



**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS  
October 19, 2015**

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

Agenda Item Number: 7  
October 19, 2015

**PERSONNEL ACTIONS CONFIRMATION REPORT**

**BACKGROUND**

The Board of Trustees by state law has the authority and the responsibility for appointments to the College. Each month the Board receives a summary of personnel actions from the Office of Human Resources and Strategic Talent Management on new hires and employees who have separated from the College.

**RECOMMENDATION**

It is recommended that the Board adopt the attached report.

**BACKUP INFORMATION**

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

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Wormack

**RESOURCE PERSON**

Ms. Porter

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

Resolution Number: **15-10-086**  
Adopted on: **10/19/2015**

Agenda Item Number: 7  
October 19, 2015

**Subject: Personnel Actions Confirmation**

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

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period August 1, 2015, through August 31, 2015; and

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

Resolved, That the Board of Trustees accepts the attached reports and confirms the actions of the president.

Attachments

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

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
08/03/2015	Camp, Tanya M	Instructional Associate	H	Humanities Dean
08/17/2015	Carmody, Mark D	Director II	O	Facilities Operations - RV
08/31/2015	Downs, Gregory	Senior Instructional Assistant	H	Biology & Chemistry Dean
08/03/2015	Hale, Madeline J	Instructional Associate	H	Gudelsky Institute Tech - GITE
08/17/2015	Harrison, Shawn D	Director I	N	Facilities - Central Admin
08/31/2015	Nguyen, Gail L	Data Coordinator	J	BITS Dean - WDCE
08/17/2015	Parsons, Yvonne L	Instructional Associate	H	Mathematics Dean
08/03/2015	Shang, Huijun	Facilities Project Coordinator	I	Facilities - Central Admin

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
08/21/2015	Beautz, Sharon G	Nursing Lab and Clinical Associate	J	2	Health Sciences Dean
08/28/2015	Blackwell, Tori C	Program Manager II	L	2	Health Sciences Institute - WDCE
08/07/2015	Clarke, Lisa	Librarian II	K	6	Library - GT
08/31/2015	Cockrell, Diane E	Librarian II	K	16	Library - GT
08/21/2015	Crawford, Stephen <sup>1</sup>	Project & Planning Analyst II	L	32	OIT Engineering Services
08/27/2015	Daniel, Nicole H	Administrative Aide II	G	6	CW Assessment Centers
08/09/2015	Guido, Jennifer <sup>2</sup>	Academic Affairs Off Oper Director	N	2	Senior VP for Academic Affairs
08/28/2015	Levy, Corynne S	Nursing Lab and Clinical Associate	J	4	Health Sciences Dean
08/28/2015	Nguyen, Khang T	Building Services Worker	B	9	Facilities - Central Administration
08/14/2015	Nubile, Barbara L <sup>1</sup>	Associate Dean of Instruction	O	8	Health Sciences Dean

**STAFF EMPLOYMENTS: Ethnicity and Gender**

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

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	6	1	1	0	0	8
Male	1	0	0	1	0	2
<b>TOTAL</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>10</b>

<sup>1</sup> Retirement

<sup>2</sup> Deceased

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

**FACULTY**

**FACULTY EMPLOYMENTS**

Effective Date	Name	Position Title	Location
08/17/2015	Alavi, Seyedali	Assistant Professor	Business/Computer Applications Dean
08/17/2015	Babb, Tracie N	Associate Professor	AELP, Linguistics and Speech Dean
08/17/2015	Banks, Tiffany D	Assistant Professor	AELP, Linguistics and Speech Dean
08/17/2015	Betancourt, Andree	Assistant Professor	AELP, Linguistics and Speech Dean
08/17/2015	Boatman, Alice	Instructor	Student Engagement – TP/SS Stu Svcs
08/17/2015	Booker, Michael A	Assistant Professor	Fine Perform Visual Arts Dean
08/17/2015	Browne, Errol T	Professor	Humanities Dean
08/17/2015	Cabrera Carnero, I	Associate Professor	Engineering/Computer Science Dean
08/17/2015	Celeste, David	Professor	Social Science Dean
08/17/2015	Cooney, Sean	Assistant Professor	Biology and Chemistry Dean
08/17/2015	Derickson, Lucy L	Instructor	Fine Perform Visual Arts Dean
08/17/2015	Fouche, Kimberly A	Professor	Mathematics Dean
08/17/2015	Gomez, Norberto	Assistant Professor	Fine Perform Visual Arts Dean
08/17/2015	Harrell, Michele F	Assistant Professor	Health Sciences Dean
08/17/2015	Jadacki, Elaine M	Assistant Professor	Mathematics Dean
08/17/2015	Kalifa, Sara	Professor	Biology and Chemistry Dean
08/17/2015	Knight, Katherine M	Assistant Professor	Fine Perform Visual Arts Dean
08/17/2015	Kuijt, David	Professor	Engineering/Computer Science Dean
08/17/2015	Leopardi, Alejandro G	Associate Professor	English and Reading Dean
08/17/2015	Lunn, Asia	Assistant Professor	Student Success - RV Stu Services
08/17/2015	McLean, Marsha J	Professor	Social Science Dean
08/17/2015	Michalonek, Jaroslaw	Professor	AELP, Linguistics and Speech Dean
08/17/2015	Peterson, Stacey A	Professor	AELP, Linguistics and Speech Dean
08/17/2015	Rogers, Julie F	Associate Professor	Mathematics Dean
08/17/2015	Rubavichute, Auksuole	Professor	Humanities Dean
08/17/2015	Saidi, Rachel J	Associate Professor	Mathematics Dean
08/17/2015	Singleton, Harry M	Professor	Business/Computer Applications Dean
08/17/2015	Swanson, John E	Associate Professor	Fine Perform Visual Arts Dean
08/17/2015	Tarek, Ahmed	Professor	Engineering/Computer Science Dean
08/17/2015	Teodorescu, Raluca E	Professor	Engineering/Computer Science Dean
08/17/2015	Vahabzadeh Monshi, K	Associate Professor	Engineering/Computer Science Dean
08/17/2015	Wall, Mary A	Assistant Professor	Mathematics Dean
08/17/2015	Yost, Kimberly A	Associate Professor	Health Sciences Dean

**FACULTY SEPARATIONS: None**

**FACULTY EMPLOYMENT: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	12	7	1	1	0	21
Male	6	3	2	1	0	12

<b>TOTAL</b>	<b>18</b>	<b>10</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>33</b>
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**FACULTY SEPARATIONS: None**

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

Resolution Number: **15-10-087**  
Adopted on: **10/19/2015**

Agenda Item Number: 8A  
October 19, 2015

**Subject: Retirement of Mr. Stephen A. Anyanah**

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WHEREAS, Mr. Stephen A. Anyanah served Montgomery College with enthusiasm and dedication for more than 10 years as a full-time staff member and retired from the College as of July 1, 2015; and

WHEREAS, Mr. Anyanah began his employment at Montgomery College as a temporary instructional assistant at the Germantown Assessment Center, later progressing to a permanent position as an instructional assistant at the Takoma Park/Silver Spring Assessment Center; and

WHEREAS, Mr. Anyanah utilized his vast experience in computer programs to implement a variety of testing programs at the assessment centers, from assistive technology to web-based testing; and he put in place a tracking program—for which he received an Outstanding Service Award in 2005—that helped the Germantown Assessment Center organize and collect data on the different test services provided at the campus; and

WHEREAS, He is a graduate of the College's 14th Leadership Development Institute; and

WHEREAS, Mr. Anyanah provided students a pleasant testing experience, filled with relevant information related to placement and College services; he volunteered to welcome and assist international students to complete their placement requirements, and assisted with new student orientation that helped support the College's agenda for a common student experience; and

WHEREAS, Mr. Anyanah, through his leadership, helped the Takoma Park/Silver Spring Assessment Center provide uninterrupted services during periods of time when the manager and key staff members were on leave, and provided faculty and students an environment where testing services were completed in a friendly and timely manner; and

WHEREAS, Mr. Anyanah actively participated in the Staff Senate on the Takoma Park/Silver Spring Campus and as a resource person for several committees where testing and assessment expertise were needed; and

WHEREAS, Faculty and staff will miss his hard work and dedication in support of the College's mission as he worked diligently to meet the dynamic challenges facing our students and community; and

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

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

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

Resolution Number: **15-10-088**  
Adopted on: **10/19/2015**

Agenda Item Number: 8B  
October 19, 2015

**Subject: Retirement of Ms. Maria E. Borda**

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WHEREAS, Ms. Maria E. Borda served Montgomery College with enthusiasm and dedication for more than 20 years as a full-time staff member and retired from the College as of January 1, 2015; and

WHEREAS, She began her career as a building service worker on the Rockville Campus where she provided 20 years of excellent customer service to the College that enabled the Facilities Department to fulfill its mission; and

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

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

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Maria E. Borda 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. Maria E. Borda 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. Maria E. Borda.

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

Resolution Number: **15-10-089**  
Adopted on: **10/19/2015**

Agenda Item Number: 8C  
October 19, 2015

**Subject: Retirement and Award of Emeritus Status to Professor Wilfred R. Brunner**

WHEREAS, Professor Wilfred R. Brunner has served Montgomery College with enthusiasm and dedication for more than 22 years as a full-time faculty member and retired from the College as of August 1, 2015; and

WHEREAS, He served ably and effectively as co-chair and chair of the Visual, Performing, and Communication Arts Department, where his responsibilities included facilitating the incorporation of the Maryland College of Art and Design into the Montgomery College arts programs; and

WHEREAS, He was instrumental in planning The Morris and Gwendolyn Cafritz Foundation Arts Center and for his department's relocation into the new facility; and

WHEREAS, Professor Brunner taught a full array of art courses, including Painting I and II, Painting Practicum, Drawing I, and Individual Artist Workshop, and he developed and taught Museum Resources, an introductory course about museology and visual literacy; and

WHEREAS, He led numerous student field trips to area museums and galleries including the National Gallery of Art, the Renwick, Corcoran, Sackler, and National Portrait Galleries, the Hirshhorn Museum, as well as the National Museums of American Art, African Art, and Women in the Arts; and

WHEREAS, Professor Brunner mentored students, some of whom later became successful artists, such as Iona Rozeal Brown, and he invited distinguished artists from the Washington region to exhibit at the College and discuss their work, among them Willem de Looper, Robin Rose, James McLaughlin, Felrath Hines, Carroll Sockwell, and Mark Clark; and

WHEREAS, He served on the Collegewide Academic Area Review Committee, Outcomes Assessment Committees, the Exhibitions, Publications, and Arts Institute Steering Committees, the Takoma Park/Silver Spring Chairs Committee, the Academic Appeals Committee, the Exploratory Course Committee, the Convocation Planning Committee for the College's 50th anniversary, and arranged for *Washington Post* critic Henry Allen to present the Convocation's keynote address; and

WHEREAS, Professor Brunner facilitated major art donations from the collections of Sandra and James Fitzpatrick, Vivienne Lassman, and others, which formed a Teaching Collection that exposed the College community to the work of well-known artists; and

WHEREAS, He was featured in publications such as *Art News*, the *Franklin and Marshall Alumni Arts Review*, and *Washington Art Matters: Art Life in the Capital 1940-1990*; and

WHEREAS, Professor Brunner's art is a part of permanent collections including The Phillips Collection, The Baltimore Museum of Art, The Corcoran Gallery of Art, The George Washington University, and Chase Manhattan Bank; and

WHEREAS, Professor Brunner is held in high regard by his colleagues and students as a master painter and instructor who personalizes his instruction to the needs of each student; and

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

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Wilfred R. Brunner on the occasion of his retirement; now therefore be it

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

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

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

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

Resolution Number: **15-10-090**  
Adopted on: **10/19/2015**

Agenda Item Number: 8D  
October 19, 2015

**Subject: Retirement of Mr. Stephen C. Crawford**

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WHEREAS, Mr. Stephen C. Crawford served Montgomery College with enthusiasm and dedication for more than 32 years as a full-time staff member and retired from the College as of September 1, 2015; and

WHEREAS, Mr. Crawford began his employment at Montgomery College as a part-time driver in the Procurement Department, advanced his career through many other positions at the college and finished his career as a project planner/manager in the Office of Information Technology; and

WHEREAS, He successfully managed many projects within the Office of Information Technology facilities infrastructure planning team as well as a significant number of capital projects in the planning process; and

WHEREAS, He became a Certified Novell Engineer with Novell Networks as well as a Sumitomo Certified Air Blown Fiber Design Professional and completed facilitative leadership training; and

WHEREAS, Mr. Crawford made outstanding contributions to students, colleagues, faculty, and staff by maintaining exemplary standards; and

WHEREAS, The Office of Information Technology and the Office Facilities and Security staffs will miss his continued support and commitment to those units; and

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

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

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

Resolution Number: **15-10-091**  
Adopted on: **10/19/2015**

Agenda Item Number: 08E  
October 19, 2015

**Subject: Retirement and Award of Bronze Medallion to Ms. Barbara L. Nubile**

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WHEREAS, Ms. Barbara L. Nubile served Montgomery College, with enthusiasm and dedication for more than eight years as a full-time faculty member and retired from the College as of September 1, 2015; and

WHEREAS, Ms. Nubile used her expertise to lead a successful accreditation site visit, participate in several professional nursing organizations, raised more than \$8.7 million in private and public grants for the Nursing Program, as well as contributing to the other health sciences programs at Montgomery College; and

WHEREAS, Ms. Nubile represented the College as well as the nursing profession extremely well as a member of the American Nurses Association, the District of Columbia/Maryland League for Nursing, the Maryland Action Coalition, the Maryland Nurses Association, the Organization for Associate Degree Nursing, the Maryland Nursing Deans and Directors, the National League for Nursing, the Maryland Hospital Association, Who Will Care? Oversight Committee, the Maryland Higher Education Commission–Nurse Support II Program, the Nursing Education Doctoral Grant Review Committee, the Nurse Support II Committee; and

WHEREAS, She developed the final report and proposal to the Health Service Cost Review Commission for continuation of Nurse Support Program II, testified before the State Legislative Committee for Secretary Chu on the military medical/corpsmen to Associate Degree in Nursing (ADN) option and represented Maryland with Dr. Wiseman on the Robert Wood Johnson Foundation for a State Implementation Grant for a dual enrollment project; and

WHEREAS, Ms. Nubile ably guided the College through an examination of issues on the progression of associate degree nursing graduates, the Medic/Corpsman to Associate Degree in Nursing pathway, dual enrollment partnerships with the University of Maryland, and the educational aspects of the College's partnership with Holy Cross Healthcare; and

WHEREAS, Ms. Nubile was also recognized by the Maryland Nurses Association with an Outstanding Mentoring Award, and is currently nominated as a 2015 DC/MD/VA Nurse.com nursing excellence GEM Awards Finalist; and

WHEREAS, Her colleagues will miss her dedication and generosity regarding the continued success of the College's Nursing and Health Sciences programs; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the public recognition of Ms. Barbara L. Nubile on the occasion of her retirement; now therefore it be

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Barbara L. Nubile 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 Ms. Barbara L. Nubile is awarded the Bronze Medallion in recognition of distinguished service to the College, and as an expression of gratitude for her dedication and professional commitment to the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Ms. Barbara L. Nubile.

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

Resolution Number: **15-10-092**  
Adopted on: **10/19/2015**

Agenda Item Number: 8F  
October 19, 2015

**Subject: Retirement and Award of Emerita Status and Silver Medallion to  
Professor Susan T. Hoffman**

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WHEREAS, Professor Susan T. Hoffman served Montgomery College with dedication and distinction for more than 42 years as a full-time faculty member and retired from the College as of July 1, 2015; and

WHEREAS, She directed numerous plays and taught a wide range of courses including Fundamentals of Play Directing, Fundamentals of Acting, Intermediate Acting, Speech Communication, Stagecraft, and Creative Dramatics for Children as well as master classes in song performance for non-music majors and acting for opera singers; and

WHEREAS, She led the Department of Speech, Dance, and Theatre as chair for more than 25 years by leading and mentoring new faculty, guiding the development of the American Sign Language (ASL) program, and facilitating the transition of the program to the former Department of Modern Foreign Languages; and

WHEREAS, Professor Hoffman contributed to numerous committees including the Department Chairs Group, the Campus Advising Cadre, the Academic Assembly, College Dean for the Arts Search Committee, Institute for the Arts Planning Committee, the Rockville Faculty Council, the Rockville Campus's 40th and 45th anniversary planning committees, and the College's 60th anniversary planning committee; and

WHEREAS, She provided artistic direction on the steering committees for the inaugurations of three Montgomery College presidents, on the steering committees for retirement celebrations of two Montgomery College presidents, and as coordinator of *MC Follies*, a fundraising event; and

WHEREAS, Professor Hoffman spearheaded Montgomery College Summer Dinner Theatre in 1977, providing stage and artistic direction until 2014 in a 37-year run that enriched the educational experiences of drama students and enhanced the artistic experiences of countless theatre-goers; and

WHEREAS, She created a Speech, Dance, and Theater student scholarship internship program, an innovative mentoring program for student musicians; supported more than 1,700 student actors and interns; and coordinated efforts of numerous play directors, music directors, choreographers, theatre technicians, costumiers, and professional designers in lighting, scene, and sound; and

WHEREAS, She participated in professional associations including the American Association of University Professors, the Maryland Area Community College Performing Arts Collective, the Speech Communication Association, the American Educational Theatre Association, the International Conference of Community College Chairs, Deans, and other Academic Leaders, and the Maryland Consortium of Human Relations in Higher Education; and

WHEREAS, Professor Hoffman served on the Montgomery College Foundation Arts Council, on the College's Outstanding Alumni Achievement Award planning committee, as Gala production stage manager for the American College Theatre Festival at the Kennedy Center, and arranged frequent student performances for community and College events; and

WHEREAS, She further served the College and community by teaching master classes in acting and auditioning for the Maryland State High School Theatre Festival, by advising the first Rockville Campus student theatre club, by participating in the Montgomery County Public Schools' Music Theater Workshop, and by coordinating the Rockville Campus Theatre Arts Group; and

WHEREAS, Professor Hoffman received the National Institute for Staff and Organizational Development (NISOD) Excellence Award, the American College Theatre Festival Amoco Gold Medallion for Excellence, the Montgomery High School Theater Festival Award, the Outstanding Faculty Award, the Montgomery County Executive's Awards for Excellence in the Arts and Humanities Education Award, and a tribute resolution by the College's Board of Trustees for her outstanding service to Summer Dinner Theatre; and

WHEREAS, Professor Hoffman will be fondly remembered as a talented, energetic, creative, caring teacher who inspired and motivated students and tirelessly shared her many gifts; and

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

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

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Susan T. Hoffman 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 T. Hoffman 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 Susan T. Hoffman 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 Professor Susan T. Hoffman is awarded the Silver Medallion in recognition of her distinguished service to the College, and as an expression of gratitude for her dedication and professional commitment to the College; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Silver Medallion be presented to Professor Susan T. Hoffman.

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

Agenda Item Number: 9A  
October 19, 2015

**AWARD OF CONTRACT FOR SHUTTLE BUS TRANSPORTATION SERVICES, BID 416-007**

BACKGROUND

Request:	Establish a contract to continue shuttle bus transportation services for students and employees.
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities and Security
Award Type:	Competitive
Bid Number:	416-007
Explanation of Request:	In 2004, the Board established a Transportation Enterprise Fund to pay for transportation-related projects using revenue from the transportation fee. In August 2014, a pilot ridership program officially began between the Rockville and Takoma Park/Silver Spring campuses; the pilot was expanded during the spring semester to include the Germantown Campus. Ridership has doubled since the inception of the pilot. With this success of the pilot program and the increase in ridership, there is a need to continue providing these services for students and employees to travel between and among all three campuses.
Reason Being Brought to Board:	Board approval is required for awards valued at \$250,000 and above and for use of the Transportation Enterprise Fund.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the vice president of finance/chief financial officer certifies that funds are available in the FY16 Transportation Enterprise Fund.
Dollar Amount:	\$279,839.12 annually
Vendor Name/Address:	Reston Limousine and Travel Service, Inc., of Sterling, Virginia
Minority Status:	Not Applicable
Term of Contract:	January 2016–December 2016, with four one-year renewal options

## RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Reston Limousine and Travel Service, Inc., of Sterling, Virginia, for the purchase of shuttle bus transportation services beginning January 1, 2016, for an annual amount of \$279,839.12.

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

## BACKUP INFORMATION

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

## RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

## RESOURCE PERSONS

Mr. Johnson  
Dr. Yeatts

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **15-10-093**  
Adopted on: **10/19/2015**

Agenda Item Number: 9A  
October 19, 2015

**Subject: Award of Contract for Shuttle Bus Transportation Services, Bid 416-007**

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities and security have requested an award of contract for the purchase of shuttle bus services to support the intercampus transportation needs of students and employees on all three campuses; and

WHEREAS, The Board established the Transportation Enterprise Fund in 2004 to pay for transportation-related projects using revenue from transportation fees collected; and

WHEREAS, The College implemented a successful pilot shuttle bus program in FY15 to provide an additional transportation option for students and employees traveling between and among all three campuses; and

WHEREAS, Pursuant to Annotated Code of Maryland (Education), Sec. 16-311, invitations to bid were publicly advertised in a local Montgomery County newspaper on July 2, 2015, and listed on College and state procurement websites; and

WHEREAS, Eight responses were received and recorded, beginning at 10:00 a.m. on July 16, 2015; and

WHEREAS, Submitted proposals were evaluated and ranked by a committee consisting of College facilities staff, and, upon evaluation, it was determined that the proposal submitted by Reston Limousine and Travel Service, Inc., of Sterling, Virginia, was the highest evaluated proposal and meets all College requirements; and

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

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

Resolved, That a contract be awarded to Reston Limousine and Travel Service, Inc., of Sterling, Virginia, beginning January 1, 2016, for an annual amount of \$279,839.12; and

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

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

Agenda Item Number: 9B  
October 19, 2015

**AWARD OF CONTRACT FOR PLANETARIUM UPGRADE EQUIPMENT  
AND INSTALLATION, BID 916-003**

**BACKGROUND**

Request:	Purchase of planetarium upgrade equipment and installation services
Office/SVP Originating Request:	Senior Vice President for Academic Affairs
Award Type:	Competitive
Bid Number:	916-003
Explanation of Request:	In December 1987, the Board of Trustees approved the purchase of planetarium projector equipment for the Takoma Park/Silver Spring Campus under resolution 87-137. This equipment is utilized by the College faculty for classes and special programs, many of which are open to the Montgomery County community at large. Since the existing equipment is nearly 30 years old, new equipment is needed in order to continue and expand the planetarium facility's services and programs to include other STEM fields such as geology, meteorology, biology, mathematics and physics. Additionally, the current manufacturer has announced that it will no longer support our current equipment within two years.
Reason Being Brought to Board:	Board approval is required for all competitive awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and vice president of finance/chief financial officer certifies funds are available in the FY16 operating budget.
Dollar Amount:	\$312,025
Vendor Name/Address:	Spitz, Inc., of Chadds Ford, Pennsylvania
Minority Status:	N/A
Term of Contract:	N/A

## RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Spitz, Inc., of Chadds Ford, Pennsylvania, for the purchase of new planetarium equipment and installation services.

It is further recommended that an annual equipment maintenance agreement be continued, as long as service is needed, satisfactory, funds are available, and is in the best interest of the College.

## BACKUP INFORMATION

Board Resolution  
Bid Summary 916-003 (Board members only)  
Bidders' List 916-003 (Board members only)

## RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Rai  
Dr. Wormack

## RESOURCE PERSON

Mr. Johnson

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **15-10-094**  
Adopted on: **10/19/2015**

Agenda Item Number: 9B  
October 19, 2015

**Subject: Award of Contract for Planetarium Upgrade Equipment and Installation,  
Bid 916-003**

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WHEREAS, The senior vice president for academic affairs has requested an award of contract for the purchase of planetarium upgrade equipment and installation; and

WHEREAS, In December 1987, the Board of Trustees approved the purchase of planetarium projector equipment for the Takoma Park/Silver Spring Campus under resolution 87-137; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311, an invitation to bid was publically advertised in a local Montgomery county newspaper on August 28, 2015, and downloaded by 12 firms; and

WHEREAS, One response was received, publicly opened, read aloud, and recorded, beginning at 3:00 p.m. on September 10, 2015; and

WHEREAS, Upon completion of bid proposal evaluation by appropriate College staff, it was determined that the lowest bid price in the amount of \$312,025, submitted by Spitz, Inc., of Chadds Ford, Pennsylvania, meets all College bid requirements and is, therefore, the lowest responsive, responsible bidder; and

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

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

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

Resolved, That a contract be awarded to Spitz, Inc., of Chadds Ford, Pennsylvania, for the purchase of planetarium upgrade equipment and installation for a total amount of \$312,025; and be it further

Resolved, That annual equipment maintenance be continued, as long as service is needed, satisfactory, funds are available, and is in the best interest of the College.

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

Agenda Item: 10  
October 19, 2015

**AFFIRMATION OF POLL OF BOARD OF TRUSTEES,  
PROCUREMENT THROUGH OTHER AGENCY FOR  
CONTINUATION OF BANKING SERVICES, PTOA 16-025**

**BACKGROUND**

A poll of the Board of Trustees was taken on October 12, 2015, to obtain approval for a procurement-through-other-agency award of contract for continuation of banking services, PTOA 16-025.

Request:	Continuation of Banking Services
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and Vice President of Finance/Chief Financial Officer
Award Type:	Procurement Through Other Agency
Bid Number:	N/A
Explanation of Request:	The College wishes to continue banking services with PNC Bank, which is currently providing full banking services for our operating account, payroll account, student reimbursement account, flexible benefit account, and student loan accounts. The bank also provides 24/7 access to our accounts for daily reporting, image retrieval, check management, and issue management. PNC Bank provides the College with electronic capability to receive and send payments via wire and ACH (automated clearing house), and to transfer funds between bank accounts. In addition, PNC Bank provides monthly statements for account reconciliation and check management. In January 2015, the Board approved an extension of the use of the county banking services contract (7321000110-AC), until October 15, 2015, under resolution 15-01-002, and on September 25, 2015, the county extended its banking services contract (7321000110-AC) with PNC Bank through April 2, 2017.
Reason Being Brought to Board:	Per College Policy 61003, the Board of Trustees must approve at least once every five years, the bank that will provide the College with primary banking services and at which the College will deposit all money received.

Certification:	The director of procurement affirms that the College is a named participant in the county's banking services contract, and that the requirements were bid under substantially the same procedures as required by the Board of Trustees, and that the terms and conditions of the contract meet all College requirements. The vice president of finance/chief financial officer also certifies that funds are available in the FY16 operating budget
Dollar Amount:	Annual fees are estimated to be \$60,000–\$65,000; however, the actual amount will depend on service usage.
Vendor Name/Address:	PNC Bank
Minority Status:	N/A
Term of Contract:	October 15, 2015–April 2, 2017

### RECOMMENDATION

It is recommended that the Board of Trustees affirm the approval of the procurement-through-other-agency award of contract to PNC Bank, of Washington, DC, for the continuation of banking services under the same terms and conditions of Montgomery County Contract 7321000110-AC, from October 15, 2015, through April 2, 2017.

It is further recommended that the above contract for banking services be extended as long as the county's contract is in place for up to three years, and provided that services are satisfactory, funds are available, and it is in the best interest of the College.

### BACKUP INFORMATION

Board Policy 61003–Bank Services  
Board Resolution

### RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

### RESOURCE PERSONS

Mr. Johnson  
Ms. Sherman

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **15-10-095**  
Adopted on: **10/19/2015**

Agenda Item: 10  
October 19, 2015

**Subject: Affirmation of Poll of Board of Trustees, Procurement Through Other Agency for Continuation of Banking Services, PTOA 16-025**

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WHEREAS, A poll of the Board of Trustees was taken on October 12, 2015, to obtain approval for a procurement-through-other-agency award of contract for continuation of banking services, PTOA 16-025; and

WHEREAS, In January 2015, the Board approved an extension of the use the county banking services contract (7321000110-AC), until October 15, 2015, under resolution 15-01-002 ; and on September 25, 2015, the county extended its banking services contract (7321000110-AC) with PNC Bank through April 2, 2017; and

WHEREAS, PNC Bank provides full banking services for our operating account, payroll account, student reimbursement account, flexible benefit account, and student loan accounts; 24/7 access to our accounts for daily reporting, image retrieval, check and issue management; electronic capability to receive and send payments via wire and ACH (automated clearing house) and to transfer funds between bank accounts; and monthly statements for account reconciliation and check management; and

WHEREAS, The vice president of finance/chief financial officer, having primary responsibility for banking service operations, has requested to use the county's contract (7321000110-AC) through April 2, 2017, and certifies that funds are available in the FY16 operating budget; and

WHEREAS, The director of procurement affirms that the College is a named participant in the county's banking services contract, that the requirements were bid under substantially the same procedures as required by the Board of Trustees, and that the terms and conditions of the contract meet all College requirements; and

WHEREAS, Board policy states that the formal bidding process may be dispensed with in the event of a procurement-through-other-agency action; and

WHEREAS, Per College Policy 61003, the Board of Trustees must approve at least once every five years the bank that will provide the College with primary bank services and in which the College will deposit all money received; and

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

Resolved, That the Board affirms the approval of a procurement-through-other-agency award of contract for continuation of banking services, PTOA 16-025, with PNC Bank of Washington, DC, under the same terms and conditions of Montgomery County Contract 7321000110-AC, until April 2, 2017; and be it further

Resolved, That the above contract for banking services be extended as long as the county's contract is in place for up to three years, and provided that services are satisfactory, funds are available, and it is in the best interest of the College.

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

Agenda Item Number: 11  
October 19, 2015

**AUTHORIZATION FOR THE CREATION OF A NEW CONDOMINIUM UNIT  
IN THE GERMANTOWN CAMPUS CONDOMINIUM  
AND  
AUTHORIZATION OF THE LIFE SCIENCES PARK FOUNDATION TO SERVE  
AS MONTGOMERY COLLEGE'S AGENT IN SUBMITTING A PRELIMINARY SUBDIVISION  
PLAN FOR A PARCEL IN THE HERCULES PINKNEY LIFE SCIENCES PARK**

**BACKGROUND**

Montgomery College continues to be a national role model for the proactive participation in the economic and workforce development of Montgomery County through its partnerships with the business community and state and local government agencies. The College has been committed to developing what is now known as the Hercules Pinkney Life Sciences Park (LSP), through business partners co-locating on the Germantown Campus. To pursue this commitment, the Board of Trustees created the Life Sciences Park Foundation (LSPF), a 501(c)(3) support organization, to support and manage the interests of the College relative to the Park. Many of the elements of the original, and still current, vision to create an integrated academic, business and research campus have been accomplished.

The county owned- and managed-business incubator, the Germantown Innovation Center, is located on the campus and houses 30 life sciences start-up companies. The Bioscience Education Center, with its world class biotech academic programs and facilities, opened in August 2014. Holy Cross Germantown Hospital (HCGH), the LSP's first anchor resident partner, opened its doors in October 2014 and a new medical office building was completed in August 2015. A new strategic business plan, created with the assistance of a consultant, Eva Klein and Associates, was approved by the LSPF Board. The strategic business plan reinforced the vision of an integrated academic, business, and research campus. Today the LSPF continues to prepare for the future development of the Park, making it attractive to potential companies interested in locating on the Germantown Campus and providing the College opportunities to directly connect its students to internships, employment opportunities, and exposure to the workplace skills required by employers today.

To make the Life Sciences Park as competitive as possible for private sector entities looking for business locations or investing in the construction of a building, the LSPF Board recently approved a recommendation, made by its Real Estate Committee, to pursue a preliminary subdivision plan application for a potential 150,000-square foot building with surface parking for the 5.76 acre parcel located across from HCGH and bordered by Observation Drive, Exploration Lane, and the Forest Reserve. This action would be in coordination with the president. A feasibility study was conducted to determine the building size options. The costs for preparing the application were included in the approved FY16 budget for the LSPF. A preliminary subdivision plan would go before Montgomery County Planning Department to review for consistency with the adopted master plan as well as impact on the environment, quality of design, compatibility with neighboring uses and the availability of public facilities (water and sewer, transportation, schools). Once a preliminary plan is approved, the development timeline

for construction of a building, which can take up to three years, can be reduced by nine months or more. And, for the private sector, where time is money, cutting down the “time to market” is critical.

In order to pursue the preliminary subdivision plan application for the 5.76 acre parcel, this parcel would need to be defined as a condominium unit within the Germantown Campus Condominium already established. Amendments to the condominium documents would need to be developed to establish this new unit, reviews and approvals of certain tenants obtained, and condominium related documents would need to be executed and recorded.

### RECOMMENDATION

It is recommended that the Board of Trustees authorize the creation from the present Germantown Campus Condominium of a new condominium unit of approximately 5.76 acres located across from Holy Cross Germantown Hospital and bordered by Observation Drive, Exploration Lane, and the Forest Reserve; authorize the Life Sciences Park Foundation, in coordination with and subject to direction from the president, to serve as the agent, on behalf of Montgomery College, in submitting a preliminary subdivision plan application for the 5.76 acre parcel located across from HCGH and bordered by Observation Drive, Exploration Lane, and the Forest Reserve; and authorize execution by certain College officials, including the chair of the Board of Trustees and the president, of all necessary documents to accomplish these actions.

### BACKUP INFORMATION

Board of Trustees’ Resolution 11-09-122–Authorization to Create a Separate Nonprofit Entity to Operate and Manage the Science and Technology Park at the Germantown Campus  
Operating Agreement Between Montgomery College and Montgomery College Life Sciences Park Foundation  
Montgomery College Germantown Campus Feasibility Study

### RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Rai  
Mr. Sears

### RESOURCE PERSONS

Ms. Latimer  
Ms. Schoonmaker  
Mr. Sorrell  
Mr. Wrenn, Chair of the Life Sciences Park Foundation Board  
Mr. Kaufman, Chair of the Life Sciences Park Foundation Real Estate Committee

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

Resolution Number: **15-10-096**  
Adopted on: **10/19/2015**

Agenda Item Number: 11  
October 19, 2015

**Subject: Authorization for the Creation of a New Condominium Unit in the Germantown Campus Condominium and Authorization of the Life Sciences Park Foundation to Serve as Montgomery College's Agent in Submitting a Preliminary Subdivision Plan for a Parcel in the Hercules Pinkney Life Sciences Park**

WHEREAS, The College has committed to establish a world class bioscience and technology education and training program in a business, education, and research environment on the Germantown Campus, including a Life Sciences and Technology Park (the "Life Sciences Park"); and

WHEREAS, The Board of Trustees has created a nonprofit, non-stock corporation, organized and incorporated as a 509(a)(3) supporting organization with respect to the College, to represent, protect, and promote the general interests of the College in overseeing the development and operation of the Life Sciences Park (the "Montgomery College Life Sciences Park Foundation, Inc.," or the "LSP Foundation"); and

WHEREAS, The College and the LSP Foundation entered into an Agreement on December 12, 2011, which requires the LSP Foundation, in coordination with the College, to manage development of the Life Sciences Park, including contracting with third-party developers and agents for the College, contracting for expert advice and assistance in areas of land planning, engineering, financial and legal advice, supporting marketing of the Life Sciences Park to the public as well as future tenants, negotiating terms of leases and agreements, managing the process for approval and execution of leases and agreements with tenants, and such other work associated with the development of the Life Sciences Park as may be directed by the College (the "Agreement"); and

WHEREAS, Pursuant to the Agreement, the LSP Foundation's Board recently recommended the pursuit of a preliminary plan of subdivision for an approximate 5.76 acre parcel located across from the Holy Cross Germantown Hospital and bordered by Observation Drive, Exploration Lane, and the Forest Reserve and depicted in this Resolution's background materials, for the purpose of accommodating a potential 150,000-square foot building with surface parking on that parcel ("Future Parcel 3"), and the president supports this recommendation and recommends it to the Board of Trustees; and

WHEREAS, The establishment of Future Parcel 3 will require amending the Germantown Campus Condominium to create a separate condominium unit ("Unit 6") and submission of a Preliminary Plan of Subdivision with the Montgomery County Planning Board ("Preliminary Plan") and recordation of a plat of subdivision to establish Future Parcel 3 as a recorded buildable lot; and

WHEREAS, Based on the LSP Foundation's Board and president's recommendation, the Board of Trustees supports moving ahead with the establishment of Future Parcel 3 as part of the Life Sciences Park site as described in this Resolution's background document, consistent with the Agreement; and

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

Resolved, That the College is hereby authorized to create, execute, and amend the underlying condominium documents and plats defining the Campus and Future Parcel 3, as Unit 6, comprising an approximate 5.76 acre parcel located across from the Holy Cross Germantown Hospital and bordered by Observation Drive, Exploration Lane, and the Forest Reserve and depicted in this Resolution's background materials; and be it further

Resolved, That the College is hereby authorized, after any requirements for notice to, and approval from, Holy Cross Health, Inc., under the Ground Lease dated October 28, 2009, as amended, and its sub-ground lessee, HCH MOB, LLC, have been complied with, to record and file the necessary amendments to the condominium documents and plats to establish Unit 6; and be it further

Resolved, That the College is hereby authorized to file and pursue a preliminary plan of subdivision with the Montgomery County Planning Board and a final record plat for Future Parcel 3 as a recorded buildable lot; and be it further

Resolved, That the College authorizes the Life Science Park Foundation, in coordination with and subject to the direction of the president, to serve as its agent, on behalf of the College, in preparing, submitting, and pursuing the Preliminary Plan application with the Montgomery County Planning Department and other associated applications necessary to secure the Planning Board's approval for the Preliminary Plan; and be it further

Resolved, That in order to effectuate the transactions and development approvals described herein, the Board authorizes, directs and empowers the president, Dr. DeRionne Pollard, or her designee, or the chair of the Board of Trustees, Ms. Marsha Suggs Smith, or her designee (each an "Authorized Officer") to execute and deliver any and all necessary, appropriate or required agreements, easements, declarations, plats, documents, and contracts ("College Documents") on behalf of the College (with such changes as an Authorized Officer, in consultation with of the College's general counsel shall determine, to be necessary, proper, appropriate, advisable, or desirable) and each of the College Documents are hereby in all respects authorized, adopted, specified, accepted, ratified, approved and confirmed as executed by the College; and be it further

Resolved, That without in any way limiting the power, authority or discretion elsewhere herein granted or delegated, the College hereby (i) authorizes and directs all of the officers, employees, and agents of the College to carry out or cause to be carried out, and to perform, such obligations of the College and such other actions as they, or any one of them, in consultation with the College's general counsel, in connection with the development activities shall consider necessary, advisable, desirable, or appropriate in connection with this resolution, the College Documents, and related transactions, including, without limitation, and whenever appropriate, the execution and delivery thereof of all other related documents, instruments, certification, and opinions; and (ii) delegates, authorizes, and directs each Authorized Officer the right, power, and authority to exercise his or her own independent judgment and discretion in determining and finalizing the terms, provisions, forms, and contents of each of the College

Documents, any agreement required by the Montgomery County Planning Board, or amendments thereto and to execute and deliver any such documents. The execution and delivery by any such officers of the College of any such documents, instruments, certificates and opinions, or the doing by them of any act in connection with any of the matters which are the subject of this resolution, shall constitute conclusive evidence of both the College's and their approval of all changes, modifications, amendments, revisions, and alterations made therein and shall conclusively establish their absolute, unconditional, and irrevocable authority with respect thereto from the College and the authorization, approval, and ratification by the College of the documents, instruments, certification, and opinions so executed and the actions so taken; and be it further

Resolved, That if any one or more provisions of these resolutions should be determined by a court of competent jurisdiction to be contrary to law, then such provisions shall be deemed severable from the remaining provisions hereof and the invalidity thereof shall in no way affect the validity of the other provisions of these resolutions. If any provisions of these resolutions shall be held or deemed to be or shall, in fact, be inoperative, or unenforceable or invalid in any particular case in any jurisdiction or jurisdictions, or in all cases, because it conflicts with any constitution or statute or rule of public policy, or for any other reason, such circumstance shall not have the effect of rendering the provisions in question inoperative or unenforceable or invalid in any case or circumstance, or of rendering any other provision or provisions wherein contained inoperative or unenforceable or invalid to any extent whatever.