that her assignments elicited critical thinking and prompted students "to investigate worlds beyond the classroom"; and

WHEREAS, her department chair noted that she was always willing to share her institutional memory and expertise in teaching composition and grammar; and

WHEREAS, Professor Pavlovsky is known by her colleagues and students as a dedicated and talented educator who will be missed in her department; and

WHEREAS, she ably served her community as the program chair of the Takoma Park Historical Society; and

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

WHEREAS, the senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Elizabeth Pavlovsky 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 Elizabeth R. Pavlovsky for her distinguished service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

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

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

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

Agenda Item Number: 9
May 6, 2013

**AWARD OF CONTRACT,
INFRASTRUCTURE, DATA, VOICE, TV/CABLE PURCHASE, INSTALLATION,
MAINTENANCE AND SERVICES, BID NUMBER 513-027**

BACKGROUND

Request:	Infrastructure data/voice/TV/cable purchase, installation, maintenance, and services
Office/SVP Originating Request:	Interim vice president of instructional and information technology/chief information officer
Award Type:	Competitive Sealed Proposal
Bid Number:	513-027
Explanation of Request:	The Board of Trustees awarded a contract to purchase infrastructure data/voice/TV/cable with installation, maintenance, and services to primary, secondary, and tertiary firms during its June 2008 meeting. The continuation of the new contract is needed for planned wiring of existing buildings and telephone systems line maintenance that support data and telephone connectivity throughout the College. The current contract expires on June 30, 2013.
Reason Being Brought to Board:	Board approval is required for competitive sealed procurements valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the vice president of finance certifies that funds have been requested in the FY14 operating budget.
Dollar Amount:	Annual not-to-exceed amount of \$450,000
Vendor Name:	1. American Systems 2. Systcom, Inc.
Vendor Address:	1. Chantilly, Virginia 2. Baltimore, Maryland
Minority Status:	Not applicable
Term of Contract:	July 1, 2013–June 30, 2014, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract for the infrastructure data/Voice/TV/Cable purchase, installation, maintenance, and services to American Systems of Chantilly, Virginia (primary contractor), and Systcom Inc. of Baltimore, Maryland (secondary contractor), for a one-year term beginning July 1, 2013, for a total annual not-to-exceed amount of \$450,000, and that the contract be renewed up to four additional one-year terms, provided service is satisfactory, the need continues, funds are available, and it is in the best interest of the College.

BACKUP INFORMATION

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

SENIOR RESPONSIBLE ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Ms. Schena
Mr. Sorrell

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

Resolution Number: **13-05-061**
Adopted on: **5/6/2013**

Agenda Item Number: 9
May 6, 2013

Subject: Award of Contract, Infrastructure Data, Voice, TV/Cable Purchase, Installation, Maintenance and Services, Bid Number 513-027

WHEREAS, the interim vice president of instructional and information technology/chief information officer has requested an award of contract for infrastructure data/voice/TV/cable purchase, installation, maintenance, and services that support collegewide technology needs; and

WHEREAS, the director of procurement certifies that specifications were developed by appropriate College staff, and the vice president of finance certifies that planned expenditures are available in the FY14 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 January 18, 2013, posted on the College procurement and state of Maryland websites, and downloaded by 98 companies; and

WHEREAS, five responses, including one no-bid and two companies who were deemed non-responsive, were received and recorded, beginning at 3 p.m. on February 8, 2013; and

WHEREAS, upon evaluation it was determined that the proposals submitted by American Systems of Chantilly, Virginia, and Systcom Inc. of Baltimore, Maryland, were the highest evaluated, meeting College specifications; and

WHEREAS, awards resulting from competitive sealed proposals valued above \$250,000 require approval of the Board of Trustees; and

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

Resolved, That the Board of Trustees approve an award of contract to purchase infrastructure data/voice/TV/cable, installation, maintenance, and services to American Systems of Chantilly, Virginia (primary contractor), and Systcom Inc. of Baltimore, Maryland (secondary contractor), for a one-year period beginning July 1, 2013, for a total annual not-to-exceed amount of \$450,000 and be it further

Resolved, That the contract be renewed for up to four additional one-year terms, provided that service is satisfactory, the need continues, funds are available, and it is in the best interest of the College; and be it further

Resolved, That the total five-year contract costs may not exceed \$2,250,000.