



**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
June 20, 2016**

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

Agenda Item Number: 7
June 20, 2016

PERSONNEL ACTIONS CONFIRMATION REPORT

BACKGROUND

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

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Ms. Porter

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

Resolution Number: **16-06-066**
Adopted on: **6/20/2016**

Agenda Item Number: 7
June 20, 2016

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 April 1, 2016, through April 30, 2016; 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 April 1, 2016, through April 30, 2016

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
04/25/2016	Bloch-Rincan, Kimberly A	ACES Engagement Coord	L	ACES-College Excellence & Success
04/25/2016	Carson, Timothy M	Human Resources Spec II	K	HR Strategic Talent Management
04/25/2016	Pettiford, John M	Job Opportunity & Dev Spec	J	BITS Dean WDCE

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Department
04/09/2016	Abba, Emeka G	Instructional Associate	H	<1	Humanities Dean
04/22/2016	Dempsey, John J	Grounds Maintenance Worker	C	4	Facilities Operations - RV
04/22/2016	Dyson, Denise D	Human Resources Specialist II	K	23	HR Strategic Talent Management
04/04/2016	Harris, Sandra C	Program Manager II	L	18	WDCE Central Administration
04/30/2016	Persicketti, Cynthia E	Network Engineer	L	15	OIT Academic Services
04/08/2016	Xia, Qi	Instructional Associate	H	1	Mathematics Dean

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	2	0	1	0	4
Male	1	1	0	0	0	2
TOTAL	2	3	0	1	0	6

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS

Effective

Date	Name	Position Title	YOS	Department
04/30/2016	Agnew, Dorothea L ¹	Professor	35	Business/Computer Applications Dean
04/08/2016	Liu, Jennette M	Professor	5	Health Sciences Dean
04/16/2016	Ryan, P. Nora ²	Professor	34	Business/Computer Applications Dean

¹ Retirement

² Deceased

FACULTY SEPARATIONS: Ethnicity and Gender

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

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From April 1, 2016, through April 30, 2016

Correction to the February 2016 Personnel Actions Confirmation Report

The Board approved the February 2016 Personnel Actions Confirmation report on April 18, 2016. The following action also occurred in February, but was not included in the report at that time:

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Department
02/11/2016	Onyiego, Jairus C.	Bldg Equipment Mechanic	H	7	Facilities Operations - TP/SS

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

Resolution Number: **16-06-067**
Adopted on: **6/20/2016**

Agenda Item Number: 8A.1
June 20, 2016

Subject: Tribute and Award of Emerita Status to Professor Patricia Nora Ryan

WHEREAS, Professor Patricia Nora Ryan served Montgomery College with enthusiasm and dedication for more than 34 years as a full-time faculty member in the Department of Business, Accounting, Economics, Computer Applications, and Paralegal Studies until her untimely death on April 16, 2016, which deeply saddened the College community; and

WHEREAS, Professor Ryan served as coordinator of computer application courses on the Takoma Park/Silver Spring Campus; coordinated the Business, Management, and Information Science Learning Center for three years, where she created and distributed marketing materials; provided budget and statistical documentation; recruited, trained, scheduled, and supervised student tutors; and assisted hundreds of students; and

WHEREAS, She taught a full array of computer application courses, including Computer Use and Management, Introduction to Computer Applications, Spreadsheet Applications, Database Applications, Introduction to the Internet, and more on both the Rockville and Takoma Park/ Silver Spring campuses as well as online; and

WHEREAS, She created a learning community that combined two courses: Computer Use and Management, and Reading for Non-Native Speakers, and developed curricula that accommodated new technologies as well as a variety of distance learning, blended, late-start, and traditional computer applications courses; and

WHEREAS, Her service to her department and discipline included chairing the fall 2012 discipline meeting, representing computer applications in textbook selection meetings, and participating in committees for computer applications courses that included the Curriculum Review Committee, the Common Course Committee, the Outcomes Assessment Committee, and the Academic Area Review Committee; and

WHEREAS, Professor Ryan's service to her Campus and College involved contributing to many activities and committees, including the Takoma Park/Silver Spring Learning College Activities Day, Student Organizations Days, the Faculty Council, the Commencement Committee, the General Education Committee, the Distance Learning Advisory Committee, the Academic Regulations Committee, as well as the committee for College's Middle States Evaluation Self-Study process to review distance learning and the Business, Management, and Information Science Learning Center; and

WHEREAS, Professor Ryan presented "A New Model for Faculty Development for Online Teaching Using the Concept of a Learning Community" at the Essex Community College Technology Conference; and

WHEREAS, She completed the Academic Leadership Program and the Faculty Leadership Program, gaining skills in employee management, course management, and curriculum development; and kept current with developments in software and technology; and

WHEREAS, She participated in the Maryland Academic Leadership Conference and Maryland Association of Community College Administrators Conference and represented Montgomery College on the Silver Spring Revitalization Committee; and

WHEREAS, She was a member of the Maryland Business Association, the National Business Association, and the International Business Association; and

WHEREAS, Professor Ryan was held in high regard by her students for being organized, prepared, helpful, and friendly, and by her colleagues for demonstrating expert subject mastery, using technology effectively, promoting student engagement, creating an open learning environment, encouraging critical thinking, and treating students with respect; and

WHEREAS, College policy provides that all faculty members and administrators holding faculty rank with a minimum of 10 years of service with Montgomery College at the time of their passing 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 posthumous public recognition of Professor Patricia Nora Ryan; now therefore be it

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

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

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to the family of Professor Patricia Nora Ryan.

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

Resolution Number: 16-06-068
Adopted on: 6/20/2016

Agenda Item Number: 8A.2
June 20, 2016

Subject: Tribute to Mr. Richard D. Collier

WHEREAS, Mr. Richard D. Collier served Montgomery College with enthusiasm and dedication for more than one year as a full-time staff member until his untimely death on March 26, 2016, which deeply saddened the College community; and

WHEREAS, Mr. Collier, affectionately known as “Dave,” served Montgomery College as a computer support specialist contractor for six years and then continued his career with the College after becoming a permanent staff member in the Office of Information Technology as an information technology support specialist on the Rockville campus; and

WHEREAS, He was known for his exemplary work ethic, attention to detail, positive attitude, and sense of humor; and

WHEREAS, Mr. Collier received a special recognition award in 2015, which recognized his exceptional contributions to the College; and

WHEREAS, He demonstrated the highest level of commitment and professionalism in serving faculty, students, and staff; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the college recommend this posthumous public recognition of Mr. Richard D. Collier; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to the family of Mr. Richard D. Collier for his outstanding service to the College and extend to them profound sympathy for the loss of their loved one; 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 the family of Mr. Richard D. Collier.

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

Resolution Number: **16-06-069**
Adopted on: **6/20/2016**

Agenda Item Number: 8B.1
June 20, 2018

**Subject: Retirement and Award of Emerita Status and Silver Medallion to
Professor Joyce Jewell**

WHEREAS, Professor Joyce Jewell has served Montgomery College with dedication and distinction for more than 43 years as a full-time faculty member and retired from the College as of June 1, 2016; and

WHEREAS, Professor Jewell provided guidance and wisdom as the chair, co-chair, and program coordinator of the Art Department on the Takoma Park/Silver Spring Campus, working to recruit and hire a diverse adjunct faculty; and

WHEREAS, She served ably and effectively as a faculty member in the Art Department, teaching Introduction to Drawing; Intermediate Drawing; Figure Drawing; 2D Design; 3D Design; Lithography and Relief Printmaking; Intaglio Printmaking; Printmaking Practicum I and II; and Individual Art Workshop, which she developed and which allow students to pursue individual advanced art study beyond normal course offerings; and

WHEREAS, She worked with arts faculty to develop the unique “Mondays at 101” speakers program, which brought artists, poets, dancers, musicians, authors, and curators to the Pavilion of Fine Arts for discussions of their works at 1:01 p.m. every Monday, a long-running event for which she also designed all graphic materials; and

WHEREAS, She supervised art students in projects that beautified the College, including a series of multi-paneled paintings installed in the library, and a “Walk of the Planets” sidewalk depiction to illustrate colleague Dr. Harold Williams’ astronomy talks with community school children; and

WHEREAS, She presented exhibits that reflected the cultural diversity of the College’s student population, including Si se Puede, African Art from the Continent and New World Diaspora, Corazon del Pueblo: Art of the People, Haitian and African Art, Art of the Voudon, and Drawings of Victor Ekpuk; and

WHEREAS, She worked to transform a classroom in the Pavilion of Fine Arts into the Takoma Gallery, where monthly art exhibits and artist talks were held continuously for 32 years until the Art Department moved into its new home in The Morris and Gwendolyn Cafritz Foundation Arts Center; and

WHEREAS, She contributed to significant advancements in College arts facilities by designing the original printmaking studio for the Pavilion of Fine Arts; by developing design proposals to expand arts facilities, including a planning document with specifications for a “dream” facility which became part of the Takoma Park Master Plan and which drew a letter of appreciation from the College president; and by creating detailed specification sheets for The Morris and Gwendolyn Cafritz Foundation Arts Center, for which she designed the scheduling matrix; and

WHEREAS, Committee membership and workgroup service included the Arts Discipline Committee, College Reaccreditation, Academic Area reviews, two College Area Review reports, faculty and staff search committees, and the Visual & Performing Arts Advising Group, which she chaired; and

WHEREAS, She served as the Art Department's liaison to Workforce Development & Continuing Education, expanding art offerings to Takoma Park/Silver Spring; supporting new arts programs such as Saturday Discoveries, KIDS on Campus, and Summer Programs; and implementing the Arts/Sports Camp in collaboration with the Physical Education Department; and

WHEREAS, Professor Jewell facilitated major art donations from the collections of Sandra and James Fitzpatrick, Vivienne Lassman, Frank Irwin, and others, which formed a Teaching Collection of over 150 pieces and has exposed the College community to the work of such well-known artists as Paul Reed, Robert Rauschenburg, and College alumnus Kevin McDonald; and

WHEREAS, She was instrumental in proposing and implementing an artist-in-residence program involving College alumnus Eglon Daley and obtaining funding for Mr. Daley to create paintings that depict student life and campus history at the Takoma Park/Silver Spring Campus; and

WHEREAS, She served as the Art Department's scholarship liaison to the Montgomery College Foundation and supported deserving art student recipients of the annual Women's Club of Chevy Chase Scholarship Award; and

WHEREAS, She was actively involved in Faculty Council; the Strategic Directions Committee; the Senior Tuition Task Group; and the Faculty Advisory Committee, which she chaired and which addressed campus aesthetics, resulting in new signage and major landscaping initiatives; and

WHEREAS, Professor Jewell was art editor of the *Sligo Journal*, a campus and community-based arts and letters journal that features the work of the Takoma Park/Silver Spring Campus and surrounding community; and

WHEREAS, She represented Montgomery College for 10 years on the Public Arts Trust of the Montgomery County Arts Council and many subcommittees that selected public arts projects, and she forwarded a motion that led to the Public Arts Trust commissioning a sculpture currently displayed in the Takoma Park/Silver Spring Campus Cultural Arts Center; and

WHEREAS, She championed campus redevelopment, testifying to the Board of Trustees and Takoma Park City Council in favor of keeping the campus on its current site, and arguing for parallel alignment of Fenton Street with the railroad tracks and against enclosing the campus bridge; and

WHEREAS, She maintained an active artistic career with many exhibits in galleries, museums, and alternative arts spaces as well as numerous juried shows, among them competitions at the Corcoran Gallery of Art, the Baltimore Museum of Art, the Roanoke Museum of Fine Arts, the Mississippi Museum of Art, the Owensboro Museum of Art in Kentucky, the Chrysler Museum of Art, the Virginia Museum of Fine Arts, and the Lakeview Museum of Art in Illinois; and

WHEREAS, Her prints and mixed media artworks have been accepted into national and international printmaking shows and have been selected by prestigious jurors such as *New York Times* art critic Hilton Kramer, New York art dealer Andre Emmerich, and William S. Lieberman, curator of the Museum of Modern Art and the Metropolitan Museum; and

WHEREAS, Professor Jewell received the Faculty Outstanding Service Award and National Institute for Staff and Organizational Development (NISOD) Award; and

WHEREAS, She is held in high regard by her colleagues and students as a caring and creative teacher known for her intense and insightful concern for the arts and art makers, as well as for her mentoring and encouragement of students and alumni, many of whom have launched successful careers in the arts; and

WHEREAS, Her work and teaching philosophy have embodied the notion that everyone has a story to tell and that it is her mission as a faculty member to help each student discover that unique story and tell it using the language of art, in a way that is thoughtful, reflective, and respectful of one's culture; 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, College policy provides for the awarding of a Silver Medallion to recognize distinguished service to the College; and

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

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

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

Resolution Number: **16-06-070**
Adopted on: **6/20/2016**

Agenda Item Number: 8B.2
June 20, 2016

Subject: Retirement and Award of Emeritus Status and Bronze Medallion to Professor William H. Johnstone

WHEREAS, Professor William H. Johnstone has served Montgomery College with dedication and distinction for more than 40 years as a full-time faculty member and retired from the College as of January 1, 2016; and

WHEREAS, Professor Johnstone consistently provided wisdom and guidance to the faculty and staff as chair and co-chair of the Department of Business and Economics for eight years, and as accounting coordinator, regularly counseling faculty on College policy and ensuring that all faculty were prepared to act as advisors for business students; and

WHEREAS, He taught an array of courses including Principles of Accounting I and II, Intermediate Accounting I and II, Federal Income Taxation, Auditing Theory and Practice, and Cost Accounting, teaching both in-class and online formats; and

WHEREAS, He was instrumental in facilitating departmental academic restructuring as well as a smooth transition when one dean retired and another assumed leadership; and

WHEREAS, Professor Johnstone's service to the Campus and College included staffing the Montgomery College Foundation Anniversary Golf Classic; participating in the Enrollment Fair and Rockville Campus Open House; participating in yearly planning retreats; assisting with College graduation; mentoring students in Project Success; and advising students in the Campus's Christian Club; and

WHEREAS, He maintained his Certified Public Accountant license, keeping up with all continuing education requirements as endorsed and accredited by the Maryland Association of Certified Public Accountants; and he enhanced his professional development and contributions by teaching for a year at the University of the Virgin Islands and by organizing a continuing education seminar for Certified Public Accountants; and

WHEREAS, Professor Johnstone served on professional task forces and committees, such as the Scholarship Committee of the Maryland Society of Accountants and the Certified Public Accountant Exam Task Force for the Maryland State Board of Accounting; and he participated in the professional conferences of many associations, including those sponsored by the Teachers of Accounting at Two-Year Colleges and the Maryland Association of Certified Public Accountants, where he invited students to accompany him at the Association's Student Night; and

WHEREAS, He received a service award from the Maryland Society of Accountants for his outstanding service, performance, and dedication; and

WHEREAS, Professor Johnstone is held in high regard by his colleagues and students as a dedicated and well-organized professor who encouraged students to be prepared, used class time well, and fostered understanding rather than the simple repetition of book learning; and

WHEREAS, College policy provides for the awarding of a Bronze 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 William H. Johnstone 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 William H. Johnstone 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 William Johnstone 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 Professor William H. Johnstone is awarded the Bronze Medallion in recognition of his outstanding service to the College and as an expression of gratitude for his 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 Professor William H. Johnstone.

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

Resolution Number: **16-06-071**
Adopted on: **6/20/2016**

Agenda Item Number: 8C.1
June 20, 2017

Subject: Retirement of Ms. Elisabeth J. Adams

WHEREAS, Ms. Elisabeth J. Adams served Montgomery College with enthusiasm and dedication for more than 13 years and retired from the College as of January 1, 2016; and

WHEREAS, She was a part-time instructional assistant in the Rockville Assessment Center and helped manage the Center's database system and administered computerized tests as well as online and paper-and-pencil tests for all students seeking testing services; and

WHEREAS, Ms. Adams earned a master's degree in special education and served as the liaison to the Office of Disability Services; worked closely with counselors for students with special needs; was instrumental in developing a computer-based referral system, which expedited the transmittal of critical information such as student names, as well as their required accommodations and desired testing times; ensured the necessary assistive-technology equipment and software was available in the center; made sure that special-needs students knew how to use assistive technology equipment and software by patiently providing one-on-one training as necessary; and

WHEREAS, She completed several professional development courses such as customer service, diversity, management, and leadership; and

WHEREAS, Ms. Adams was a leader in her workplace and in her community, served as a role model for colleagues, promoted team work, and always went the extra mile to be of assistance as she interacted with members of the College community; and

WHEREAS, Ms. Adams was the epitome of excellence at Montgomery College, and her competence, professionalism, and dedication will never be forgotten; and

WHEREAS, The senior vice president for student affairs and the president of the College recommend this public recognition of Ms. Elisabeth J. Adams 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. Elisabeth J. Adams 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. Elisabeth J. Adams.

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

Resolution Number: **16-06-072**
Adopted on: **6/20/2016**

Agenda Item Number: 8C.2
June 20, 2016

Subject: Retirement and Award of Emerita Status to Professor Dorothea L. Agnew

WHEREAS, Professor Dorothea L. Agnew served Montgomery College with enthusiasm and dedication for more than 35 years as a full-time faculty member in the Department of Computer Applications and retired from the College as of June 1, 2016; and

WHEREAS, Professor Agnew served as coordinator of part-time faculty as well as course scheduling coordinator for her department; and taught a full array of computer programming and application courses, including COBOL Programming and Advanced COBOL Programming courses earlier in her career, and more recently, courses in Microcomputer Systems Evaluation, Computer Use and Management, Introduction to Computer Applications, and Introduction to Database Applications; and

WHEREAS, Her service to her department and discipline included chairing the Departmental Database Scheduling Committee; serving on the Syllabus Guideline Committee; developing questionnaires for student evaluations of part-time faculty; providing faculty leadership on Game Day; and coordinating the AS/400 system project, which involved representing the College at AS/400 community college roundtable seminars; and

WHEREAS, Her service to her Campus and College included participating in the summer cadre advising program; learning and mastering evolving technologies, including Camtasia, Blackboard, cloud computing applications, virtual computers, website development, as well as a variety of strategies for teaching with technology; and

WHEREAS, Professor Agnew is held in high regard by her colleagues and students for her animated teaching style, detailed lectures, strong subject knowledge, clear explanations and expectations, and ability to solicit student interest and participation; 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 Dorothea L. Agnew 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 Dorothea L. Agnew 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 Dorothea L. Agnew 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 Dorothea L. Agnew.

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

Resolution Number: **16-06-073**
Adopted on: **6/20/2016**

Agenda Item Number: 8C.3
June 20, 2016

Subject: Retirement and Award of Emeritus Status to Professor Jonathan J. Goell

WHEREAS, Professor Jonathan J. Goell has served Montgomery College with enthusiasm and dedication for more than 15 years as a full-time faculty member in the Department of Media Arts and Technologies (formerly the Department of Communication Arts Technologies), having served previously for three years as an adjunct faculty member, and as photography program co-coordinator, and retired from the College as of June 1, 2016; and

WHEREAS, He taught photography courses that included Photography I and II, Introduction to Digital Photography, Portrait and Fashion Photography, Business Practices and Portfolio Development, and courses in still-life photography and documentary or street photography; and

WHEREAS, He expanded opportunities for students to photograph weddings, portraits, and public relations events as well as to participate in photography internships and meet commercial photographers; and

WHEREAS, Through his efforts students gained opportunities to photograph hundreds of doctors for Kaiser Permanente Health Care and to photograph The Spine Center at the Silver Spring Center for Pain; and

WHEREAS, Professor Goell participated in a Smithsonian Fellowship that enabled him to introduce students to the curator and photo archives of the National Portrait Gallery; served as a project co-coordinator for "Portraits of Life," part of the Holocaust Survivors Documentary Project, which involved photographing local Holocaust survivors and bringing students to help create photos that were displayed at the Rockville Campus, the offices of the county executive, the Black Rock Arts Center in Germantown, the Maryland Humanities Council in Baltimore, and the Maryland State House in Annapolis, and were installed at the US Holocaust Museum; and

WHEREAS, His kindness and compassion led him to assist a brain-injured veteran to get started in photography by securing equipment for him and mentoring him; and

WHEREAS, His service to his department included displaying at College photography exhibits, creating website portraits of full-time department faculty and staff, participating in the redesign of the photography program's academic structure, and advising the student photo club; and

WHEREAS, Professor Goell's service to the Campus and College included working on a collaborative effort with the Office of Institutional Advancement to have students shoot photos promoting College programs, photographic advising for the student newspaper, photographic editing for the *Potomac Review* literary journal, photographing special events at the College, and judging photography competitions as a representative of the College; and

WHEREAS, Professor Goell received a Faculty Outstanding Service Award in 2012; and

WHEREAS, His professional associations included memberships in the National Association of Photoshop Professionals, the American Society of Media Photographers, the American Society of Picture Professionals, and American Photographic Artists; and

WHEREAS, He displayed his photography at the American University of Paris, France; Boston University; the Enjay Gallery and Panopticon Gallery in Boston, the Polaroid Corporation Gallery; the University of Arizona, and other venues; and

WHEREAS, Professor Goell is esteemed by colleagues and students as a thoughtful and conscientious teacher and colleague who brings warmth, optimism, and expertise to the department and to his profession; 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 Jonathan J. Goell 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 Jonathan J. Goell 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 Jonathan J. Goell 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 Jonathan J. Goell.

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

Resolution Number: **16-06-074**
Adopted on: **6/20/2016**

Agenda Item Number: 8C.4
June 20, 2016

Subject: Retirement of Ms. Chek Y. Halpine

WHEREAS, Ms. Chek Y. Halpine served Montgomery College with enthusiasm and dedication for more than 25 years as a full-time staff member and retired from the College as of April 1, 2016; and

WHEREAS, Ms. Halpine began her employment at Montgomery College as a part-time data center operator, progressed to computer operator, and was promoted to systems engineer in 1998; and

WHEREAS, She provided excellent service to all stakeholders and clients, handled backup and restore of College data to ensure servers were not overlooked and critical data could be successfully restored at any time, and provided secondary support for the College's storage systems and Red Hat Linux servers; and

WHEREAS, Ms. Halpine supported several projects including the Y2K Compliance, Juniper Network Upgrade, and Key Service Redundancy—hailed as an outstanding accomplishment in the Office of Information Technology—and helped move Banner from SUN to the VMware/Red Hat environment providing redundancy in case of a data center failure; and

WHEREAS, She received two recognition awards in 2013, one for best project of the year and the other for team excellence for the Juniper Network Upgrade Project; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Chek Y. Halpine 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. Chek Y. Halpine 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. Chek Y. Halpine.

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

Resolution Number: **16-06-075**
Adopted on: **6/20/2016**

Agenda Item Number: 8C.5
June 20, 2016

Subject: Retirement of Mr. Donald B. Higdon

WHEREAS, Mr. Donald B. Higdon served Montgomery College with enthusiasm and dedication for more than six years as purchasing manager for Bookstore Services and retired from the College as of April 1, 2016; and

WHEREAS, Mr. Higdon had a distinguished history at Montgomery College and within Bookstore Services was one of three members of the marketing/merchandising team responsible for continuity in store displays and marketing strategy and was one of three auxiliary services managers responsible for writing and presenting the Auxiliary Services Business Plan (2015–2020) to the senior vice president for administrative and fiscal services; and

WHEREAS, He was a regular presenter at New Faculty Orientation, a member of the Academic Restructuring Group in fall 2014, an active member of regional and national industry organizations such as Metro Books, Maryland Association of Community College Business Officers (MACCBO), and the National Association of College Stores, and was chair of the collegewide Instructional Materials Affordability Committee (IMAC); and

WHEREAS, Mr. Higdon served on the Collegewide Transfer Committee, the Majors Day Committee, the National Career Development Month Committee, and coordinated Rockville Transfer Days from 2011 to 2015; and

WHEREAS, Mr. Higdon received a Special Recognition Award in 2011 for excellence in the development and implementation of the Textbook Rental Program, a Special Recognition Award in 2014 for his work on the Auxiliary Services Management Team, and received a Service Outreach Support (SOS) Recognition Award in 2014 for the Leadership Development Institute anniversary luncheon; and

WHEREAS, He provided excellent customer service and support to the College community, particularly for the Office of the President, graduation finale, and commencement; and

WHEREAS, His colleagues will miss his excellent presentations, attention to detail, and his commitment to Auxiliary Services and the College community; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Donald B. Higdon 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. Donald B. Higdon 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. Donald B. Higdon.

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

Resolution Number: **16-06-076**
Adopted on: **6/20/2016**

Agenda Item Number: 8C.6
June 20, 2016

Subject: Retirement of Mr. Nee A. Martins

WHEREAS, Mr. Nee A. Martins served Montgomery College with enthusiasm and dedication as a full-time staff member in Bookstore Services for more than 20 years and retired on April 1, 2016; and

WHEREAS, Mr. Martins began his employment at Montgomery College as a bookstore receiving clerk on the Rockville Campus and later became a logistics technician in 2009; and

WHEREAS, Mr. Martins received a Special Recognition Award in 2008 for excellence in processing large volume bookstore orders with minimal errors, and a Recognition of Excellence Award in 2014 for his participation in the development and implementation of the Bookstore Services' textbook rental program; and

WHEREAS, His colleagues will miss his dedication to students and commitment to Bookstore Services and the College community; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Nee A. Martins 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. Nee A. Martins 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. Nee A. Martins.

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

Resolution Number: **16-06-077**
Adopted on: **6/20/2016**

Agenda Item Number: 8C.7
June 20, 2016

Subject: Retirement of Mr. Stephen E. Matthews

WHEREAS, Mr. Stephen E. Matthews served Montgomery College with enthusiasm and dedication for more than 15 years as a full-time staff member and retired from the College as of June 1, 2016; and

WHEREAS, Mr. Matthews had a distinguished career at Montgomery College that encompassed working as a building equipment mechanic and a plumber in the Office of Facilities on the Germantown Campus; and

WHEREAS, Mr. Matthews provided over 15 years of excellent customer service to the College community and provided noteworthy technical expertise that enabled the Facilities Department to fulfill its mission; and

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

WHEREAS, the senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Stephen E. Matthews 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 E. Matthews 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 E. Matthews.

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

Resolution Number: **16-06-078**
Adopted on: **6/20/2016**

Agenda Item Number: 8C.8
June 20, 2016

Subject: Retirement of Ms. Anna L. Nicolaisen

WHEREAS, Ms. Anna L. Nicolaisen served Montgomery College with enthusiasm and dedication as a full-time staff member in Bookstore Services, for more than 13 years and retired on April 1, 2016; and

WHEREAS, Ms. Nicolaisen began her employment at Montgomery College as a textbook buying assistant prior to being promoted to textbook buyer for the Rockville campus in 2009; and

WHEREAS, She provided excellent service to all stakeholders, clients, and students; and

WHEREAS, In 2011, Ms. Nicolaisen received a Certificate of Appreciation for her contributions to the development and implementation of the Bookstore Services' textbook rental program, a Certificate of Appreciation for excellent customer service to the Workforce Development & Continuing Education faculty and staff, and a Recognition of Excellence Award for her contributions to the development and implementation of the online sales program; and

WHEREAS, She was an active member in regional industry organizations such as Metro Books, Mid Atlantic College Stores, and the National Association of College Stores, and a member of the Collegewide Instructional Materials Affordability Committee (IMAC); and

WHEREAS, Her colleagues will miss her energy, and her commitment to students and the College community; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Ms. Anna L. Nicolaisen 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. Anna L. Nicolaisen 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. Anna L. Nicolaisen.

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

Resolution Number: **16-06-079**
Adopted on: **6/20/2016**

Agenda Item Number: 8C.9
June 20, 2016

Subject: Retirement of Mr. Thomas J. Pollins

WHEREAS, Mr. Thomas J. Pollins served Montgomery College with enthusiasm and dedication as a full-time staff member in Bookstore Services for more than 42 years and retired on April 1, 2016; and

WHEREAS, Mr. Pollins began his employment at Montgomery College as a bookstore clerk at the Takoma Park/Silver Spring bookstore, later progressing from merchandising assistant at the Rockville bookstore to bookstore buyer and bookstore buying manager prior to being promoted to text buyer in 2009; and

WHEREAS, Mr. Pollins provided leadership in purchasing textbooks for students across the College in both credit and Workforce Development & Continuing Education courses; and

WHEREAS, He provided excellent service to faculty in coordinating the acquisition of textbooks and supplies to meet the instructional program needs; and

WHEREAS, His commitment to students and the needs of the College community resulted in the success of a program to provide textbooks to English for Speakers of Other Languages/ General Education Development (ESOL/GED) students at locations throughout the county; and

WHEREAS, Mr. Pollins received a Special Recognition Award in 2011 for his contributions to the development and implementation of the Bookstore Services' textbook rental program; and

WHEREAS, He actively pursued professional development opportunities throughout his career by attending management seminars and participating in programs sponsored by the National Association of College Stores; and

WHEREAS, Mr. Pollins was an active member in regional and national industry organizations such as Metro Books, Middle Atlantic College Stores, Maryland Association of Community College Business Officers, and the National Association of College Stores, and served as president of the regional industry group Metro Books; and

WHEREAS, He served as shop steward for the American Federation of State, County, and Municipal Employees (AFSCME), was the Rockville Staff Senate representative and was a member of the collegewide Instructional Materials Affordability Committee (IMAC); and

WHEREAS, His colleagues will miss his dedication to students in his quest to find the correct course materials for the best value; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Thomas J. Pollins 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. Thomas J. Pollins 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. Thomas J. Pollins.

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

Resolution Number: **16-06-080**
Adopted on: **6/20/2016**

Agenda Item Number: 8C.10
June 20, 2016

Subject: Retirement of Mr. Calvin D. Rhea

WHEREAS, Mr. Calvin D. Rhea served Montgomery College with enthusiasm and dedication as a full-time staff member in Bookstore Services for more than 21 years and retired on April 1, 2016; and

WHEREAS, Mr. Rhea began his employment at the Rockville Campus as a bookstore receiving clerk and later a logistics technician in 2009; and

WHEREAS, His excellent understanding of the processes and procedures of the bookstore resulted in him being asked by management to assist students with locating textbooks and opening and closing the bookstore; and

WHEREAS, Mr. Rhea received a Special Recognition Award in 2011 for his contributions to the development and implementation of the Bookstore Services' textbook rental program; and

WHEREAS, He actively pursued professional development opportunities throughout his career by attending management seminars offered by the Center for Professional and Organizational Development and participating in programs sponsored by the National Association of College Stores; and

WHEREAS, Mr. Rhea was an active member in regional and national industry organizations such as Metro Books, Middle Atlantic College Stores, and the National Association of College Stores; and

WHEREAS, He served as shop steward for the American Federation of State, County, and Municipal Employees (AFSCME); and

WHEREAS, His colleagues will miss his dedication to students and co-workers, and his willingness to help anyone that asked for assistance; and

WHEREAS, The senior vice president for administrative and fiscal services and the president of the College recommend this public recognition of Mr. Calvin D. Rhea 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. Calvin D. Rhea 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. Calvin D. Rhea.

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

Resolution Number: **16-06-081**
Adopted on: **6/20/2016**

Agenda Item Number: 8.C11
June 20, 2016

Subject: Retirement of Professor Joseph H. Smith

WHEREAS, Professor Joseph H. Smith served Montgomery College with enthusiasm and dedication for five years as an adjunct professor and more than seven years as a full-time faculty member and retired from the College as of June 1, 2016; and

WHEREAS, Professor Smith retired from his position as vice president of Clark Construction and began his career at the College in 2008 as a full-time professor in the construction management program; and

WHEREAS, Professor Joseph H. Smith has been a leader in the construction management program by developing the first two online construction management courses, and has been recognized for adding visibility and value to the program; and

WHEREAS, He has consistently been praised by students for his well-prepared lectures and his overall approach to teaching construction management courses; and

WHEREAS, Professor Smith will always be remembered by his students and peers for having made a significant contribution to the quality of the construction management program; and

WHEREAS, He was instrumental in securing a \$50,000 donation from Clark Construction to the Montgomery College Foundation as an endowment towards construction management student scholarships; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Joseph H. Smith 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 Joseph H. Smith 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 part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Professor Joseph H. Smith.

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

Resolution Number: **16-06-082**

Adopted on: **6/20/2016**

Agenda Item Number: 8C.12

June 20, 2016

Subject: Retirement and Award of Emerita Status to Professor Barbara E. Walker

WHEREAS, Professor Barbara E. Walker has served Montgomery College with enthusiasm and dedication for more than 13 years as a full-time faculty member and retired from the College as of June 1, 2016; and

WHEREAS, Professor Walker provided outstanding learning experiences for students in the nursing program for 14 years, and prior to her full-time faculty position, she served the College as an adjunct faculty member from 1992 through 2000; and

WHEREAS, Professor Walker maintained multiple nursing certifications specifically addressing lactation consultant expertise and maternal/child nursing care, and participated in professional development training sponsored by Montgomery College and the National League for Nursing that focused on best practices in nursing education and maternity nursing care; and

WHEREAS, She served on the Safety and Security Committee and was active on many nursing program committees including the Math, Exam Development Committee; Library Committee; and Simulation Committee; and

WHEREAS, Professor Walker provided leadership to the College as a course coordinator and peer leader for several nursing courses; and

WHEREAS, She was active in the Association of Women's Health, Obstetric and Neonatal Nurses; Sigma Theta Tau; the National League for Nursing; International Lactation Consultants Association; and the American Association of University Professors; and

WHEREAS, She served the University of Maryland community as a master gardener; and

WHEREAS, Professor Walker is known by her colleagues as a mentor and friend, and is known to her students as a passionate and dedicated teacher; her energetic personality and enthusiasm for nursing will be missed in the nursing program; and

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

WHEREAS, The senior vice president for academic affairs and the president of the College recommend this public recognition of Professor Barbara E. Walker 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 Barbara E. Walker 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 Barbara E. Walker 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 Barbara E. Walker

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

Resolution Number: **16-06-083**
Adopted on: **6/20/2016**

Agenda Item Number: 8D
June 20, 2016

Subject: Recognition and Award of Bronze Medallion to Trustee Luis D. Rosales

WHEREAS, The governor of the state of Maryland appointed Mr. Luis D. Rosales as student member to the Board of Trustees of Montgomery College effective July 1, 2015, for a one-year term, which will end June 30, 2016; and

WHEREAS, During his tenure, Mr. Rosales served the Board of Trustees with distinction and dedication while also challenging himself as a student; and

WHEREAS, His perspective as a student of the College, his interest in the concerns of students, and his understanding of the role of the Board as a corporate entity that must exercise sound judgment in the interest of the total College, have contributed significantly to the deliberations and effective decision-making of the Board; and

WHEREAS, He brought energy and enthusiasm that encouraged the Board as a whole to ensure that the best interests of the College and its students were being served; and

WHEREAS, Mr. Rosales committed himself to being an outstanding trustee by availing himself of professional development opportunities that allowed him to learn and grow in his student and trustee responsibilities at Montgomery College; and

WHEREAS, Mr. Rosales engaged in activities that helped to develop him as a leader and shaped his mind to be a caring and responsible person dedicated to serving and improving his community; and

WHEREAS, Mr. Rosales led, with well-spoken and heartfelt testimony, student advocacy efforts with state and local government officials, which won not only their admiration and respect, but helped obtain needed public support for the College; and

WHEREAS, During his appointment to the Board, Mr. Rosales was an exemplary and ambitious student at Montgomery College, serving in the Student Senate, vice president of the business group Enactus, an ACES program member, president of the League of Latin American Citizens, a Macklin Business Institute scholar, a member of Phi Theta Kappa, and recipient of the Dr. Harry Harden Student Academic Excellence Award, two Georgetown University scholarships, and the prestigious Jack Kent Cooke Foundation Undergraduate Transfer Scholarship; and

WHEREAS, Mr. Rosales' service to others and commitment to education during his educational career focused on community leadership as he served on the Board of Directors of GapBuster, Inc., a nonprofit organization with an education mission; and

WHEREAS, Mr. Rosales has been described as a person with strong character and embodies the traits needed for success—kindness, respect, compassion, hard work, and honesty; and

WHEREAS, Mr. Rosales has conducted himself in an exemplary manner, and his demeanor, dependability, cooperation, and responsiveness to Board and College issues and events combine to make him a highly valued member of the Board; and

WHEREAS, Mr. Rosales participated in nearly all of the activities, events, ceremonies, and testimonial opportunities asked of him as a Trustee; and

WHEREAS, In recognition of his distinguished service to the Board of Trustees of the College, the students, and the College community, the Board recommends this recognition of Mr. Luis D. Rosales; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Mr. Luis D. Rosales for his conscientious and significant contributions to Montgomery College, to its Board of Trustees, to its students, and to the citizens of Montgomery County, and extend their best wishes to him for his continued good health, happiness, and academic success, and invite his continued interest in and support of the College in the years ahead; and be it further

Resolved, That in recognition of his dedication, support, and association with Montgomery College and Montgomery County, Mr. Luis D. Rosales is awarded the College's Bronze Medallion for distinguished service; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Mr. Luis D. Rosales.

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

Agenda Item Number: 9
June 20, 2016

**THE ANNUAL PROGRESS REPORT
ON PROGRAMS OF THE CULTURAL DIVERSITY PLAN, DIVERSITY REPORT**

BACKGROUND

Maryland state legislation passed in 2008 requires every higher education institution to develop and implement a plan for a program of cultural diversity. Accordingly, each “cultural diversity plan must include an implementation strategy and time line for meeting the goals.” The Montgomery College plan was adopted by the Board in June 2013. The plan is a multi-year action plan that the College is implementing over a period of seven years—fiscal years 2014 through 2020.

In addition, the Maryland Higher Education Commission (MHEC) requires an annual progress report from institutions. Specifically, as required by section 11-406 of the Education Article, the governing body of each Maryland public college and university is required to submit, by September 1 of each year, a report summarizing institutional progress toward the implementation of its plan for cultural diversity. As per the statute, the Commission is required to review each plan, monitor each institution’s progress toward achieving the goals outlined in its plan, and assess each plan’s adequacy and compatibility with the state’s goals for higher education. Additionally, the Commission is required to report its findings to the Maryland Senate’s Education, Health, and Environmental Affairs Committee; the Senate Budget and Taxation Committee; the House Appropriations Committee; and the House Committee on Ways and Means by December 1 of each year.

As required by section 11-406 of the Education Article, the attached report is Montgomery College’s annual progress report of its program of cultural diversity and provides a report on progress made during fiscal year 2016. The Office of Human Resources and Strategic Talent Management (HRSTM) has prepared this report, which summarizes institutional progress toward implementing the College’s plan for cultural diversity. The report highlights some of the ways Montgomery College addresses diversity among its students, faculty, and staff through programming, training, professional development, recruitment, support, retention, financial assistance, and access. Because of the importance of implementing this plan and producing measurable results, annual reports will be presented to the Board of Trustees for submission to MHEC.

RECOMMENDATION

It is recommended that the Board of Trustees accept the Montgomery College Programs of Cultural Diversity Annual Progress Report for fiscal year 2016 and authorize the president to forward it to the Maryland Higher Education Commission.

BACKUP INFORMATION

Board Resolution

Montgomery College Programs of Cultural Diversity Annual Progress Report (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Ms. Porter
Dr. Williams

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

Resolution Number: **16-06-084**
Adopted on: **6/20/2016**

Agenda Item Number: 9
June 20, 2016

**Subject: The Annual Progress Report on Programs of the Cultural Diversity Plan,
Diversity Report**

WHEREAS, Maryland legislation requires each higher education institution to have a cultural diversity plan; and

WHEREAS, In June 2013, the Board of Trustees approved a College plan aligned with *Montgomery College 2020* to cover fiscal year 2014 through fiscal year 2020; and

WHEREAS, Annually each Maryland institution's governing board must accept and submit to the Maryland Higher Education Commission a progress report on the institution's implementation of the cultural diversity plan; and

WHEREAS, The Maryland Higher Education Commission must review the progress report and monitor compliance; and

WHEREAS, Montgomery College has developed the annual progress report of the College's programs of cultural diversity that provides insight into the way the College addresses diversity among its students, faculty, and staff through programming, training, professional development, recruitment, support, retention, financial assistance, and access; and

WHEREAS, The annual progress report demonstrates the College's commitment and good faith efforts for removing barriers to expand and sustain diversity and producing measurable results; and

WHEREAS, The Office of Human Resources and Strategic Talent Management has coordinated contributions from administrative offices and each campus in the development of the annual progress report; and

WHEREAS, The president recommends that the following action be taken; now therefore be it

Resolved, That the attached Montgomery College Programs of Cultural Diversity Annual Progress Report is accepted by the Board of Trustees; and be it further

Resolved, That the president is authorized to submit the report to the Maryland Higher Education Commission.

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

Agenda Item Number: 10A
June 20, 2016

**AUTHORIZATION FOR THE LEASE EXTENSION FOR 40 WEST GUDE,
ROCKVILLE, MARYLAND**

BACKGROUND

Request:	To extend the 40 West Gude lease agreement for seven months
Office/SVP Originating Request:	The Vice President of Facilities and Security and the Senior Vice President for Administrative and Fiscal Services
Approval Type:	Lease extension
Explanation of Request:	The College is requesting a seven-month extension on the 40 West Gude lease agreement, which expires on September 30, 2016, with Washington REIT. This extension will affect the current occupants, which include the offices of Central Facilities, Institutional Advancement, Center for Professional and Organizational Development, Response Center and Auxiliary Services. Since the new Central Services building will be under renovation and not ready for occupancy by the expiration date of the 40 West Gude lease, the seven-month extension for 32,063 rentable-square-feet of space at 40 West Gude is needed effective October 1, 2016, through April 30, 2017. The cost per month during this extended period is \$123,000.
Reason Being Brought to Board:	Board approval is required for lease agreements for facilities with a rental obligation in excess of \$25,000 per year.
Total Dollar Amount:	The total cost per month is \$123,000 with a not-to-exceed amount of \$861,000.
Certification:	The vice president of finance/chief finance officer certifies that funds are available in the FY17 operating budget.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the president to negotiate and execute a lease extension for the facilities at 40 West Gude of Rockville, Maryland, in the amount of \$123,000 per month with a not-to-exceed amount of \$861,000 for a seven-month period beginning October 1, 2016, and ending April 30, 2017, and that the lease extension will be funded from the FY17 operating budget.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Dr. Yeatts

Ms. Sherman

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

Resolution Number: **16-06-085**
Adopted on: **6/20/2016**

Agenda Item Number: 10A
June 20, 2016

Subject: Authorization for the Lease Extension for 40 West Gude, Rockville, Maryland

WHEREAS, The vice president of facilities and security and the senior vice president for administrative and fiscal services are requesting a seven-month extension on the 40 West Gude lease agreement with Washington REIT, which expires on September 30, 2016; and

WHEREAS, This extension will affect the current College occupants, which include the offices of Central Facilities, Institutional Advancement, Center for Professional and Organizational Development, Response Center and Auxiliary Services; and

WHEREAS, The new Central Services building will be under renovation and not ready for occupancy by the lease expiration date; and

WHEREAS, The seven-month extension becomes effective October 1, 2016, and lasts through April 30, 2017; and

WHEREAS, The vice president of facilities and security requested and received a proposal from the property owner, Washington REIT, that meets the College's requirements at a reasonable cost; and

WHEREAS, Board of Trustees' approval is required for lease extensions with a rental obligation in excess of \$25,000 per year; and

WHEREAS, The vice president of finance/chief finance officer certifies that the funds are available in the FY17 operating budget for this lease extension; and

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

Resolved, That the president is authorized to negotiate and execute a lease extension effective October 1, 2016, through April 30, 2017, for 32,063 rentable-square-feet of space at 40 West Gude, of Rockville, Maryland, at a cost of \$123,000 per month with a not-to-exceed amount of \$861,000.

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

Agenda Item Number: 10B
June 20, 2016

**TEMPORARY LICENSE AGREEMENT WITH MONTGOMERY COUNTY FOR CONSTRUCTION
OF METROPOLITAN BRANCH TRAIL
AND GRANT OF PERMANENT EASEMENT ACROSS THE LANDS
OF THE BOARD OF TRUSTEES OF MONTGOMERY COLLEGE**

BACKGROUND

Montgomery County is completing construction of the last segments of the Metropolitan Branch Trail extending from New York Avenue to Ripley Street pursuant to Mandatory Referral No. MR2016021. This segment includes a portion of the trail within the right-of-ways of King Street and Fenton Street adjacent to the East Campus Parking Garage at the Takoma Park/Silver Spring Campus.

Montgomery County requires a license to enter upon the property of the College to perform certain construction and landscaping work associated with the construction of this segment of the Metropolitan Branch Trail.

In addition, a portion of the alignment of the Metropolitan Branch Trail extending along King Street is to be located on the property of the College. Montgomery County requires a permanent easement for this portion of the trail alignment to allow for its construction and use, and for future maintenance and repairs of the trail.

RECOMMENDATION

It is recommended that the Board of Trustees approve the License Agreement with Montgomery County for the construction of the Metropolitan Branch Trail and to approve the grant of the Declaration of Easement establishing a permanent easement in favor of Montgomery County for a portion of the Metropolitan Branch Trail to be located and maintained across the lands of the Board of Trustees of Montgomery College.

BACKUP INFORMATION

Board Resolution
License Agreement
MBT Supplemental Exhibit
Montgomery College Perpetual Easement Area Exhibit
Mandatory Referral Letter to the Department of Transportation

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Dr. Yeatts

Ms. Filippi

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

Resolution Number: **16-06-086**
Adopted on: **6/20/2016**

Agenda Item Number: 10B
June 20, 2016

Subject: Temporary License Agreement with Montgomery County for Construction of Metropolitan Branch Trail and Grant of Permanent Easement across the Lands of the Board of Trustees of Montgomery College

WHEREAS, Montgomery County is completing construction of the last segments of the Metropolitan Branch Trail, a 9-mile off-road shared use path that will ultimately connect Union Station in the District of Columbia to the Silver Spring Transit Center and will form part of a 27-mile loop (in combination with the Capital Crescent Trail) between Union Station and Georgetown in the District of Columbia; and

WHEREAS, Pursuant to Mandatory Referral No. MR2016021, Montgomery County will construct the segment of the Metropolitan Branch Trail extending from New York Avenue to the Ripley Street, which includes a portion extending along the right-of-ways of King Street and Fenton Street adjacent to the East Campus Parking Garage at the Takoma Park/Silver Spring Campus; and

WHEREAS, Montgomery County will replace the existing sidewalks within the right-of-ways of King Street and Fenton Street adjacent to the East Campus Parking Garage with a 12-foot wide trail with associated lighting and landscaping improvements; and

WHEREAS, Construction of the Metropolitan Branch Trail will require alterations to College property including, relocation of the East Campus Parking Garage sign, replacement of the existing entrance and exit driveways of the East Street Parking Garage, removal of the College's existing street lighting along King Street and Fenton Street, and landscaping modifications adjacent to the East Street Parking Garage; and

WHEREAS, Montgomery County requires a temporary license to enter upon the College property to construct the Metropolitan Branch Trail within the right-of-ways of King Street and Fenton Street and to perform the associated alterations, improvements, and landscaping on the College property; and

WHEREAS, The College's Facilities Department staff have been coordinating with Montgomery County regarding conditions for the work required to be performed, alterations and improvements to be made to College property, and to schedule and sequence construction to minimize any disruptive impact on the operation of the East Campus Parking Garage; and

WHEREAS, A portion of the alignment of the Metropolitan Branch Trail extending along King Street adjacent to the East Campus Parking Garage will be located on College property; and

WHEREAS, Montgomery County has designed the alignment of the Metropolitan Branch Trail along King Street, based on the designed width of the trail, to establish an area of the permanent easement of a width varying between five feet to 14 feet onto the College property along the length of King Street and along a curve at the intersection of the King Street and Fenton Street right-of-ways as graphically depicted in Exhibit B to the Declaration of Easement and, Montgomery County

will prepare a surveyed metes and bounds description of the easement area upon the completion of construction; and

WHEREAS, Montgomery County requires a permanent easement to allow for the construction and use of that portion of the Metropolitan Branch Trail that will be located on College property, and for Montgomery County's future maintenance and repair of the Metropolitan Branch Trail; and

WHEREAS, The Declaration of Easement will allow the College to temporarily close off and restrict access to that portion of the Metropolitan Branch Trail located on College property for purposes of performing any landscaping, maintenance, and repair to the East Campus Parking Garage, or any redevelopment or construction of College property; and

WHEREAS, The requested License Agreement and Declaration of Easement for the Metropolitan Branch Trail do not disrupt nor are otherwise inconsistent with the College's 2013 to 2023 Facilities Master Plan for the Takoma Park/Silver Spring Campus; and

WHEREAS, The College's general counsel has reviewed the License Agreement and the Declaration of Easement; and

WHEREAS, All easements require Montgomery College Board of Trustees approval; and

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

Resolved, That the Board of Trustees approve the License Agreement with Montgomery County to allow Montgomery County to enter upon College property to construct the Metropolitan Trail Improvements within the right-of-ways of King Street and Fenton Street and to make the associated alterations and improvements on College property; and be it further

Resolved, That the approval to enter into the License Agreement with Montgomery County to allow Montgomery County to enter upon College property to construct the Metropolitan Branch Trail Improvements within the right-of-ways of King Street and Fenton Street and to make the associated alterations and improvements on College property is subject to approval and execution by Montgomery County of the License Agreement in form approved by the College's general counsel; and be it further

Resolved, That the Board of Trustees grant the Declaration of Easement in favor of Montgomery County to allow for use by the public, and the construction, repair, and maintenance by Montgomery County, of that portion of the Metropolitan Branch Trail that will be located on College Property; and be it further

Resolved, That the approval to grant the Declaration of Easement in favor of Montgomery County to allow for use by the public, and the construction, repair, and maintenance by Montgomery County, of that portion of the Metropolitan Branch Trail that will be located on College property is subject to approval and execution by Montgomery County of the License Agreement in form approved by the College's general counsel; and be it further

Resolved, That the Chair of the Board of Trustees and the president are authorized to execute any easement, right-of-entry, and/or other agreement documents necessary to implement the terms of this resolution; and be it further

Resolved, That the execution and delivery by such officers of the College of any changes, modifications, amendments, revisions, and alterations made to the License Agreement or the Declaration of Easement 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 and instruments so executed, and the actions so taken.

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

Agenda Item Number: 10C
June 20, 2016

**OMNIBUS RESOLUTION FOR THE CENTRAL SERVICES BUILDING ACQUISITION,
IMPROVEMENT, EQUIPPING, AND LEASING TRANSACTIONS**

BACKGROUND

Request:	<p>This omnibus resolution seeks approval for the acquisition, improvement, equipping, and leasing of a Central Services Building. Specifically, the omnibus resolution:</p> <ul style="list-style-type: none"> • authorizes the construction arrangements for the project; • authorizes the lease arrangement and related agreements to be executed by the College; • authorizes the use of general College revenues as the sources of payment for the lease obligations; • authorizes termination of certain existing leases; • approves the ancillary documents and agreements to which the College will be a party, including a cost overrun agreement relating to the building improvements and a continuing disclosure agreement; and • authorizes the president of the College, the Chair of the Board of Trustees, or their designees to execute and/or deliver ancillary documents related to the lease transaction, as may be appropriate.
Office/SVP Originating Request:	Vice President of Facilities and Security and Senior Vice President for Administrative and Fiscal Services
Approval Type:	Omnibus Resolution for the Central Services Building project
Explanation of Request:	<p>Montgomery College has undertaken to consolidate its administrative services in a Central Services Building that will be acquired by the Montgomery College Foundation and financed by Montgomery County. The consolidation of services will improve efficiencies and reduce costs.</p> <p>To fund project acquisition, improvement and equipping costs, the county will undertake a financing on its credit and loan the financing proceeds to the Montgomery College Foundation.</p>

	<p>The project will be owned by the Montgomery College Foundation and leased to the College.</p> <p>Because the county financing is supported by a number of interlocking contracts and will be implemented through a public offering, it is desirable to have a single omnibus resolution of the College to provide for approval of the various agreements made in connection with the lease transaction.</p>
Reason Being Brought to Board:	Board approval is required to authorize an omnibus resolution for the lease transaction, and to direct and empower certain officers of the College to execute and deliver the College documents (as defined in the attached resolution) and any other agreements, documents, or certificates necessary to complete the transactions contemplated by the lease transaction.
Total Dollar Amount:	Up to \$29,000,000 of county financing
Certification:	The vice president of finance/chief finance officer certifies that funds are available in the FY16 operating budget for lease payments.

RECOMMENDATION

It is recommended that the Board of Trustees authorize and approve an omnibus resolution for the lease transaction, and direct and empower certain officers of the College to execute and deliver the College documents (as defined in the attached resolution) and any other agreements, documents, or certificates necessary to complete the leasing transaction.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Dr. Yeatts
Mr. Dietz

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

Resolution Number: **16-06-087**
Adopted on: **6/20/2016**

Agenda Item Number: 10D
June 20, 2016

Subject: Omnibus Resolution for the Central Services Building Acquisition, Improvement, Equipping, and Leasing Transaction

WHEREAS, Montgomery College has undertaken to consolidate its administrative services in a Central Services Building that will be acquired by the Montgomery College Foundation and financed by Montgomery County; and

WHEREAS, The consolidation of Central Services units into one building will improve efficiencies and reduce costs; eliminate two current leases at off-campus locations; and provide for expansion of the academic programs on the Rockville Campus; and

WHEREAS, An appropriate building located at 9221 Corporate Blvd, Rockville, Maryland, has been identified, which could, if improved, serve as a Central Services Building for the College; and

WHEREAS, The Montgomery College Foundation, Inc., a nonstock, nonprofit corporation that is exempt from federal income tax under section 501(a) of the Internal Revenue Code of 1986, as amended, as an organization described under section 501(c)(3) of the Code, desires to assist in the acquisition, improvement, and equipping of the project for use by the College; and

WHEREAS, The College will enter into the project lease agreement with the Foundation pursuant to which the College will lease the project upon its acquisition and act as the Foundation's construction agent with respect to the improvement to and equipping of the project so that the College's Central Services can be consolidated in the building; and

WHEREAS, Montgomery County will provide financing in order to fund the cost of acquisition, improvement, and equipping of the project; and

WHEREAS, The proceeds of the county financing will be loaned to the Montgomery College Foundation pursuant to a loan agreement or similar arrangement between the county and the Foundation and acknowledged by the College in order to finance the costs of the project; and

WHEREAS, The Montgomery College Foundation has entered into a design contract with Gensler and will enter into a construction contract with a qualified contractor for the renovation, equipping and improvement of the building to meet the College's needs; and

WHEREAS, To provide the county with a source of repayment of the county financing, the Foundation will collaterally assign its interests under the lease agreement to the county and may provide the county additional security in the form of a deed of trust encumbering the project; and

WHEREAS, The College will enter into a nondisturbance, attornment, and consent to assignment agreement with the Montgomery College Foundation and the county or its designee pursuant to which (i) the College will consent to the Foundation's collateral assignment of the lease agreement to the county, (ii) the lease assignee will agree not to disturb the College's rights under the lease

agreement should the assignee exercise its rights under the lease agreement, and (iii) the College will agree to continue to lease the project from any future owners of the project; and

WHEREAS, The College will enter into an agreement with the Montgomery College Foundation and/or the county to pay any costs of the improvements to the building that are not available to be paid from the proceeds of the county financing; and

WHEREAS, In connection with the county financing, certain information about the College will be set forth in a preliminary official statement and an official statement for the county financing; and

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

Resolved, That the College is hereby authorized to lease the project for College purposes, upon its acquisition, from the Montgomery College Foundation pursuant to the terms of the lease agreement, and make payment for all lease payment obligations. The lease agreement shall be for a term not to exceed thirty (30) years after the acquisition of the project and shall be a “triple net” lease agreement. The College shall pay base rentals during the term, which may not exceed \$2,500,000 per annum, and, subject to such limitation, the annual amount of the base rental shall not exceed such amounts as shall be determined to be appropriate by the Authorized Officers (defined below) in order to meet all requirements of the county. Under the terms of the lease agreement, the College must pay base and additional rentals as well as the costs of maintenance, insurance, and taxes relating to the project and these obligations shall not be limited; and be it further

Resolved, That the College is hereby authorized (i) to enter into covenants in the lease agreement that are required by the county in connection with the county financing or its loan to or arrangements with the Foundation, (ii) to participate in the renovation, equipping, or improvement of the project and act as the Foundation’s construction agent in connection therewith, and (iii) agree to pay any cost overruns that are incurred in connection with such renovations, equipping, or improvements, such agreement may be set forth in the lease or in a separate cost overrun agreement with the Foundation or the county or both; and be it further

Resolved, That the College is hereby authorized to enter into the nondisturbance agreement with the county or its designee and the Foundation pursuant to which (i) the College will have the right to quiet and peaceful possession of the project under the lease agreement in the event the assignee of the lease exercises or enforces any of its rights under the assignment or any deed of trust, (ii) the College will agree to continue to lease the project from any future owners of the project, including the county, in the event ownership of the project changes, and (iii) the College will provide its consent to the assignment; and be it further

Resolved, That an Authorized Officer is hereby authorized, directed, and empowered to provide and certify information relating to the College, the project site and the project, as it pertains to the county financing, as such information may be required for the preparation and distribution of an official statement for the county financing (the “College Information”) and to enter into a continuing disclosure agreement relating to information about the College. The use and distribution by the county of a preliminary official statement or final official statement containing such College Information is hereby approved; and be it further

Resolved, That, in order to effectuate the transaction described herein, the Board hereby authorizes, directs, and empowers President DeRionne P. Pollard or her designee, or the Chair of the Board of Trustees or designee (each, an “Authorized Officer”) to execute and deliver the College documents (which shall include the project lease; a nondisturbance, attornment, and consent to assignment

agreement; and a continuing disclosure agreement) on behalf of the College (with such changes as an Authorized Officer 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 the College is hereby authorized to enter into any agreements or amendments to agreements with the county or the Montgomery College Foundation that may be required by the leasing transaction, or the renovation, equipping, or improvement of the project, and such authority and agreements are hereby authorized, adopted, specified, accepted, approved, and confirmed by the College; and be it further

Resolved, That all agreements, documents, and contracts of the College to be entered into in connection with the leasing transaction or the execution and delivery of the College documents as an Authorized Officer shall determine to be necessary, proper, appropriate, advisable, or desirable, including but not limited to (i) any tax certificate necessary or desirable to be executed in connection with the establishment or preservation of the tax-exempt status of the county financing, (ii) any licenses, easements, or other interests in real property necessary or desirable for the development, operation, renovation, improvement, or equipping of the project, (iii) any assignment of the design or renovation contract for the project, (iv) the College's undertaking the role of the Montgomery College Foundation's construction agent for the renovation, equipping, or improvement of the project and the administration of the design or renovation, improvement, or equipping contract for the project, or (v) any related agreements with county; be and the same are hereby in all respects authorized, adopted, specified, accepted, ratified, approved, and confirmed; and be it further

Resolved, That all actions heretofore taken by the College or an Authorized Officer in connection with the leasing and contract activities for the project, the College documents and the related documents, including without limitation (i) the expenditure of funds, (ii) the selection, appointment and employment of engineers, consultants, and advisors for the project and the leasing activities, (iii) the filing of any applications for any regulatory approvals or permits, (iv) the acquisition of the project site, and (v) all other actions taken in connection with any of the foregoing, be and the same are hereby in all respects authorized, adopted, specified, accepted, ratified, approved, and confirmed; and be it further

Resolved, That in order to permit the consolidation of the Central Services of the College at the project, the Authorized Officers are authorized, directed, and empowered to terminate the College's existing leases for office space at the following locations: 40 West Gude Drive and 15400 Calhoun Drive Offices, Rockville, Maryland, and in connection therewith to make lease termination payments; 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 leasing transaction and the renovation, improvement, or equipping of the project, shall consider necessary, advisable, desirable, or appropriate in connection with this resolution, the College documents, the related documents and related transactions, including, without limitation, and whenever appropriate, the execution and delivery thereof and of all other related documents, instruments, financing statements, certifications and opinions, (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 county or amendments to agreements and the related documents herein

identified and referred to, and to execute and deliver any such documents and (iii) authorizes the Authorized Officers to execute certificates of the College. The execution and delivery by any such officers of the College of any of such documents, instruments, certifications, and opinions, or the doing by them of any act in connection with any of the matters that 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, 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 or public policy, or for any other reason, such circumstance shall not have the effect of rendering the provision in question inoperative or unenforceable or invalid in any other case or circumstance, or of rendering any other provision or provisions wherein contained inoperative or unenforceable or invalid to any extent whatever.

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

Agenda Item Number: 10D
June 20, 2016

**NAMING OF THE DR. BARBARA G. HOBERMAN PRINCIPLES OF BIOLOGY LABORATORY
IN THE SCIENCE CENTER BUILDING ON THE ROCKVILLE CAMPUS**

BACKGROUND

In preparation for its first capital campaign to construct a building with private support, the Board of Trustees approved a policy allowing College facilities to be named for individuals and organizations whose contributions to the College have been of an outstanding nature.

Dr. Barbara G. Hoberman has twice served as Chair of Biology at the Rockville Campus of Montgomery College. Dr. Hoberman has been the driving force in writing public grants to establish a Biomedical Scholars Program. Through Dr. Hoberman's efforts, the College has received several million dollars in federal grants for use in serving our students, many of which went on to professional schools or earned advanced degrees. Dr. Hoberman has also been recognized for her work in serving underrepresented groups. Most importantly, Dr. Hoberman has impacted the lives of hundreds of students to go on to successful careers.

Because her dedication and commitment has had an immeasurable impact on the College, its students, faculty, and staff, a recognition of Dr. Barbara Hoberman is proposed by naming a Principles of Biology Laboratory in the Science Center Building on the Rockville Campus in her honor. Based on her efforts and impact, this is commensurate with past naming of spaces within existing buildings.

RECOMMENDATION

It is recommended that the Montgomery College Board of Trustees approve the proposed resolution to name the Principles of Biology Laboratory in the Science Center Building on the Rockville Campus as the Dr. Barbara G. Hoberman Principles of Biology Laboratory.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Rai
Mr. Sears
Dr. Wormack

RESOURCE PERSON

Ms. Latimer

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

Resolution Number: **16-06-088**
Adopted on: **6/20/2016**

Agenda Item Number: 10D
June 20, 2016

Subject: Naming of the Dr. Barbara G. Hoberman Principles of Biology Laboratory in the Science Center Building on the Rockville Campus

WHEREAS, Dr. Barbara G. Hoberman began her career at Montgomery College as a professor in the Biology Department at the Rockville Campus in 1993; and

WHEREAS, She twice served the College and the Rockville Biology Department as chair of biology from 1997 to 1999 and from 2008 to 2013, and served on such committees as the Holy Cross Hospital-Montgomery College Collaboration; Graduate and Transfer STEM Talent Expansion Program Advisory Board; and Middle States re-accreditation workgroups; and

WHEREAS, Dr. Hoberman co-authored and subsequently authored and served as principal investigator of the National Institutes of Health grant that resulted in awards to the College of \$2 million over a 12-year period and led to the establishment of the Biomedical Scholars program; and

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

WHEREAS, She received the University of Maryland Baltimore County's Outstanding Mentor Award for supporting undergraduate research opportunities for Montgomery College students from underserved populations; and

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

WHEREAS, She was an invited speaker on strategies for success of undergraduates in the sciences at conferences such as Minority Access, Inc.; National Role Models Conference; the Seventh Annual Lilly Conference for Teaching and Learning; the American Association of State Colleges and Universities Workshop on Successful Proposal Writing; and the American Association for the Advancement of Science/National Science Foundation Conference on Transforming Undergraduate Education in Biology; and

WHEREAS, The senior vice president for academic affairs, the senior vice president for advancement and community engagement, the senior vice president for administrative and fiscal services, and the president recommend naming of the Principles of Biology Laboratory (Room 215) in the Science Center Building on the Rockville Campus as the Dr. Barbara G. Hoberman Principles of Biology Laboratory; and

WHEREAS, The senior vice president for academic affairs, the senior vice president for advancement and community engagement, the senior vice president for administrative and fiscal

services, and the president have carefully considered the implications of this request and support this recommendation; now therefore be it

Resolved, That the Board of Trustees approves the naming of the Principles of Biology Laboratory (Room 215) in the Science Center Building on the Rockville Campus as the Dr. Barbara G. Hoberman Principles of Biology Laboratory in recognition of Dr. Barbara G. Hoberman's tremendous contributions to the College and its students.

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

Agenda Item Number: 11A
June 20, 2016

**AWARD OF CONTRACT,
CONSTRUCTION SERVICES FOR THE ROCKVILLE CAMPUS GUDELSKY INSTITUTE FOR
TECHNICAL EDUCATION BUILDING ENERGY PARK, BID 416-022**

BACKGROUND

Request:	Construction services for an energy park at the Gudelsky Institute for Technical Education (GITE) on the Rockville Campus
Office/SVP Originating Request:	Dean for Applied Technologies and GITE, and Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	416-022
Explanation of Request:	This project is planned for the construction of an outdoor renewable energy laboratory for the purpose of teaching students how to install and service solar photovoltaic units and wind turbines. The project is comprised of a steel structure with a sloped roof representing a residential application, and a flat roof representing a commercial roof. In addition, the structure will include one storage and charging area for an all-electric vehicle. There will also be kiosks located in the area to provide educational information about wind and solar technology as well as electric vehicles. Exhibits A and B contain technical specifications of the energy park.
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the vice president of finance/chief finance officer certifies that a portion of the funds for this project in the amount of \$101,753 is available in the FY16 operating budget, and that the Montgomery College Foundation will transfer the remaining balance in the amount of \$298,000 from a dedicated Gudelsky Institute for Technical Education fund.
Total Dollar Amount:	\$399,753
Vendor Name:	Single Point Construction, LLC
Vendor Address:	3729 Brightseat Road Landover, Maryland 20785
Minority Status:	N/A
Contract Expiration:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Single Point Construction, LLC, of Landover, Maryland, for construction services for an energy park at the Gudelsky Institute for Technical Education Building on the Rockville Campus for a total amount of \$399,753.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Mr. Roberts

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

Resolution Number: **16-06-089**
Adopted on: **6/20/2016**

Agenda Item Number: 11A
June 20, 2016

Subject: Award of Contract, Construction Services for the Rockville Campus Gudelsky Institute For Technical Education Building Energy Park, Bid 416-022

WHEREAS, The dean for applied technologies and GITE and the vice president for administrative and fiscal services are requesting the purchase of construction services for an energy park at the Gudelsky Institute for Technical Education Building on the Rockville Campus; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff and the vice president of finance/chief finance officer certifies that a portion of the funds for this project in the amount of \$101,753 is available in the FY16 operating budget, and that the Montgomery College Foundation will transfer the remaining balance in the amount of \$298,000 from a dedicated Gudelsky Institute for Technical Education fund; and

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

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposal, Part A–Contractor Qualifications and Part B–Price Proposals, were publicly advertised on May 12, 2106, in the *Baltimore Sun* and the *Washington Post*, and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 106 companies downloaded the solicitation from the Procurement website; and

WHEREAS, On May 27, 2016, four responses, including one no-bid were received and recorded in the Office of Procurement at 3:00 p.m. local time; and

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

WHEREAS, Following evaluation of Part B–Price Proposals, it was determined that Single Point Construction, LLC, of Landover, Maryland, submitted the lowest base bid price of \$399,753 and met all College specifications; 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 the Board of Trustees approves an award of contract to Single Point Construction, LLC, of Landover, Maryland, for construction services for an energy park at the Gudelsky Institute for Technical Education Building on the Rockville Campus for a total amount of \$399,753; and be it further

Resolved, That the president is authorized to sign the contract on behalf of the Board of Trustees.

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

Agenda Item Number: 11B
June 20, 2016

**MULTIPLE AWARDS OF CONTRACT,
NETWORK AND INFRASTRUCTURE PRODUCTS AND SERVICES, BID 516-013**

BACKGROUND

Request:	Network and infrastructure products and services
Office/SVP Originating Request:	Vice President of Instructional and Information Technology/Chief Information Officer and the Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	516-013
Explanation of Request:	Continued infrastructure support is needed for collegewide enterprise and academic applications, and telecommunications. Support will include the purchase of equipment for new and emerging network technologies, wireless and teleconferencing, along with associated services. During its November 6, 2011, meeting, the Board approved an award of contract for the purchase of network and infrastructure products and services under resolution 11-06-081. The current contract for network and infrastructure products and services expires June 30, 2016.
Reason Being Brought to Board:	Board approval is required for all competitive awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the vice president of finance/chief financial officer certifies funds are available in the FY17 operating budget.
Estimated Annual Dollar amount:	\$1,000,000
Vendor Names:	<ol style="list-style-type: none"> 1. Columbia Telecommunications Corporation, Kensington, Maryland 2. HCGI, Columbia, Maryland 3. KCI Communications, Hanover, Maryland 4. Data Networks, Hunt Valley, Maryland 5. Skyline Technology, Glen Burnie, Maryland 6. Sun Management, Inc., Arlington, Virginia 7. Networking for Future, Inc., Washington, DC 8. Copper River Information Technology, LLC, Anchorage, Alaska
Vendor Addresses:	See attached contract awardees list

Minority Status:	<ol style="list-style-type: none"> 1. Columbia Telecommunications Corporation, Kensington, MD 2. HCGI, Columbia, MD 3. Copper River Information Technology, LLC, Anchorage, AK
Term of Contract:	One year, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve multiple awards of contract for the purchase of network and infrastructure products and services to (1) Columbia Telecommunications Corporation, of Kensington, Maryland, (2) HCGI, of Columbia, Maryland, (3) KCI Communications of Hanover, Maryland, (4) Data Networks of Hunt Valley, Maryland, (5) Skyline Technology of Glen Burnie, Maryland, (6) Sun Management, Inc., of Arlington, Virginia, (7) Networking for Future, Inc., of Washington, DC, and (8) Copper River Information Technology, LLC, of Anchorage, Alaska, for a one-year term beginning July 1, 2016, for an estimated annual amount of \$1,000,000.

It is further recommended that the contract be renewed for four additional one-year periods, as long as service is needed, service is satisfactory, funds are available, and it is in the best interest of the College. The total five-year estimated contract amount is \$5,000,000.

BACKUP INFORMATION

Board Resolution Policy 64001
Contract Awardees List Bid Summary (Board Members Only)
Bidders List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Mr. Whitman

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **16-06-090**
Adopted on: **6/20/2016**

Agenda Item Number: 11B
June 20, 2016

**Subject: Multiple Awards of Contract, Network and Infrastructure Products and Services,
Bid 516-013**

WHEREAS, The vice president of instructional and information technology/chief information officer and the senior vice president for administrative and fiscal services are requesting the purchase of network and infrastructure products and services; 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 FY17 operating budget; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a Request for Proposal was publicly advertised on March 3, 2016, in a local county newspaper and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 101 firms downloaded the solicitation from the Procurement website; and

WHEREAS, On March 24, 2016, eight responses were received, and recorded in the Office of Procurement; and

WHEREAS, All received proposals were evaluated and ranked by a committee consisting of Office of Information Technology staff, and, upon evaluation, it was determined the proposals submitted by all vendors meet all College requirements; and

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

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

Resolved, That multiple contracts be awarded for the purchase of network and infrastructure products and services to (1) Columbia Telecommunications Corporation of Kensington, Maryland, (2) HCGI of Columbia, Maryland, (3) KCI Communications of Hanover, Maryland, (4) Data Networks of Hunt Valley, Maryland, (5) Skyline Technology of Glen Burnie, Maryland, (6) Sun Management, Inc. of Arlington, Virginia, (7) Networking for Future, Inc. of Washington, DC, and (8) Copper River Information Technology, LLC, of Anchorage, Alaska, for a one-year term, beginning July 1, 2016, for an estimated amount of \$1,000,000; and be it further

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

Resolved, That the total five-year estimated contract amount is \$5,000,000.

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

Agenda Item Number: 11C
June 20, 2016

**AWARD OF CONTRACT,
PHYSICAL EDUCATION BUILDING WOMEN'S ATHLETIC TEAM LOCKER ROOM
RENOVATION, ROCKVILLE CAMPUS, BID 616-009**

BACKGROUND

Request:	Renovation of women's athletic team locker room in the Physical Education Building at the Rockville Campus
Office/SVP Originating Request:	Vice President of Facilities and Security, and the Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	616-009
Explanation of Request:	The women's locker room is being renovated to comply with requirements from the American with Disabilities Act as well as Title IX requirements, and will contain much needed upgrades that include improving access to shower facilities, locker rooms, and team meeting areas.
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the vice president of finance/chief finance officer certifies that funds are available in the FY16 capital budget.
Total Dollar Amount:	\$292,498
Vendor Name:	Boulevard Contractors Corporation
Vendor Address:	10451 Mill Run Circle, Suite 1005 Owings Mills, Maryland 21117
Minority Status:	Yes
Contract Expiration:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the renovation of the women's athletic team locker room in the Physical Education Building at the Rockville Campus to Boulevard Contractors Corporation of Owings Mills, Maryland, for a total amount of \$292,498.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson

Dr. Yeatts

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

Resolution Number: **16-06-091**
Adopted on: **6/20/2016**

Agenda Item Number: 11C
June 20, 2016

**Subject: Award of Contract, Physical Education Building Women's Athletic Team
Locker Room Renovations, Rockville Campus, Bid 616-009**

WHEREAS, The vice president of facilities and security and the senior vice president for administrative and fiscal services are requesting an award of contract for renovation of the women's athletic team locker room in the Physical Education Building at the Rockville Campus; and

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

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for bid was publicly advertised on March 24, 2016, in the *Baltimore Sun* and the *Washington Post*; and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 84 companies downloaded the solicitation from the Procurement website; and

WHEREAS, On April 20, 2016, seven responses were received and recorded in the Office of Procurement at 3:00 p.m. local time; and

WHEREAS, Following the review of submitted price proposals, it was determined that Boulevard Contractors Corporation of Owings Mills, Maryland, submitted the lowest base bid price in the amount of \$292,498 and met all College specifications; 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 Boulevard Contractors Corporation of Owings Mills, Maryland, for the renovation of the women's athletic locker room in the Physical Education Building at the Rockville Campus for a total amount of \$292,498; and be it further

Resolved, That the president is authorized to sign the contract on behalf of the Board of Trustees.

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

Agenda Item Number: 11D
June 20, 2016

**AWARD OF CONTRACT,
LANDMARK GATEWAY SIGNAGE, GERMANTOWN CAMPUS, BID 616-012**

BACKGROUND

Request:	Construction of the landmark gateway signage at the north entrance to the Germantown Campus
Office/SVP Originating Request:	Vice President of Facilities and Security, and Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	616-012
Explanation of Request:	This project is to construct a gateway onto the Germantown Campus at the north entrance on Germantown Road. The project is comprised of the same elements that are at the south entrance to the Campus, and consist of an LED sign, a changeable banner sign, and large stainless steel letters spelling "Montgomery College," which sits on top of a curved stone wall. The entrance onto the Campus is further defined by multicolored brick pavers running the full width across Observation Drive.
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the vice president of finance/chief finance officer certifies that this is a planned use of funds in the FY16 capital budget and that funds are available.
Total Dollar Amount:	\$590,750
Vendor Name:	Highway & Safety Services, Inc.
Vendor Address:	18960 Woodfield Road Gaithersburg, Maryland 20870
Minority Status:	Yes
Contract Expiration:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Highway & Safety Services, Inc., of Gaithersburg, Maryland, for the Landmark Gateway Signage Project on the Germantown Campus for a total amount of \$590,750.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Dr. Yeatts

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

Resolution Number: **16-06-092**
Adopted on: **6/20/2016**

Agenda Item Number: 11D
June 20, 2016

**Subject: Award of Contract, Landmark Gateway Signage, Germantown Campus,
Bid 616-012**

WHEREAS, The vice president of facilities and security and the senior vice president for administrative and fiscal services are requesting funds for the Landmark Gateway Signage Project on the Germantown Campus; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff and consultants; and the vice president of finance/chief financial officer certifies that this project is a planned use of funds in the FY16 capital budget and that funds are available; and

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

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposal, Part A–Contractor Qualifications and Part B–Price Proposals, were publicly advertised on April 18, 2016, in the *Baltimore Sun* and the *Washington Post*, and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 35 companies downloaded the solicitation from the Procurement website; and

WHEREAS, On May 6, 2016, two responses were received and recorded in the Office of Procurement at 1:00 p.m. local time; and

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

WHEREAS, Following the evaluation of Part B–Price Proposals, it was determined that Highway & Safety Services, Inc., of Gaithersburg, Maryland, submitted the lowest base bid price of \$590,750 and met all College specifications; 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 the Board of Trustees approve an award of contract to Highway & Safety Services, Inc., of Gaithersburg, Maryland, for the Landmark Gateway Signage Project on the Germantown Campus for a total amount of \$590,750; and be it further

Resolved, That the president is authorized to sign the contract on behalf of the Board of Trustees.

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

Agenda Item Number: 11E
June 20, 2016

**AWARD OF CONTRACT,
LANDMARK GATEWAY SIGNAGE, ROCKVILLE CAMPUS, BID 616-013**

BACKGROUND

Request:	Construction of the Landmark Gateway Signage on South Campus Drive of the Rockville Campus
Office/SVP Originating Request:	Vice President of Facilities and Security, and Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive
Bid Number:	616-013
Explanation of Request:	This project is to construct a gateway onto the Rockville Campus at the entrance off of South Campus Drive. The project is comprised of the same elements that are at the south entrance to the Germantown Campus, each consisting of an LED sign, a changeable banner sign and large stainless steel letters spelling "Montgomery College," which sits on top of a curved stone wall. The entrance onto campus is further defined by multicolored brick pavers running the full width across South Campus Drive.
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the vice president of finance/chief finance officer certifies that this is a planned use of funds in the FY16 capital budget and that funds are available.
Total Dollar Amount:	\$495,000
Vendor Name:	Grunley Mascaro Construction, LLC
Vendor Address:	15020 Shady Grove Road, Suite 500 Rockville, Maryland 20850
Minority Status:	No
Contract Expiration:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract to Grunley Mascaro Construction, LLC, of Rockville, Maryland, for the Landmark Gateway Signage Project on the Rockville Campus for a total amount of \$495,000.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Dr. Yeatts

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

Resolution Number: **16-06-093**
Adopted on: **6/20/2016**

Agenda Item Number: 11E
June 20, 2016

**Subject: Award of Contract, Landmark Gateway Signage, Rockville Campus,
Bid 616-013**

WHEREAS, The vice president of facilities and security and the vice president for administrative and fiscal services are requesting funds for the Landmark Gateway Signage Project on the Rockville Campus; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff and consultants; and the vice president of finance/chief financial officer certifies that this project is a planned use of funds in the FY16 capital budget and that funds are available ; and

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

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposal, Part A–Contractor Qualifications and Part B–Price Proposals, were publicly advertised on April 18, 2016, in the *Baltimore Sun* and the *Washington Post*, and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 26 companies downloaded the solicitation from the Procurement website; and

WHEREAS, On May 6, 2016, two responses were received and recorded in the Office of Procurement at 1:00 p.m. local time; and

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

WHEREAS, Following the evaluation of Part B–Price Proposals, it was determined that Grunley Mascaro Construction, LLC, of Rockville, Maryland, submitted the lowest base bid price of \$495,000 and met all College specifications; 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 the Board of Trustees approve an award of contract to Grunley Mascaro Construction, LLC, of Rockville, Maryland, for the Landmark Gateway Signage Project on the Rockville Campus for a total amount of \$495,000; and be it further

Resolved, That the president is authorized to sign the contract on behalf of the Board of Trustees.

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

Agenda Item Number: 11F
June 20, 2016

**AWARD OF CONTRACT, CONSTRUCTION ADMINISTRATION SERVICES
FOR THE SCIENCE AND APPLIED STUDIES RENOVATION AND ADDITION, PHASE 1,
GERMANTOWN CAMPUS, BID 613-003**

BACKGROUND

Request:	Architectural and engineering construction administration services for Phase 1 of the Science and Applied Studies Building renovation and addition on the Germantown Campus
Office/SVP Originating Request:	Vice President of Facilities and Security, and Senior Vice President for Administrative and Fiscal Services
Award Type:	Competitive sealed proposal
Bid Number:	613-003
Explanation of Request:	In its June 2013 meeting, the Board approved an award of contract for architectural and engineering design services under Resolution 13-06-092. However, construction administrative services for this project were not included in the original award of contract. These services are typically negotiated by the College with the architecture/engineer after the bidding of the construction project. This contract will provide architectural and engineering construction administration services for Phase 1 of the Science and Applied Studies Building Renovation and Addition Project on the Germantown Campus. The state-approved program for the Science and Applied Studies renovation will provide the Campus with a three-building complex (the other two being the Bioscience Education Center and the High Technology & Science Center) supporting the sciences, technology, engineering, and mathematics programs.
Reason Being Brought to Board:	<ol style="list-style-type: none"> 1. Board approval is required for Department of General Services approval of contracts for state-funded projects. 2. Board approval is required for awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the vice president of finance/chief finance officer certifies that funds are available in the FY16 capital budget.
Total Dollar Amount:	\$1,072,500
Vendor Name:	Ziger/Snead, LLP
Vendor Address:	1006 Morton Street Baltimore, Maryland, 21201

Minority Status:	N/A
Contract Expiration:	N/A

RECOMMENDATION

It is recommended that, contingent upon Maryland Department of General Services approval, a contract for architectural and engineering construction administration services for Phase 1 of the Science and Applied Studies Building Renovation and Addition Project on the Germantown Campus be awarded to Ziger/Snead, LLP, of Baltimore, Maryland, at a fee of \$1,072,500.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Dr. Yeatts

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

Resolution Number: **16-06-094**
Adopted on: **6/20/2016**

Agenda Item Number: 11F
June 20, 2016

Subject: Award of Contract, Construction Administration Services for the Science and Applied Studies Renovation and Addition, Phase 1, Germantown Campus, Bid 613-003

WHEREAS, The vice president of facilities and security and the vice president of administrative and fiscal services are requesting the approval of architectural and engineering construction administration services for Phase 1 of the Science and Applied Studies Building Renovation and Addition Project on the Germantown Campus; and

WHEREAS, In its June 2013 meeting, the Board approved an award of contract for architectural and engineering design services under Resolution 13-06-092, and, at that time, construction administrative services for this project were not included in the original award of contract; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff and the vice president of finance/chief finance officer certifies that, contingent upon Maryland State Department of General Services approval, funds are available in the FY16 capital budget fund to enable the College to award the construction administration services contract for Phase 1 of the Science and Applied Studies Building Renovation and Addition Project as recommended; and

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

Resolved, That, contingent upon Maryland Department of General Services approval, a contract for architectural and engineering construction administration services for Phase 1 of the Science and Applied Studies Building Renovation and Addition Project on the Germantown Campus is awarded to Ziger/Snead LLP, of Baltimore, Maryland, for \$1,072,500; and be it further

Resolved, That the Board of Trustees respectfully requests of the Maryland Department of General Services full state-eligible funding for this contract; and be it further

Resolved, That, following state approval, the president is authorized to execute the contract with Ziger/Snead, LLP, of Baltimore, Maryland, on behalf of the College for architectural and engineering construction administration services for Phase 1 of the Science and Applied Studies Building Renovation and Addition Project on the Germantown Campus.

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

Agenda Item Number: 12A
June 20, 2016

**SOLE SOURCE AWARD OF CONTRACT,
CONTINUATION OF BANNER SUPPORT SERVICES**

BACKGROUND

Request:	Continuation of Banner support services
Office/SVP Originating Request:	Vice President of Instructional and Information Technology/Chief Information Officer and the Senior Vice President for Administrative and Fiscal Services
Award Type:	Sole Source
Explanation of Request:	The College will be moving away from its current Banner enterprise resource planning (ERP) system to the Workday platform. Given the long implementation timeframe associated with the Workday enterprise resource planning system, Banner support services will continue to be required. The Board of Trustees approved a sole source award of contract for the purchase of Banner support services under Resolution 13-03-043. This sole source award of contract expires on June 30, 2016.
Reason Being Brought to Board:	Board approval is required for all sole source procurements over \$100,000.
Certification:	The director of procurement certifies that sole source justification is warranted, and the vice president of finance/chief financial officer certifies that this is a planned use of funds in the FY17 operating and capital budgets and that funds are available.
Annual Dollar Amount:	\$330,750
Vendor Name:	Ellucian Company
Vendor Address:	4375 Fair Lakes Ct. Fairfax, Virginia 22033
Minority Status:	Not Applicable
Term of Contract:	One year, with two one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract on a sole source basis for the purchase of Banner support services to the Ellucian Company of Fairfax, Virginia, beginning July 1, 2016, for an annual amount of \$330,750.

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

BACKUP INFORMATION

Board Resolution
College Policy 63001–Procurement

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Mr. Whitman

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **16-06-095**
Adopted on: **6/20/2016**

Agenda Item Number: 12A
June 20, 2016

Subject: Sole Source Award of Contract, Continuation of Banner Support Services

WHEREAS, The vice president of instructional and information technology/chief information officer and the senior vice president for administrative and fiscal services are requesting a continuation of services for Banner support services for the College's Banner suite of enterprise resource planning (ERP) system, on a sole source basis; and

WHEREAS, The director of procurement certifies that the sole source justification is warranted since the Banner ERP system is proprietary software sold by Ellucian Company (formerly SunGard Higher Education) of Fairfax, Virginia; and

WHEREAS, The director of procurement affirms that Ellucian Company is the only authorized provider of installation, customization, training, and support services for the Banner ERP system; and the vice president of finance/chief financial officer certifies that this is a planned use of funds in the FY17 operating and capital budgets and that funds are available; and

WHEREAS, The Ellucian Company has negotiated with the College to reduce the new contract amount by 50 percent, which will result in annual savings of \$330,750; and

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

WHEREAS, Sole source awards valued above \$100,000 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 be awarded for Banner support services to the Ellucian Company of Fairfax, Virginia, on a sole source basis, beginning July 1, 2016, for an annual amount of \$330,750; and be it further

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

Resolved, That the president is authorized to sign this contract on behalf of the Board of Trustees.

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

Agenda Item Number: 12B
June 20, 2016

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

BACKGROUND

Request:	Continuation of maintenance services for Frick brand industrial ammonia chillers located throughout the College
Office/SVP Originating Request:	Vice President of Facilities and Security and the Senior Vice President for Administrative and Fiscal Services
Award Type:	Sole Source
Bid Number:	N/A
Explanation of Request:	Continued factory maintenance is vital to the proper operation of the central plant on all three campuses and ensures no interruption of the air conditioning units. The current fleet of collegewide ammonia chillers reduces power consumption related to air conditioning by approximately 40 percent, which, in turn, reduces energy costs for the College. At its September 2011 meeting, the Board approved a sole source award of contract under Resolution 11-09-116 for a collegewide maintenance and inspection program for the Frick ammonia chillers. Industrial Refrigeration, Inc., is the manufacturer's sole authorized service provider for the ammonia chillers in place at the College. The current contract will expire on June 30, 2016.
Reason Being Brought to Board:	Board approval is required for sole source procurements valued above \$100,000.
Certification:	The director of procurement certifies that Industrial Refrigeration Inc. is the only local firm authorized by the manufacturer to service their equipment. The vice president of finance/chief financial officer certifies that funds are available in the FY17 operating budget
Annual Dollar Amount:	Year 1: \$55,933 Year 2: \$57,013 Year 3: \$58,120 Year 4: \$59,811 Year 5: \$61,549

	(Five Year Contract Amount \$292,426)
Vendor Name:	Industrial Refrigeration, Inc.
Vendor Address:	PO Box 70019 Baltimore, Maryland 21237
Minority Status:	N/A
Term of Contract:	One year, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract on a sole source basis for the purchase of ammonia chiller maintenance services to Industrial Refrigeration, Inc., of Baltimore, Maryland, beginning July 1, 2016, for a first-year amount of \$55,933.

It is further recommended that the contract be renewed for four additional one-year periods at \$57,013 in the second year, \$58,120 in the third year, \$59,811 in the fourth year, and \$61,549 in the fifth year, as long as service is needed, service is satisfactory, funds are available, and it is in the interest of the College. The total five-year amount is \$292,426.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson

Dr. Yeatts

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **16-06-096**
Adopted on: **6/20/2016**

Agenda Item Number: 12B
June 20, 2016

Subject: Sole Source Award of Contract, Continuation of Collegewide Maintenance and Inspection Program for Ammonia Chillers

WHEREAS, The vice president of facilities and security and the senior vice president for administrative and fiscal services are requesting the continuation of maintenance services for Frick brand industrial ammonia chillers collegewide; and

WHEREAS, Ammonia chillers are installed in central plants at all three campuses and continued factory maintenance is vital to the proper operation of these chillers to ensure no interruption of the air conditioning units; and

WHEREAS, The current fleet of collegewide ammonia chillers reduces power consumption related to air conditioning by approximately 40 percent, which, in turn, reduces energy costs for the College; and

WHEREAS, The director of procurement affirms that Industrial Refrigeration, Inc., is the manufacturer's sole authorized service provider for the ammonia chillers in place at the College, and the vice president of finance/chief financial officer certifies that funds are available in the FY17 operating budget; and

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

WHEREAS, Sole source awards valued above \$100,000 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 one-year contract for the purchase of Frick ammonia chiller maintenance services be awarded to Industrial Refrigeration Inc. of Baltimore, Maryland on a sole source, beginning July 1, 2016 for a total amount \$55,933; and be it further

Resolved, That the contract be renewed for four additional one-year periods at \$57,013 in the second year, \$58,120 in the third year, \$59,811 in the fourth year, and \$61,549 in the fifth year, as long as service is needed, service is satisfactory, funds are available, and it is in the best interest of the College, where the total five-year amount is \$292,426; and be it further

Resolved, That the president is authorized to sign this contract on behalf of the Board of Trustees.

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

Agenda Item Number: 12C
June 20, 2016

**SOLE SOURCE AWARD OF CONTRACT,
CONTINUATION OF MAINTENANCE SERVICES FOR SIEMENS ENERGY MANAGEMENT
SYSTEMS AT GERMANTOWN AND ROCKVILLE CAMPUSES**

BACKGROUND

Request:	Continuation of maintenance services for Siemens energy management systems located at the Germantown and Rockville campuses
Office/SVP Originating Request:	Vice President of Facilities and Security and the Senior Vice President for Administrative and Fiscal Services
Award Type:	Sole Source
Bid Number:	N/A
Explanation of Request:	<p>The energy management program at the College's Germantown and Rockville campuses has been supported by the Siemens energy management systems for more than 25 years. These systems are used to monitor and control the campus heating, ventilation, and air conditioning (HVAC) systems. They also provide a graphical user interface, which allows the building operations and maintenance staff to view each system in order to monitor operations and troubleshoot occupant complaints. In addition, the Siemens systems are connected to the campus fire alarm systems to allow secondary supervisory monitoring of those system functions.</p> <p>Siemens is the only factory-authorized service provider for the College's energy management systems. At its September 2011 meeting, the Board approved an award of contract on a sole source basis for maintenance of the energy management systems under Resolution 11-09-115. The current contract will expire on June 30, 2016.</p>
Reason Being Brought to Board:	Board approval is required for sole source procurements valued above \$100,000.
Certification:	The director of procurement certifies that Siemens Building Technologies, Inc., is the only local firm authorized by the manufacturer to service their equipment. The vice president of finance/chief financial officer certifies that funds are available in the

	FY17 operating budget.
Annual Dollar Amount:	Year 1: \$143,604 Year 2: \$147,900 Year 3: \$152,352 Year 4: \$156,924 Year 5: \$161,628 (Five Year Contract Amount \$762,408)
Vendor Name:	Siemens Building Technologies Inc.
Vendor Address:	6435 Virginia Manor Road Beltsville, Maryland 20705
Minority Status:	N/A
Term of Contract:	One year, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract on a sole source basis for the purchase of energy management system maintenance services to Siemens Building Technologies Inc., of Beltsville, Maryland beginning July 1, 2016, for a first-year amount of \$143,604.

It is further recommended that the contract be renewed for four additional one-year periods at \$147,900 in the second year, \$152,352 in the third year, \$156,924 in the fourth year, and \$161,628 in the fifth year, as long as service is needed, service is satisfactory, funds are available, and it is in the best interest of the College. The total five-year amount is \$762,408.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson

Dr. Yeatts

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **16-06-097**
Adopted on: **6/20/2016**

Agenda Item Number: 12C
June 20, 2016

Subject: Sole Source Award of Contract, Continuation of Maintenance Services for Siemens Energy Management Systems at Germantown and Rockville Campuses

WHEREAS, The vice president of facilities and security and the senior vice president for administrative and fiscal services are requesting the continuation of maintenance services for energy management systems for the Germantown and Rockville campuses; and

WHEREAS, Associated maintenance services for the Siemens energy management systems include annual software updates, graphics creation and backup, software consultation, online troubleshooting, operation support and training, systems preventative maintenance, and component replacement; and

WHEREAS, The director of procurement affirms that the Siemens is the only factory-authorized service provider for the College's energy management systems, and the vice president of finance/chief financial officer certifies funds are available in the FY17 operating budget; and

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

WHEREAS, Sole source awards valued above \$100,000 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 one-year contract for the purchase of maintenance services for Siemens energy management systems be awarded to Siemens Building Technologies, Inc., of Beltsville, Maryland, on a sole source basis, beginning July 1, 2016, for a first-year amount of \$143,604; and be it further

Resolved, That the contract be renewed for four additional one-year periods at \$147,900 in the second year, \$152,352 in the third year, \$156,924 in the fourth year, and \$161,628 in the fifth year, as long as service is needed, service is satisfactory, funds are available, and it is in the best interest of the College, where the total five-year amount is \$762,408; and be it further

Resolved, That the president is authorized to sign this contract on behalf of the Board of Trustees.

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

Agenda Item Number: 12D
June 20, 2016

**SOLE SOURCE AWARD OF CONTRACT,
CONTINUATION OF INSPECTION AND CALIBRATION OF
HEATING, VENTILATION, AND AIR CONDITIONING CONTROL SYSTEMS,
ROCKVILLE AND TAKOMA PARK/SILVER SPRING CAMPUSES**

BACKGROUND

Request:	Continuation of services for inspection and calibration of HVAC control systems at Rockville and Takoma Park/Silver Spring Campuses
Office/SVP Originating Request:	Vice President of Facilities and Security and the Senior Vice President for Administrative and Fiscal Services
Award Type:	Sole Source
Bid Number:	N/A
Explanation of Request:	The continuation of inspection and calibration of heating, ventilation, and air conditioning (HVAC) controls for the Rockville and Takoma Park/Silver Spring Campuses are required in order to maintain reliable and operable building heating and cooling systems. Pritchett Controls, Inc., is the manufacturer's sole authorized service provider for the state of Maryland. At its September 2011 meeting, the Board approved a sole source award of contract for inspection and calibration services of HVAC controls for the Rockville and Takoma Park/Silver Spring Campuses under Resolution 11-09-114. The current contract expires on June 30, 2016.
Reason Being Brought to Board:	Board approval is required for sole source procurements valued above \$100,000.
Certification:	The director of procurement certifies that Pritchett Controls, Inc., is the only local firm authorized by the manufacturer to serve their equipment. The vice president of finance/chief financial officer certifies funds are available in the FY17 operating budget.
Annual Dollar Amount:	Year 1: \$78,144 Year 2: \$79,714 Year 3: \$81,306 Year 4: \$82,934 Year 5: \$84,592 (Five Year Contract Amount \$406,690)

Vendor Name:	Pritchett Controls, Inc.
Vendor Address:	6800 Muirkirk Meadows Drive Beltsville, Maryland, 20705
Minority Status:	N/A
Term of Contract:	One year, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract on a sole source basis for the continuation of inspection and calibration services for heating, ventilation, and air conditioning control systems at the Rockville and Takoma Park/Silver Spring Campuses to Pritchett Controls, Inc., of Beltsville, Maryland, beginning July 1, 2016, for a first-year amount of \$78,144.

It is further recommended that the contract be renewed for four additional one-year periods at \$79,714 in the second year, \$81,306 in the third year, \$82,934 in the fourth year, and \$84,592 in the fifth year, as long as service is needed, service is satisfactory, funds are available, and it is in the best interest of the College. The total five-year amount is \$406,690.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson
Dr. Yeatts

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **16-06-098**
Adopted on: **6/20/2016**

Agenda Item Number: 12D
June 20, 2016

Subject: Sole Source Award of Contract, Continuation of Inspection and Calibration of Heating, Ventilation, and Air Conditioning Control Systems, Rockville and Takoma Park/Silver Spring Campuses

WHEREAS, The vice president of facilities and security and the senior vice president for administrative and fiscal services are requesting the continuation of services for inspection and calibration of the heating, ventilation, and air conditioning (HVAC) control systems at Rockville and Takoma Park/Silver Spring Campuses; and

WHEREAS, The Reliable brand building automation controls provides control monitoring capabilities for the heating, ventilation, and air conditioning controls, central plant systems, supervisory monitoring of fire alarm systems, and standby power at the Rockville and Takoma/Silver Spring Campuses; and

WHEREAS, The director of procurement affirms that Pritchett Controls, Inc., is the manufacturer's sole authorized service provider for the state of Maryland, and the vice president of finance/chief financial officer certifies funds are available in the FY17 operating budget; and

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

WHEREAS, Sole source awards valued above \$100,000 require approval of the Board of Trustees; and

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

Resolved, That one-year contract for inspection and calibration of the HVAC controls systems at the Rockville and Takoma Park/Silver Spring Campuses be awarded to Pritchett Control of Beltsville, Maryland on a sole source basis, beginning July 1, 2016, for a total amount \$78,144; and be it further

Resolved, That the contract be renewed for one year, with four one-year renewal options at \$79,714 in the second year, \$81,306 in the third year, \$82,934 in the fourth year, and \$84,592 in the fifth year for the total five-year not-to-exceed amount of \$406,690, 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; and be it further

Resolved, That the president is authorized to sign this contract on behalf of the Board of Trustees.

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

Agenda Item Number: 12E
June 20, 2016

**SOLE SOURCE AWARD OF CONTRACT,
WELLNESS AT WORK PROGRAM SERVICES**

BACKGROUND

Request:	Wellness at Work program services
Office/SVP Originating Request:	Associate Senior Vice President for Human Resources and Strategic Talent Management and the Senior Vice President for Administrative and Fiscal Services
Award Type:	Sole source
Explanation of Request:	The <i>Montgomery College: Next Generation Wellness at Work</i> program will entail partnership and collaboration with Holy Cross Health to create a coordinated approach to workplace health promotion. This approach will result in a planned, organized, and comprehensive set of programs, policies, benefits, and environmental supports designed to meet the health and well-being of Montgomery College employees. The program aims to advance a culture of health and wellness by focusing on reactive interventions (addressing already identified, latent, or potential health conditions), and proactive interventions (focusing on prevention and modifiable risk factors to avoid chronic diseases). Using this approach will enable the College to mitigate rising healthcare costs of employees and positively impact productivity through effective wellness programming and collegewide healthy behavioral changes and commitment.
Reason Being Brought to Board:	Board approval is required for sole source awards valued over \$100,000.
Certification:	The director of procurement certifies that the College has a collaboration agreement in place with Holy Cross Health, which builds upon the original Memorandum of Understanding established in December 2008 between the two entities.
Annual Dollar Amount:	\$175,000
Vendor Name:	Holy Cross Health
Vendor Address:	1500 Forest Glen Road Silver Spring, Maryland 20910
Minority Status:	N/A
Term of Contract:	One year with two one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a sole source award of contract for Wellness at Work program services to Holy Cross Health of Silver Spring, Maryland, for a one-year term beginning July 1, 2016, for a total amount of \$175,000.

It is further recommended that the contract be renewed for two additional one-year periods, as long as service is needed, service is satisfactory, funds are available, and it is in the best interest of the College. The total three-year not-to-exceed amount is \$525,000.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSONS

Mr. Johnson

Ms. Porter

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

Resolution Number: **16-06-099**
Adopted on: **6/20/2016**

Agenda Item Number: 12E
June 20, 2016

Subject: Sole Source Award of Contract, Wellness at Work Program Services

WHEREAS, The associate senior vice president for human resources and strategic talent management and the senior vice president for administrative and fiscal services have requested a sole source award of contract for Wellness at Work program services; and

WHEREAS, Montgomery College will facilitate the procurement of employee Wellness at Work services from Holy Cross Health (HCH) and will partner with HCH to foster a healthier and more productive Montgomery College workforce and College community through a strategic partnership with HCH by enhancing and expanding the availability of health promotion and wellness interventions, which will contribute to reducing health benefits costs associated with poor health; and

WHEREAS, The director of procurement affirms that aspects of the existing collaboration agreement and Memorandum of Understanding between the College and Holy Cross Health—which include building healthy communities in Montgomery County, promoting mutually beneficial priorities that enhance both organizations, and relationship development—support the sole source request for Wellness at Work program services; and

WHEREAS, Sole source procurement contracts valued above \$100,000 require Board approval; and

WHEREAS, College 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 a sole source award of contract for employee Wellness at Work program services be awarded to Holy Cross Health of Silver Spring, Maryland, for a one-year term beginning July 1, 2016, in the amount is \$175,000; and be it further

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

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

Agenda Item Number: 13A
June 20, 2016

FINAL ADOPTION OF THE FY17 COLLEGE CAPITAL BUDGET

BACKGROUND

On May 26, 2016, the Montgomery County Council approved the College's FY17 capital budget by appropriating \$67,611,000 to fund 13 projects. The council's approved budget (Council Resolution 18-499) is made up of the following:

Project	College's FY17 Request	Council Final Action
ADA Compliance—College	\$ 50,000	\$ 50,000
Capital Renewal	1,000,000	1,000,000
Energy Conservation—College	125,000	125,000
Facility Planning—College	270,000	270,000
Instructional Furniture & Equipment—College	270,000	270,000
IT Information Technology	3,450,000	3,450,000
IT Student Learning Support Systems	1,400,000	1,400,000
IT Network Operating Center	2,000,000	2,000,000
IT Network Infrastructure & Support Systems	350,000	350,000
Planned Lifecycle Asset Replacement—College	2,700,000	2,700,000
Planning, Design & Construction	1,584,000	1,584,000
Rockville Student Services Center	53,712,000	53,712,000
Site Improvements	700,000	700,000
TOTAL	\$67,611,000	\$67,611,000
Reduction: Computer Science Alterations (FY17/FY18)	\$200,000	(\$200,000)

The approved FY17 capital budget provides full construction funding for the Rockville Student Services Center project. The county approved a modest increase for state approved cost escalation of three percent for this project, which is split equally between the state and the county. The remaining projects shown above are funded 100 percent by the county.

Citing fiscal reasons, the county decreased the FY17 appropriation for the following projects by \$6,500,000—information technology (\$5,050,000), and the network infrastructure support systems project (\$1,450,000).

The county also reduced the following out-year capital budget projects: capital renewal (FY18 - \$1,000,000), planned lifecycle asset replacement (FY18 - \$900,000), Rockville Computer Science Building alterations (FY17/FY18 - \$200,000 in previously appropriated funds), and site improvements (FY18 - \$200,000).

RECOMMENDATION

It is recommended that the Board adopt the FY17 capital budget as appropriated by the Montgomery County Council and authorize the president to implement the approved budget. The attached resolution provides for the formal action taken each year following the council's appropriation of the College's capital budget.

BACKUP INFORMATION

Board Resolution
Other Approved Projects

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Dr. Yeatts

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

Resolution Number: **16-06-100**

Adopted on: **6/20/2016**

Agenda Item Number:

June 20, 2016

Subject: Final Adoption of the FY17 College Capital Budget

WHEREAS, On November 16, 2015, by College Resolution 15-11-102, the Board of Trustees adopted the FY17 College capital budget; and

WHEREAS, On May 26, 2016, by Council Resolution 18-499, the Montgomery County Council approved the College's FY17-22 capital improvements program and approved the FY17 capital budget with new appropriations totaling \$67,611,000 to fund 13 projects and also reduced one previously appropriated project by \$200,000; and

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

Resolved, That the Board of Trustees adopts the FY17 College capital budget, and authorizes the president to implement the budget as amended, approved, and appropriated by the Montgomery County Council for the College, pursuant to Council Resolution 18-499.

MONTGOMERY COLLEGE
FY17 Capital Budget
Other Approved Projects (No Funds Requested in FY17)

Projects with prior-year appropriations (approved as submitted):

Collegewide Physical Education Renovations
Germantown Bioscience Education Center
Germantown Observation Drive Reconstruction
Germantown Science and Applied Studies Renovation, and Addition
Elevator Modernization
Rockville Computer Science Alterations
Rockville Macklin Tower Alterations
Rockville Parking Garage
Rockville Science East Renovation
Rockville Science West Renovation
Roof Replacement

Out-year projects with no previous appropriation (FY17-22):

Germantown Student Services Center
TP/SS Math & Science Center

Deleted out-year projects (FY17-22):

None

Projects pending close out:

None

Projects closed out as of July 1, 2016:

None

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

Agenda Item Number: 13B
June 20, 2016

PETITION FOR STATE FUNDING

BACKGROUND

On May 26, 2016, the Montgomery County Council appropriated the College's FY17 capital budget, including funds for one state-assisted project, the Rockville Student Services Center. The county executive and the county council have been informed that the College will petition the state for final approval of this project's funding.

The state and county funding levels for the project are outlined below. The FY17 appropriation for the Rockville Student Services Center project is \$53,712,000 (\$26,856,000 in county aid and \$26,856,000 through state support).

The attached resolution and county council petition are in the format prescribed by the state and county. In addition, the petition outlines the contingent nature of the council's approval, which requires state approval of the College's projects as part of the FY17 bond bill. With the Board's adoption of this resolution, the request is forwarded to the county council for action on the state grant petition.

RECOMMENDATION

It is recommended that the Board of Trustees formally request the county council to petition the state for \$26,856,000 for construction of the Rockville Student Services Center project.

BACKUP INFORMATION

Board Resolution
County Council Resolution
Project Description Form

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Dr. Yeatts

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

Resolution Number: **16-06-101**
Adopted on: **6/20/2016**

Agenda Item Number: 13B
June 20, 2016

**Subject: Proposal to Construct a Public Junior/Community College or Additions
Thereto, Rockville Student Services Center Project for Construction**

WHEREAS, The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the various counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts; and

WHEREAS, The Board of Trustees of Montgomery Community College proposes undertaking construction of the Student Services Center Project on the Rockville Campus of the College and has determined that the sum of \$26,856,000 in state financial assistance available under the loan acts is needed for this purpose; now therefore be it

Resolved, That the Board of Trustees of Montgomery Community College requests that the Montgomery County Council approve the proposal to undertake the construction of the Student Services Center Project on the Rockville Campus of the College as set forth in the application for financial assistance; file, as required by the loan acts and contingent on enactment of the FY17 state of Maryland capital budget by the 2016 session of the General Assembly and its approval by the governor, the necessary petition with Maryland Higher Education Commission for a state grant in the amount of \$26,856,000, and make available the necessary local funds for completion of the project.

A True Copy.

ATTEST:

_____, Secretary-Treasurer
Board of Trustees of
Montgomery Community College

Date: _____

Resolution No.: _____

Introduced: _____

Adopted: _____

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: County Council

Subject: Petition for state grant of \$26,856,000 for the construction of the Student Services Center project on the Rockville Campus of the College.

Background

1. The General Assembly of Maryland has enacted various community college construction loan acts that provide state funds to assist the counties in financing the costs of acquiring land and constructing public junior, community, or regional community college buildings and facilities, the costs of which were incurred after the effective dates of the acts.
2. The county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission.
3. The Board of Trustees of Montgomery Community College proposes undertaking the construction of the Science and Applied Studies Building renovation and addition project on the Germantown Campus of the College in Montgomery County. Upon resolution duly adopted by the Board, the Board requests the county council to petition the Maryland Higher Education Commission for a grant of \$26,856,000 needed to assist the financing of the public community college project which is described in the application for financial assistance.
2. In the FY17 capital budget for Montgomery College, the Board of Trustees proposed undertaking the construction of the Student Services Center project on the Rockville Campus of the College. On May 19, 2016, the county council approved \$26,856,000 for this project, contingent on the receipt of \$26,856,000 from the state in FY17.
3. In April 2016, the state General Assembly and the Governor approved the FY17 state of Maryland capital budget, which included \$26,856,000 for the of the Student Services Center project on the Rockville Campus of the College. However, the Board of Public Works must still approve the specific grant and the necessary contracts. Before this approval, the county council must file a petition to participate in the financial assistance provided in the acts with the Maryland Higher Education Commission. After the commission receives this petition, the commission will recommend to the Board of Public Works that the Board approve the grant and the contracts.

Action

The county council for Montgomery County, Maryland, approves the following action:

1. In accordance with the enactment by the 2016 session of the General Assembly of the FY17 state of Maryland capital budget and approval by the governor, the county petitions the Maryland Higher Education Commission for a grant of \$26,856,000 from the available funds of the various community college construction loan acts in order to participate in the available financial assistance.
2. If the Maryland State Board of Public Works approves a grant of less than fifty percent (50%) of the estimated total cost for the construction of the Student Services Center project on the Rockville Campus, and the county council has not already agreed to the fund the difference as a part of the approved capital improvements program, the College must notify the county executive and the county council by requesting an amendment to the College's capital improvements program. The amendment must show the actual project funding schedule proposed and the council must approve the amendment before the College awards a contract.

This is a correct copy of council action.

Linda M. Lauer
Clerk of the Council

Attachments: Montgomery College Board of Trustees Resolution No. 00-00-000
Rockville Student Services Center project PDF #P076604

Rockville Student Services Center (P076604)

Version: Working

Category	Montgomery College	Date Last Modified	10/4/12
Sub Category	Higher Education	Required Adequate Public Facility	No
Administering Agency	Montgomery College (AAGE15)	Relocation Impact	None
Planning Area	Rockville	Status	Planning Stage

	Total	Thru FY15	Est FY16	Total 6 Years	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	Beyond 6 Yrs
EXPENDITURE SCHEDULE (\$000s)											
Planning, Design and Supervision	10,369	6,035	4,334	0	0	0	0	0	0	0	0
Land	0	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	0	0	0	0	0	0	0	0	0	0	0
Construction	53,716	0	4	53,712	28,768	24,944	0	0	0	0	0
Other	10,901	0	0	10,901	0	10,901	0	0	0	0	0
Total	74,986	6,035	4,338	64,613	28,768	35,845	0	0	0	0	0

	Total	Thru FY15	Est FY16	Total 6 Years	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	Beyond 6 Yrs
FUNDING SCHEDULE (\$000s)											
G.O. Bonds	38,640	3,176	2,169	33,295	14,384	18,911	0	0	0	0	0
State Aid	36,346	2,859	2,169	31,318	14,384	16,934	0	0	0	0	0
Total	74,986	6,035	4,338	64,613	28,768	35,845	0	0	0	0	0

	Total	Thru FY15	Est FY16	Total 6 Years	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	Beyond 6 Yrs
OPERATING BUDGET IMPACT (\$000s)											
Energy				1,994	0	184	420	441	463	486	
Maintenance				3,685	0	0	521	1,042	1,061	1,061	
Net Impact				5,679	0	184	941	1,483	1,524	1,547	
Full Time Equivalent (FTE)					0.0	0.0	16.0	16.0	16.0	16.0	

APPROPRIATION AND EXPENDITURE DATA (000s)

Appropriation Request	FY 17	53,712
Appropriation Request Est.	FY 18	10,901
Supplemental Appropriation Request		0
Transfer		0
Cumulative Appropriation		10,373
Expenditure / Encumbrances		6,035
Unencumbered Balance		4,338

Date First Appropriation	FY 13
First Cost Estimate	
Current Scope	FY 17 74,986
Last FY's Cost Estimate	70,762

Description

This project provides funds for the construction of a new student services center (126,756 gross square feet) to support student administrative services as outlined in the Rockville Campus Facilities Master Plan, 2006-2016 (9/10). This project brings together student and administrative services to support the concept of one stop shopping services for students. Specifically, it will include the following campus related functions and activities: Admissions and Registration, Financial Aid, Cashier, Dean of Student Development, Career Transfer Center, Assessment, Counseling, Disabled Student Services (DSS), and Trio program plus support services such as a training facility, storage, resource library and waiting areas. In addition, this building will house the Office of Safety and Security and a new parking department. This project also includes funding for a central plant located in the Student Services Center and funding for a road extension/site improvements related to the building.

Estimated Schedule

Project construction is scheduled to be completed in the winter 2019.

Cost Change

Project expenditures assume that a portion of Information Technology (IT) equipment costs may be funded through the Information Technology (No. P856509) project. The cost of this project has increased to match the State's allowed cost escalation of 3%.

Justification

Currently, these intake functions are fragmented and are insufficiently accommodated: Student Development is located in the Counseling & Advising Building; the assessment program is located in Campus Center; Admissions, Registration and Financial Aid are located in the Student Services Building. Bringing these functions under one roof will be of great benefit to students by increasing the efficiency of the intake operations. Relevant studies include the Collegewide Facilities Condition Assessment (12/13), the Collegewide Facilities Master Plan Update (1/15), and the Rockville Student Services Center Part 1/Part 2 (5/11).

Other

FY17 Appropriation: \$53,712,000 Total: \$26,856,000 (G.O. Bonds), and \$26,856,000 (State Aid). FY18 Appropriation: \$10,901,000 Total: \$6,439,000 (G.O. Bonds), and \$4,462,000 (State Aid). Relocation costs and design fees above approximately 7% of estimated construction costs may not be eligible for State reimbursement. The construction costs in the expenditure schedule (\$53,712,000) include: site improvement costs (\$9,553,000), building construction costs (\$44,159,000). The building construction cost per gross square foot equals \$348 (\$44,159,000/126,756).

Disclosures

Rockville Student Services Center (P076604)

Version: Working

A pedestrian impact analysis will be performed during design or is in progress.

Montgomery College (A15) asserts that this project conforms to the requirements of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

Coordination

Facility Planning: College (CIP #P886686)

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

Agenda Item Number: 13C
June 20, 2016

FINAL ADOPTION OF THE FY17 CURRENT FUND AND SPECIAL FUNDS BUDGETS

BACKGROUND

On February 1, 2016, the Board of Trustees adopted a budget in the amount of \$263,659,818 for the current fund. The Board also approved \$18,560,870 for the Workforce Development & Continuing Education (WD&CE) Fund, and \$2,695,000 for the Auxiliary Enterprises Fund, for a total of \$21,255,870 in special fund budgets. It is necessary to re-adopt the budget since the county council's final appropriation for the current fund is \$260,817,779.

County funding increased \$6,500,000 or 5.1 percent from the prior year. During its April 2016 meeting, the Board of Trustees authorized tuition rate increases of \$4 per credit for in-county, \$8 per credit for in-state, and \$12 per credit for out-of-state. This budget includes the use of fund balance of \$4,497,555. Total state aid funding for FY17, which includes the operating budget and WD&CE, is \$2,263,589 higher than the amount budgeted for the College in FY16.

This budget funds salary and benefit improvements for our faculty, staff, and administrators of \$8,278,768; same service costs of \$466,453 covering utilities, lease, and maintenance cost increases; facility staffing costs of \$522,631 for two new buildings and initiatives totaling \$2,804,189, which includes additional funds for grant scholarships, new funding for MIBEST scholarships, closing the achievement gap initiatives, an expansion of ACES into two additional high schools, and early education lab school transition to the operating fund. This budget also includes a commitment to financial stewardship by reducing organizational budgets by \$3,046,458.

The other funds (Emergency Plant Maintenance and Repair Fund, Cable Television, Student Activities and Athletics, and Grants) remain as adopted and no further changes are necessary to the Board's original authorization.

There is a provision in this resolution to re-appropriate encumbered FY16 balances in FY17. This action will allow funding for items encumbered in the current fiscal year to automatically be re-appropriated in the next fiscal year.

RECOMMENDATION

It is recommended that the Board re-adopt the FY17 current fund and special funds budgets as presented on the attached and authorize the president to implement the budgets that are subject to final county council funding actions in June 2016.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Ms. Hickey

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

Resolution Number: **16-06-102**
Adopted on: **6/20/2016**

Agenda Item Number: 13C
June 20, 2016

Subject: Final Adoption of the FY17 Current Fund and Special Funds Budgets

WHEREAS, The Board of Trustees adopted the College's Fiscal Year 2017 operating budget on February 1, 2016, by Board Resolution 16-01-005; and

WHEREAS, Montgomery College submitted a budget that was fiscally responsible; and

WHEREAS, The Montgomery County Council considered the budget in worksessions during April and May 2016, and approved \$260,817,779 for the current fund, and \$21,255,870 for the special funds; and

WHEREAS, The county council recognized the valuable contribution that Montgomery College makes to the community and funded \$4,500,000 for compensation of all employees and initiatives; and

WHEREAS, The council has approved the College's FY17 operating budget for state-mandated functions and appropriated a current fund expenditure authority of \$260,817,779; and

WHEREAS, By the same resolution, the council appropriated the expenditure authority for the special funds as follows: Workforce Development & Continuing Education fund, \$18,560,870 and Auxiliary Enterprises funds, \$2,695,000 and

WHEREAS, The College is requesting authority for encumbered expenditures to be carried into the next fiscal year; and

WHEREAS, The foregoing expenditure appropriation has been applied to functional expense categories to reflect council actions; now therefore be it

Resolved, That the Board of Trustees hereby re-adopts the FY17 College current fund operating budget in the amount of \$260,817,779; Workforce Development & Continuing Education Fund in the amount of \$18,560,870; and the Auxiliary Enterprises Fund in the amount of \$2,695,000; and be it further

Resolved, That the Board of Trustees authorizes re-appropriation and expenditures of encumbered FY16 appropriations for all funds, permitting the funds to be spent in FY17 (unencumbered appropriations lapse at the end of FY16); and be it further

Resolved, That the functional totals for the Fiscal Year 2017 operating budget will be in the amounts listed in the following table:

		<u>CURRENT FUND</u>	<u>SPECIAL</u>
10	Instruction	\$ 84,843,323	\$ 10,436,091
40	Academic Support	\$ 43,986,067	\$ 3,669,571
50	Student Services	\$ 33,573,809	\$ 3,020,208
60	Operations & Maint. of Plant	\$ 43,391,196	\$ 1,275,000

70	Institutional Support	\$ 49,758,488	-0-
80	Scholarships & Fellowships	\$ 5,264,896	\$ 160,000
	Auxiliary Expenditures	-0-	\$ 2,695,000
Total		\$ 260,817,779	\$ 21,255,870

and be it further

Resolved, That the estimated budgeted source of funds projected by the Board of Trustees to fund the College's operating budget during FY17 are in the amounts listed in the table below, subject to final county council funding actions in June, 2016.

	<u>CURRENT FUND</u>	<u>SPECIAL</u>
County Contribution	\$ 134,133,727	-0-
State Aid	\$ 36,141,583	\$ 6,122,792
Tuition & Fees	\$ 84,070,914	\$ 10,335,150
Miscellaneous	\$ 1,974,000	\$ 2,818,982
Fund Balance	\$ 4,497,555	\$ 1,978,946
Net Transfers	-0-	-0-
Total	\$ 260,817,779	\$ 21,255,870

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

Agenda Item Number: 14
June 20, 2016

COMPENSATION IN FY17

BACKGROUND

Each year, during the spring, the Board acts on salary recommendations for administrators, department chairs, associate, and support staff. Subject to the availability of funds, the president makes recommendations for administrators, department chairs, and non-bargaining associate and support staff salary adjustments. Board action is necessary at this time to authorize general wage and salary adjustments and establish the salary schedule, consistent with the approved FY17 operating budget, for administrators, department chairs, and non-bargaining associate and support staff, and to authorize funds in support of recognition awards for all eligible employees.

Wages for bargaining unit employees who are members of American Association of University Professors (AAUP), American Federation of State, County, and Municipal Employees (AFSCME), and Service Employees International Union (SEIU) bargaining units are established through the collective bargaining process and were recommended by the president for Board approval on May 16, 2016.

For FY17, the Montgomery County Council did not fully support Montgomery College's proposed pay adjustment and strongly suggested that the College reduce negotiated pay raises. Therefore, the College successfully reopened two contracts and completed negotiation on a full contract with the county's recommendations concerning wages in mind. All three unions were cooperative, collegial, and good partners in negotiating and reaching agreement on pay raises.

RECOMMENDATION

The president recommends approval of the following resolutions:

1. Non-bargaining Associate and Support Staff, Administrators, and Department Chairs General Wage Adjustment for FY17. This resolution provides for a one percent (1.0%) general wage adjustment for non-bargaining associate and support staff, administrators, and department chairs for FY17.

2. Non-bargaining Associate and Support Staff, Administrators, and Department Chairs Salary Adjustment Increment for FY17. This resolution authorizes an increment, defined by Montgomery College as a salary adjustment expressed as a percentage of an employee's overall base pay, for eligible non-bargaining employees in the amount of three and a half percent (3.5%) to the extent that an employee's salary does not exceed the top of the grade level assigned to that employee's position, effective for pay following the completion of the second full pay period in September 2016. This particular increment is contingent upon the employee's satisfactory performance.

3. Salary Schedule for Non-bargaining Associate and Support Staff, Administrators, and Department Chairs for FY17. This resolution outlines the pay schedule for all associate and support staff, administrators, and department chairs effective July 1, 2016.
4. Special Recognition and Outstanding Service Awards for FY17. This resolution authorizes one-time, lump sum awards of up to two thousand dollars (\$2,000) for special recognition and outstanding service for all eligible employees.
5. Full-time Faculty, Part-time Faculty, and Staff Member of the Year Awards for FY17. This resolution authorizes a one-time, lump sum award of up to five thousand dollars (\$5,000) each for excellence in teaching and/or counseling and academic advising (full-time and part-time faculty) and performance, leadership, and service (staff) for eligible employees.
6. Degree Attainment Salary Enhancement for Associate and Support Staff and Administrators for FY17. This resolution authorizes a salary increase equal to one increment, currently equivalent to three and a half percent (3.5%) of an employee's regular base salary and not to exceed the maximum of the salary grade, for earning a progressively higher degree from a regionally accredited institution.
7. Non-Bargaining Associate and Support Staff Shift Differential for FY17. This resolution authorizes a shift differential of \$1.10 for hours actually worked for those non-bargaining associate and support staff who are regularly scheduled to work 20 or more hours in a work week between the hours of 10:00 p.m. and 6:30 a.m.

BACKUP INFORMATION

Board Resolutions (7)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Wormack

RESOURCE PERSON

Ms. Porter

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

Resolution Number: 16-06-103
Adopted on:

Agenda Item Number: 14
June 20, 2016

Subject: Non-bargaining Associate and Support Staff, Administrators, and Department Chairs General Wage Adjustment for FY17

Resolved, That the Board of Trustees authorizes a general wage adjustment for eligible non-bargaining associate and support staff, administrators, and department chairs as determined by the president, of one percent (1.0%) effective July 1, 2016, for those employees already employed on June 30, 2016, whose employment continues uninterrupted into FY17.

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

Resolution Number: **16-06-103**
Adopted on: **6/20/2016**

Agenda Item Number: 14
June 20, 2016

Subject: Non-bargaining Associate and Support Staff, Administrators, and Department Chairs Salary Adjustment Increment for FY17

WHEREAS, Non-bargaining associate and support staff employees may receive a salary adjustment increment provided the employee is not at the maximum of the assigned salary grade and provided that the overall rating on the employee's performance evaluation meets expectations; and

WHEREAS, The president recommends adoption of the following resolution: now therefore be it

Resolved, That all non-bargaining associate and support staff employees who are not at the top of a salary grade and who receive an overall rating on the employee's performance evaluation that meets, exceeds, or far exceeds expectations, are eligible for a salary adjustment increment up to three and a half percent (3.5%) based on annual performance, effective for pay following the completion of the second full pay period in September 2016; and be it further

Resolved, That all administrators and department chairs who are not at the top of a salary grade and whose overall performance rating meets, exceeds, or far exceeds expectations are eligible for a salary adjustment of three and a half percent (3.5%), effective for pay following the completion of the second full pay period in September 2016.

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

Resolution Number: **16-06-103**
Adopted on: **6/20/2016**

Agenda Item Number: 14
June 20, 2016

**Subject: Salary Schedule for Non-bargaining Associate and Support Staff,
Administrators, and Department Chairs for FY17**

WHEREAS, The College strives to maintain a competitive salary schedule for its highly qualified associate and support staff, administrators, and department chairs; and

WHEREAS, A review of data concerning salary improvement indicates that it would be appropriate to modify the College pay schedule for FY17 by one percent (1.0%); and

WHEREAS, the president recommends adoption of the following resolution; now therefore be it

Resolved, That the salary schedule for non-bargaining associate and support staff, administrators, and department chairs be approved for FY17 as shown on the attachment.

Attachment

**Salary Schedule for
Associate and Support Staff, Administrators, and Department Chairs
Montgomery College
FY17
(Effective 7/1/16)**

Grade	HOURLY RATE		ANNUAL RATE*		
	Min	Max	Min	Max	Max
A	\$14.35	\$24.54	\$29,848.00		\$51,043.20
B	\$15.22	\$26.02	\$31,657.60		\$54,121.60
C	\$16.12	\$27.57	\$33,529.60		\$57,345.60
D	\$17.10	\$29.22	\$35,568.00		\$60,777.60
E	\$18.46	\$31.54	\$38,396.80		\$65,603.20
F	\$19.95	\$34.04	\$41,496.00		\$70,803.20
G	\$21.55	\$36.77	\$44,824.00		\$76,481.60
H	\$23.26	\$39.70	\$48,380.80		\$82,576.00
I	\$25.60	\$43.65	\$53,248.00		\$90,792.00
J	\$28.16	\$48.01	\$58,572.80		\$99,860.80
K	\$30.97	\$52.78	\$64,417.60		\$109,782.40
L	\$34.06	\$58.04	\$70,844.80		\$120,723.20
M	\$36.79	\$62.69	\$76,523.20		\$130,395.20
N	\$39.74	\$67.69	\$82,659.20		\$140,795.20
O	\$42.91	\$73.19	\$89,252.80		\$152,235.20
P	\$46.34	\$78.93	\$96,387.20		\$164,174.40
Q	\$49.13	\$83.65	\$102,190.40		\$173,992.00
R	\$52.09	\$88.66	\$108,347.20		\$184,412.80
S	\$55.20	\$93.96	\$114,816.00		\$195,436.80

*ANNUAL EQUIVALENT RATE FOR FULL-TIME, 12-MONTH EMPLOYEES

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

Resolution Number: **16-06-103**
Adopted on: **6/20/2016**

Agenda Item Number: 14
June 20, 2016

Subject: Special Recognition and Outstanding Service Awards for FY17

Resolved, That the Board of Trustees authorizes up to two thousand dollars (\$2,000) as the lump sum amount for special recognition and outstanding service awards to be presented to those employees of the College who are eligible and approved for such an award during FY17.

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

Resolution Number: **16-06-103**
Adopted on: **6/20/2016**

Agenda Item Number: 14
June 20, 2016

**Subject: Full-Time Faculty, Part-Time Faculty, and Staff Member of the Year Awards
for FY17**

Resolved, That the Board of Trustees authorizes up to five thousand dollars (\$5,000) each as the lump sum amount for the full-time faculty member, part-time faculty member, and staff member of the year award to be presented to those employees of the College who are eligible and approved for such an award during FY17.

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

Resolution Number: **16-06-103**
Adopted on: **6/20/2016**

Agenda Item Number: 14
June 20, 2016

Subject: Degree Attainment Salary Enhancement for Associate and Support Staff and Administrators for FY17

Resolved, That the Board of Trustees authorizes a salary increase equal to one increment, currently equivalent to three and a half percent (3.5%) of an employee's regular base salary and not to exceed the maximum of the salary grade, for earning a progressively higher degree from a regionally accredited institution.

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

Resolution Number: **16-06-103**
Adopted on: **6/20/2016**

Agenda Item Number: 14
June 20, 2016

Subject: Non-Bargaining Associate and Support Staff Shift Differential for FY17

Resolved, That the Board of Trustees authorizes a shift differential of \$1.10 in FY17 for hours actually worked for those non-bargaining associate and support staff who are regularly scheduled to work more than 20 hours in a work week between the hours of 10:00 p.m. and 6:30 a.m.

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

Agenda Item Number: 15A
June 20, 2016

BOARD OF TRUSTEES' ANNUAL REPORT FOR FY16

BACKGROUND

The Board of Trustees is dedicated to a long-term planning process for Montgomery College and sets annual goals for itself, the president, and the College. The activities and progress toward reaching its goals are reflected in the Board's annual report.

This year's annual report contains an overview of College highlights, student outcomes, a financial report, a summary of the Board's constituent conversations, summaries of conference sessions, updates from the College's support organizations, and a list of the Board's resolutions and recognitions.

The report has been prepared by the Office of the President and reviewed and vetted by trustees.

RECOMMENDATION

It is recommended that the Board of Trustees approve its Annual Report for FY16.

BACKUP INFORMATION

Board Resolution
Board of Trustees' Annual Report for FY16 (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

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

Resolution Number: **16-06-104**
Adopted on: **6/20/2016**

Agenda Item Number: 15A
June 20, 2016

Subject: Board of Trustees' Annual Report for FY16

WHEREAS, Montgomery College desires to be a national leader in higher education; and

WHEREAS, Annual reports are considered a national best practice for college governing bodies and provide a vehicle to demonstrate stewardship of the public trust; and

WHEREAS, This year's Annual Report contains an overview of College highlights, student outcomes, a financial report, a summary of the Board's constituent conversations, summaries of conference sessions, updates from the College's support organizations, and a list of the Board's resolutions and recognitions; and

WHEREAS, The College has made substantial progress in these areas and has laid the foundation for more progress in the year ahead; and

WHEREAS, The Board of Trustees is pleased that the College, the president, faculty members, staff members, administrators, and students have undertaken these efforts this year; now therefore be it

Resolved, That the Board of Trustees approves the Board of Trustees' Annual Report for FY16.