



**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS  
March 15, 2010**

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

Agenda Item Number: 7A  
March 15, 2010

**SOLE SOURCE AWARD OF CONTRACT  
TELEVISION AND ONLINE ADVERTISING SERVICES**

**BACKGROUND**

The Vice President of Advancement has requested the purchase of a television and online advertising services contract to market and promote priority programs that support workforce development within Montgomery County, on a sole source basis. These services will heighten public awareness of the College, enhance the College's image and reputation, and support the College's goals and objectives. WJLA-TV, ABC 7/NewsChannel 8, a division of Allbritton Communications Company, Arlington, Virginia, has created a special segment to feature health care-related topics in the Montgomery County/Washington, DC, area. This special opportunity has been extended, in the area of education, to Montgomery College to promote its Health Sciences programs, faculty, and partnerships throughout the county. The contract with WJLA-TV, ABC 7/NewsChannel 8 will result in a four-month on-air and online campaign to create greater awareness of and increase enrollment in these programs. As WJLA-TV's only educational participant in the "ABC 7 on Your Side for Careers in Health Care" prime-time programming project, the College will integrate current marketing efforts to increase viewers' exposure to Health Sciences programs, specifically Polysomnography, Physical Therapist Assistant, Surgical Technology, and Fire Science-EMT, and indirectly the other 25-plus Health Sciences programs.

WJLA-TV, ABC 7/News Channel 8 is the only television station in the Maryland/Washington, DC, Metropolitan area that is currently running a special health-related segment that targets the College's Health Science program audience.

WJLA-TV reaches over two and a half million viewers in the Washington, DC, market with award-winning local news coverage, top syndicated programming, and ABC network news, sports, and entertainment. Its online presence at WJLA.com attracts over 10 million page views per month, which is ideal for recruiting traditional students, continuing education students, and distance/online learners; building community awareness of health sciences and other College programs and initiatives; and strengthening local partnerships. Segments will feature College faculty and students, including 20 times per month in commercials, eight times per month in vignettes during *Live! Regis and Kelly* and *ABC 7 News @ Noon*, and 150,000 impressions on WJLA's website.

The total cost for the television and online advertising services contract is \$53,000. Funds are available in the FY2010 Operating Budget for this planned Marketing Department project. Board approval is required for a sole source procurement valued above \$25,000.

**RECOMMENDATION**

It is recommended that the Board of Trustees award a contract for television and online advertising services to WJLA-TV, ABC 7/NewsChannel 8, a division of Allbritton Communications Company, Arlington, Virginia, for a four-month on-air and online campaign, for a total amount of \$53,000.

**BACK-UP INFORMATION**  
Board Resolution

**RESOURCE PERSONS**  
Mr. Eaton, Mr. Sheeran, Mr. Sears, Mr. Johnson & Mr. Sorrell

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

Resolution Number: **10-03-018**  
Adopted on: 3/15/2010

Agenda Item Number:  
March 15, 2010

**Subject: Sole Source Award of Contract, Television and Online Advertising Services**

WHEREAS, the Vice President of Advancement has requested the purchase of television and online advertising services to market and promote priority programs that support workforce development within Montgomery County, on a sole source basis; and

WHEREAS, WJLA-TV, ABC 7/NewsChannel 8, a division of Allbritton Communications Company, Arlington, Virginia, has created a special segment, "ABC 7 on Your Side for Careers in Health Care," to present health care-related topics in the Montgomery County/Washington, DC, area and has extended to the College an opportunity to promote its Health Sciences programs, faculty, and partnerships on television (ABC 7 and NewsChannel 8) and online (WJLA.com); and

WHEREAS, the contract with WJLA-TV, ABC 7/NewsChannel 8 will result in greater awareness of the College as a whole, but specifically its Health Sciences programs, such as Polysomnography, Physical Therapist Assistant, Surgical Technology, and Fire Science-EMT, through a four-month on-air and online campaign featuring College faculty and students; and

WHEREAS, the Director of Procurement affirms that the sole source request is justified since WJLA-TV, ABC 7/News Channel 8 is the only television station in the Maryland/Washington, DC, Metropolitan area that is currently running a special health-related segment that targets the College's Health Sciences program audience; and the Chief Business Officer certifies that funds are available in the FY2010 Operating Budget; and

WHEREAS, sole source procurement contracts valued above \$25,000 require Board approval; and

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

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

Resolved, That a contract be awarded for the purchase of television and online advertising services to WJLA-TV, ABC 7/NewsChannel 8, a division of Allbritton Communications Company, Arlington, Virginia, on a sole source basis, for a four-month on-air and online campaign, for a total amount of \$53,000.

HP:abg

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

Agenda Item Number: 7B  
March 15, 2010

**SOLE SOURCE AWARD OF CONTRACT,  
MICROSOFT PREMIER SUPPORT SERVICES**

**BACKGROUND**

The Deputy Chief Information Officer, with the support of the Senior Vice President for Administrative and Fiscal Services, has recommended a contract award for the purchase of the Microsoft Premier Support Services, on a sole source basis. In the past, the College subscribed annually to a limited amount of Microsoft support on a per call basis. Due to greater reliance on Microsoft products and the expected expansion and greater use of Microsoft products, there is a need to expand Microsoft support. Premier level support protects critical College systems and provides the College with assurances such as 24-hours 7 days a week support, first response prioritization, immediate access to higher level engineering support, and expedited response time. It will also result in the assignment of a technical account manager, a single point of contact. Rather than a per-call cost model as in the past, Premier Support is a per-hour cost. Essentially, the College is booking a certain number of support hours in advance as well as building a support model within Microsoft for Montgomery College. Costs include travel, 120 hours of problem resolution (reactive support), and 40 hours of support assistance (proactive support). This level of support ensures that the College will have the resources available to quickly resolve issues that could have broad user impact, both to internal and external customers.

A sole source procurement is justified in this case since the Microsoft Premier Support is only available from one source, is a proprietary product, and the only support level available meeting College requirements. The estimated annual expenditure is \$60,060 subject to annual adjustments not to exceed 10% over the life of the contract. Board approval is required on sole source procurement contracts valued above \$25,000.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve a contract award for the purchase of Premier Support Services to Microsoft, Inc. of Charlotte, North Carolina, beginning July 1, 2010, for a one-year term, on a sole source basis, for a total annual estimated expenditure of \$60,060 (with allowance for annual adjustments not to exceed 10% over the life of the contract). It is recommended that the contract be renewed for two additional one-year terms, under the same terms and conditions, provided funds are available, the service is satisfactory, and it is in the best interest of the College.

**BACK-UP INFORMATION**

Board Resolution

**RESOURCE PERSONS:** Ms. Duggan, Mr. Moore, Mr. Sorrell, & Mr. Johnson

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

Resolution Number: **10-03-019**  
Adopted on: 3/15/2010

Agenda Item Number: \_\_\_\_\_  
March 15, 2010

**Subject: Sole Source Award of Contract, Microsoft Premier Support Services**

WHEREAS, the Deputy Chief Information Officer, with the support of the Senior Vice President for Administrative and Fiscal Services, has recommended a contract award for the purchase of Microsoft Premier Support Services, on a sole source basis; and

WHEREAS, in the past, the College subscribed annually to a limited amount of Microsoft support; there is a need to expand Microsoft support due to increased reliance on Microsoft products now and in the future; and

WHEREAS, this level of support protects critical College systems and provides a higher level of support including 24x7 support, first response prioritization, higher level engineers for resolution and problem solving; and expedited response time; and

WHEREAS, the Director of Procurement affirms that the sole source procurement is justified since the Microsoft Premier Support is only available from one source, is a proprietary product, and the only support level available meeting College requirements; and the Chief Business Officer certifies that funds are available in the FY2010 Operating Budget; and

WHEREAS, Board approval is required on sole source procurements valued above \$25,000; and

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

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

Resolved, That a contract be awarded for the purchase of Premier Support Services to Microsoft, Inc. of Charlotte, North Carolina, beginning July 1, 2010, for a one-year term, on a sole source basis, for a total annual estimated expenditure of \$60,060 (with allowance for annual adjustments not to exceed 10%), and be it further

Resolved, That the contract be renewed for two additional one-year terms, under the same terms and conditions, provided funds are available, the service is satisfactory, and it is in the best interest of the College.

HP:abg

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

Agenda Item Number: 7C  
March 15, 2010

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

**BACKGROUND**

The Deputy Chief Information Officer, with the support of the Senior Vice President for Administrative and Fiscal Services has requested a sole source contract for SunGard Higher Education (HE) Full Time Equivalent (FTE) support services to retain specialized skills and resources invaluable to maintenance of multiple SunGard modules. Montgomery College first implemented the SunGard Higher Education Banner HR/Payroll module in 1994. In 1999, the Banner Enterprise Resource Planning was implemented for Student, Financial Aid, Advancement, Faculty and Advising, and Finance. Since that time, a contract for services and support of these products has been in place with SunGard HE. The current five-year contract, which includes four onsite FTE consultants dedicated to providing 10,500 hours of committed services, will expire on June 30, 2010. The new three-year contract will provide two onsite FTEs and 6,000 committed service hours. While the need for onsite full-time consultants has decreased, the complexity of support and technical skills required to support the SunGard HE applications has increased. The contracted services will increase the College's agility to respond to new and changing requirements through the support of high priority applications (Luminis/My MC, fsaAtlas [federally mandated international student management], Flexible Registration [a new shopping cart module], and the Banner modules for Student, Financial Aid, Finance, HR/Payroll, Advancement, and Faculty and Advising).

The College greatly benefits from dedicated onsite and remote SunGard FTEs, who provide continuity of services and receive updated training on new products and product enhancements; priority access to support services and defect fixes; and pre-release versions of software, which enhance the College's ability to provide current releases, fixes, and enhancements to benefit its students, faculty, and staff. SunGard provides transitional services at no cost if a consultant assigned to the College resigns or is transferred.

All of the maintenance contracts for software support are provided exclusively through SunGard Higher Education, which customizes its products to the College's information technology environment and business processes. In consideration of its evolving needs and fiscal constraints, the College negotiated with SunGard to obtain the best value for the new contract.

The cost for the purchase of Banner support services from SunGard Higher Education, Malvern, Pennsylvania, is an estimated annual amount of \$971,619 and a not-to-exceed amount of \$3,000,000 over the life (three-year term) of the contract. The annual estimated amount will result in an estimated annual savings of \$405,000 or 29% over the existing contract. Funds are available in the FY2010 Operating and Capital Budgets or will be requested for in the FY2011 Operating and Capital Budgets. Board approval is required for a sole source procurement valued above \$25,000.

## RECOMMENDATIONS

It is recommended that the Board of Trustees award a sole source contract for the purchase of Banner support services to SunGard Higher Education, Malvern, Pennsylvania, beginning July 1, 2010, for an annual estimated amount of \$971,619 and a not-to-exceed amount of \$3,000,000 over the life (three-year term) of the contract.

## BACK-UP INFORMATION

Board Resolution

## RESOURCE PERSONS

Ms. Duggan

Ms. Gill

Mr. Johnson

Mr. Sheeran

Mr. Sorrell

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

Resolution Number: **10-03-020**  
Adopted on: 3/15/2010

Agenda Item #: \_\_\_\_  
March 15, 2010

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

WHEREAS, the Director of Information Technology Applications has requested an award of contract for Banner support services that support collegewide technology needs; and

WHEREAS, the continuation of Banner support services will assist the College in the primary support of Luminis/My MC, fsaAtlas (federally mandated international student management), Flexible Registration (a new shopping cart application module), and the Banner suite of modules for Student, Financial Aid, Finance, HR/Payroll, Advancement, and Faculty and Advising; and

WHEREAS, the Acting Director of Procurement affirms that the sole source is justified since SunGard Higher Education exclusively provides maintenance for its software and customizes its products to the College's information technology environment and business processes, and the College receives best value through dedicated onsite and remote consultants, who provide continuity of services and receive updated training on new products and product enhancements; priority access to support services and defect fixes; and pre-release versions of software, which enhance the College's ability to provide current releases, fixes, and enhancements to benefit its students, faculty, and staff; and the Chief Business Officer certifies that funds are available in the FY2010 Operating and Capital Budgets or will be requested in the FY2011 Operating and Capital Budgets; and

WHEREAS, sole source awards valued above \$25,000 require approval of the Board of Trustees; and

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

Resolved, That a sole source contract for Banner support services be awarded to SunGard Higher Education, Malvern, Pennsylvania, for an initial amount of \$971,619, and that a not-to-exceed amount of \$3,000,000 be funded over the life (three-year term) of the contract.

HP:abg



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

Agenda Item Number: 8A  
March 15, 2010

**AFFIRMATION OF EMERGENCY CONTRACT AWARD FOR SNOW REMOVAL**

**BACKGROUND**

On February 5-6, 2010 and February 9-10, 2010 the Washington D.C. area had back-to-back blizzards with total snow accumulations of over 40 inches and even higher amounts of drifting snow. Montgomery County was particularly hard hit. As a result, the College was closed from noon on Friday, February 5, 2010 and could not re-open for classes until Saturday, February 13, 2010. Due to the early forecast of a significant storm, an emergency situation was declared and the emergency procurement process was started. College Facilities arranged for a contractor to have trucks and equipment staged at the Rockville Campus in advance in order to supplement in-house snow removal crews. The Germantown and Takoma Park/Silver Spring Campuses also required contractor assistance during this snow event.

Rockville Campus Facilities used an existing purchase order with AccuBid Excavation Inc. of Mount Airy, Maryland, for snow removal services. This is the same firm that provided services for the snow emergency in December. AccuBid provided crews and equipment at Rockville which were also later deployed to Germantown. The quantity of snow was such that heavy equipment was required to clear roadways and minimize the loss of parking spaces in the lots at both campuses. The record snow accumulations also made it necessary to bring in roofing contractors to remove snow from swimming pool and gym roofs due to the significant potential for structural damage. The Takoma Park/Silver Spring Campus also used a contractor with heavy equipment to move snow. However, the cost of these extra roof and snow removal services was below the threshold requiring Board of Trustees approval. Board approval is required for emergency procurements valued above \$25,000.

Costs were tabulated after the event on a time and materials basis. AccuBid's final costs totaled \$216,400 (\$164,025 for Rockville and \$52,375 for Germantown.) Sufficient funds are available for this work in the FY 2010 Emergency Plant Maintenance and Repair Fund. The College's use of this fund for emergency snow removal was confirmed with the County.

**RECOMMENDATIONS**

It is recommended that the Board of Trustees affirm the authorization of a contract award, on an emergency basis, to AccuBid Inc., Mount Airy, Maryland, for snow removal labor and equipment to supplement resources at the College at a total cost of \$216,400.

**BACK-UP INFORMATION:** Board Resolution

**RESOURCE PERSONS:** Mr. Capp, Mr. Moore, & Mr. Johnson

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

Resolution Number: **10-03-021**  
Adopted on: 3/15/2010

Agenda Item Number: \_\_\_\_\_  
March 15, 2010

**Subject: Affirmation of Emergency Contract Award for Snow Removal**

WHEREAS, in February 2010, the Associate Vice President for College Facilities requested a contract, on an emergency basis, for snow removal due to a forecast of 14-24 inches of snow between February 5 and 6, 2010; and

WHEREAS, the Associate Vice President for College Facilities and the Senior Vice President for Administrative and Fiscal Services affirmed that an emergency existed on Thursday, February 4, 2010, as the entire region made preparations for the storm, and also affirmed that a critical need for snow removal existed in order to ensure that the College campuses could be opened as soon as possible; and

WHEREAS, a second storm was also predicted to follow the February 5-6, storm; and

WHEREAS, immediate action was required in order to begin the snow removal process; and

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

WHEREAS, the Chief Business Officer certifies that funds are available in the FY2010 Emergency Plant Maintenance and Repair Fund; and

WHEREAS, in accordance with College policy on emergency procurements, appropriate notifications were provided to the extent possible at the time; and

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

Resolved, That a contract award is affirmed for providing all labor and equipment and for the removal of snow at the Rockville and Germantown Campuses to AccuBid, Inc. of, Mount Airy, Maryland, on an emergency basis, at a fee of \$216,400.

HP:abg

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

Agenda Item Number: 8B  
March 15, 2010

**PERSONNEL ACTIONS CONFIRMATION REPORT**

**BACKGROUND**

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

**RECOMMENDATION**

It is recommended that the Board adopt the attached report.

**BACK-UP INFORMATION**

Board Resolution  
Personnel Actions Confirmation Report

**RESOURCE PERSONS**

Ms. Lawyer  
Ms. Bokor

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

Resolution Number: **10-03-022**  
Adopted on: 3/15/2010

Agenda Item Number: \_\_\_\_\_  
March 15, 2010

**Subject: Personnel Actions Confirmation Report**

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

WHEREAS, the attached summary indicates related personnel actions taken by the College during the period from and including February 1, 2010, to and including February 28, 2010; and

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

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

Attachment

HP:abg

**MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From and Including February 1, 2010, to and Including February 28, 2010**

**STAFF**

**STAFF EMPLOYMENTS**

Effective Date	Name	Position Title	Grade	Location
02/01/2010	Bouknight, Lisa R	WD&CE Program Assistant	F	Health Sciences Institute
02/15/2010	Deamond, John W	Instructional Assistant	G	Arts/Humanities/SocialSciences
02/01/2010	Frazier, Linda E	Instructional Associate	G	Arts/Humanities/SocialSciences
02/01/2010	Grocki, Kathryn	Course Scheduling Assistant	F	Admissions & Records GT
02/01/2010	Kan, Danielle	Admission & Registration Asst	F	Admissions & Records RV

**STAFF SEPARATIONS**

02/12/2010	Betts, Jacquelyn A	Media Technology Specialist	G	IT Learn Ctr Aud/Vis Ins TP/SS
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**STAFF EMPLOYMENTS: Ethnicity and Gender**

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

**STAFF SEPARATIONS: Ethnicity and Gender**

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

**FACULTY**

**FACULTY EMPLOYMENTS: None**

**FACULTY SEPARATIONS: None**

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

Agenda Item Number: 8C  
March 15, 2010

**HONORARY DEGREE CANDIDATES**

**BACKGROUND**

The Montgomery College Honorary Degree Program was approved and established by the College's Board of Trustees on October 16, 1995. Through this program, the Board has the opportunity to recognize individuals who have risen to a position of eminence, have acquired a national or international reputation in a selected field, hold a distinguished record of public and community service, or have made a notable donation of time, talent or gift to Montgomery College, with an honorary degree.

**RECOMMENDATION**

It is recommended that the selection of four honorary degree recipients to be awarded at the College's 2010 commencement ceremonies.

**BACK-UP INFORMATION**

Board Resolution  
Honorary Degree Recipients, 1996-2009  
Biographies of Honorary Degree Candidates for 2010 (*Trustees only*)

**RESOURCE PERSONS**

Mr. Sears  
Ms. Sullivan

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

Resolution Number: **10-03-023**  
Adopted on: 3/15/2010

Agenda Item Number:  
March 15, 2010

**Subject: Honorary Degrees Candidates**

WHEREAS, the Montgomery College Board of Trustees established an Honorary Degree Program on October 16, 1995, to honor and recognize individuals who have risen to a position of eminence, have acquired a national or international reputation in a selected field, hold a distinguished record of public and community service, or have made a notable donation of time, talent or gift to Montgomery College; and

WHEREAS, an honorary degree program increases the visibility of Montgomery College and its ability to formally recognize honorary speakers, contributors, philanthropists, and distinguished friends; and

WHEREAS, the Board of Trustees approves each recipient eligible to receive an honorary associate degree at commencements, convocations or other appropriate occasions; and

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

Resolved, That the Board of Trustees awards honorary degrees of associate of arts in public service to Ms. Carol Trawick, Dr. Charlene R. Nunley, Mr. George B. Thomas, Sr. and the commencement speaker at the Commencement Ceremonies on May 21, 2010.

HP:abg



## HONORARY DEGREE RECIPIENTS, 1996-2009

- \* = speaker
- \*\* = speaker & previous recipient
- ^ = posthumously

1996		2007	
Mr. Milton (Sonny) Clogg		Dr. Winifred R. King**	Mr. Calvin Cafritz
		Ms. Bernice G. Grossman	The Hon. Ida G. Ruben
1997		2008	
Mrs. Marian Wright Edelman*	Mrs. Martha Gudelsky	The Hon. Constance A. Morella*	Mr. Richard Marriott
Mrs. Betty Mae Kramer	The Hon. Sidney Kramer	Mr. J. W. Marriott	Ms. Teresa R. Wright
1998		2009	
Mr. Bob Levey*	Mrs. Ruth Y. Becker	Ms. Suzanne Malveaux*	Mr. Douglas M. Firstenberg
Mr. Wallace H. Becker	Mr. Solomon N. Graham	Dr. Donald K. Day	Dr. Karen Gruner
Dr. Winifred R. King	Mr. Morgan B. Wootten		
1999			
Dr. Rex M. Ellis*	Mr. Robert F. Costello III		
Mr. Joseph L. Herson	Mr. Bernard I. Mills		
Dr. Robert E. Parilla	Dr. Paul L. Vance		
2000			
Dr. A. Lee Fritschler*	Mr. Gordon S. Macklin		
Mrs. Marilyn C. Macklin	Rev. James C. Moone^		
2001			
Dr. Freeman A. Hrabowski III*	Mr. John J. Fitzgerald		
Mrs. Nesse Godin	Mr. Roscoe R. Nix		
2002			
Ms. Wendy Thompson*	Ms. Esther B. Newman		
Rev. T. J. Baltimore, Sr.			
2003			
Ms. Hazel R. O'Leary*	Dr. John W. Diggs^		
Mr. Thomas E. Ladd	Mr. Paul L. Peck		
2004			
Mr. Patrick H. Swygert*	Mr. Clifford M. Kendall		
Mrs. Camille E. Kendall	Mr. Charles A. Lyons		
Mr. Richard S. Will			
2005			
Ms. Judy C. Woodruff*	Mr. Albert R. Hunt*		
Mr. Arthur P. Becker^	Ms. Mary Gregory Jarvis		
Mr. Anthony M. Natelli^			
2006			
Ms. Margaret M. Spellings*	Mr. Donald E. Dworkin		
Mr. Joshua M. Freeman	Ms. Sarah G. Silberman		



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

Agenda Item Number: 8D  
March 15, 2010

**CAPITAL BUDGET FUND TRANSFER  
WEST CAMPUS GARAGE PROJECT TO THE COMMONS RENOVATION PROJECT**

BACKGROUND

In accordance with County fiscal procedures, the Board is authorized to transfer funds among College projects within the Capital Budget. Additional construction contingency funds are needed in the FY2010 Commons Renovation project for final expenses. The Takoma Park/Silver Spring Campus' Commons building renovation had significant unforeseen conditions during construction (structural issues, etc.). The contractor has also been extremely aggressive in pursuing change orders. Funds are available in the recently completed West Campus Garage project that can be used to provide an additional contingency for the Commons renovation. The garage was funded from two sources: A \$14,500,000 revenue bond offering through the Montgomery County Revenue Authority and a \$1,500,000 Capital Budget project that covered design, inspection and some construction-related items. The fall 2008 bids for the garage came in well under budget. As a result, the revenue bonds were sufficient to cover all of the garage construction costs.

The West Garage project in the Capital Budget was funded through a supplemental appropriation using the College's Major Facilities Capital Projects Fund which is used to pay for projects that might not get adequate county or state funding. As such, it is a compatible source of funds to complete the Commons renovation. A balance of over \$800,000 remains in the West Garage capital project. Up to ten percent of the original appropriation, i.e., \$150,000, can be moved to the Commons project. Both the new West Campus Garage and the renovated Commons building opened on January 25, 2010 for the start of spring semester classes.

According to County regulations, no more than ten percent of the total appropriation can be moved from a capital project. The amount to be moved, \$150,000, is within that parameter. Board of Trustees approval is required for all fund transfers between capital projects.

RECOMMENDATION

It is recommended that the Board of Trustees approve a transfer of \$150,000 from the West Campus Garage project to the Commons Renovation project in order to provide additional funds for construction contingencies.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Capp                      Mr. Sorrell  
Mr. Sheeran

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

Resolution Number: **10-03-024**  
Adopted on: 3/15/2010

Agenda Item Number: \_\_\_\_\_  
March 15, 2010

**Subject: Capital Budget Fund Transfer, West Campus Garage Project to the Commons  
Renovation Project**

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WHEREAS, in accordance with College policy on the Capital Budget, a movement of funds between projects authorized in the Capital Budget must be consistent with County fiscal procedures authorizing such transactions, and the County has indicated that the Board is authorized to transfer a maximum of ten percent from any one College project to projects within the College's Capital Budget; and

WHEREAS, additional funds are needed in the Takoma Park/Silver Spring Campus Commons Renovation project for construction contingencies; and

WHEREAS, funds totaling \$150,000 are available in the FY2010 Capital Budget Takoma Park/Silver Spring Campus West Campus Garage project that can be used for this purpose; and

WHEREAS, the Chief Business Officer certifies that the funds are available in the FY2010 Capital Budget for this transfer and also certifies that the amount to be transferred, \$150,000 is within the ten percent limit; and

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

Resolved, That \$150,000 is transferred from the West Campus Garage project in the FY2010 Capital Budget to the Commons Renovation project in order to provide additional funds for construction contingencies; and be it further

Resolved, That the County Executive and the County Council be notified of this action.

HP:abg

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

Agenda Item Number: 8E  
March 15, 2010

**APPROVAL OF AMENDMENT TO THE  
GERMANTOWN CAMPUS FACILITIES MASTER PLAN**

**BACKGROUND**

In January 2004, the Board of Trustees approved the Germantown Campus Facilities Master Plan as a part of the College's Facilities Master Plan (2002-2012) which currently provides for the orderly development of the Campus. This plan was used to determine the site selected for the Bioscience Education Center and served to identify the second campus entrance to the south onto Middlebrook Road. In addition, the Germantown Campus Facilities Master Plan indicates that a 40-acre bioscience and technology business park will be developed on the Campus.

The College initiated a review and update of the 2002-2012 Facilities Master Plan for all College campuses in early 2007 with a consultant team led by Cho Benn Holback + Associates. The needs assessment phase of the update is complete and the physical planning evaluation of the future of the various campuses is in progress. It is anticipated that a final Facilities Master Plan for all campuses will be presented to the Board in September 2010. However, because of the pending approval process for the Science and Technology Park, it is necessary to accelerate the approval of the Germantown Campus Facilities Master Plan at this time.

Beginning in 2001, the Montgomery County Department of Economic Development (DED) undertook various planning studies to identify potential sites for science and technology parks that would support the growth of the high technology and especially the biotechnology industry in the County. This study was undertaken, in part, because the highly successful Shady Grove Life Sciences Park was full and new science and technology park(s) were needed. The outcome of this effort resulted in the Germantown Campus being selected for focused consideration by the County as a Science and Technology Park site on the I-270 corridor. The County presented its preliminary ideas for a Science and Technology Park on the Germantown Campus to the President in spring 2002. At its September 2002 meeting, the Board amended the Germantown Campus Facilities Master Plan so that the College could purchase an adjacent 20-acre parcel (Kay parcel) with the financial support of the County and the State. At that time, the College's master plan indicated that an overall 40-acre Science and Technology Park would be located on the Germantown Campus and would include the newly purchased 20-acres plus 20-acres of additional existing College property located directly alongside I-270.

From this starting point, the College continued to work with DED to further develop plans to make the Germantown Campus a more significant part of the County's economic development strategy for the I-270 corridor. The basic conceptual framework being developed anticipated an approximately 40-acre (+/-) Science and Technology Park adjacent to and integrated with the development of the Germantown Campus. Since that time, concept planning for the Science and Technology Park was included in the College's overall master planning effort for the

Campus. As a part of the overall plan, the College selected the Foulger Pratt Development Company ("FP Germantown 1, LLC") to act as agent for the College in the development of the planned Science and Technology Park.

This planning effort had the twin goals of addressing the anticipated growth of the College's academic programs at the Germantown Campus and addressing the County's desire to support, by providing adequate space, the economic development requirements of the high technology, biotechnology and information technology industries. The pursuit of these goals resulted not only in the purchase of the adjacent 20-acre parcel but also included the joint renovation of an adjacent commercial building (Goldenrod Building) for both a County business incubator facility on the second floor and expansion of College classrooms and administrative space on the first floor. The College has subsequently exercised an option to purchase this commercial building by November 30, 2011.

Since 2006, the Maryland-National Capital Park & Planning Commission (M-NCPPC) has been undertaking an update of the 1989 Germantown Master Plan/Sector Plan, a community planning document for the entire Germantown community covering a portion of northern Montgomery County. When the Montgomery County Planning Board moved to recommend the Germantown Employment Area Sector Plan to the Montgomery County Council for its approval, it was clear that a recommendation to preserve a significant portion of existing forest on the west side of the Germantown Campus conflicted with College plans for a Science and Technology Park and road network. Discussions among various public entities to resolve this conflict resulted in agreement by the College to shift the location of the Science and Technology Park so that a significant portion of the existing forest could be preserved. The Science and Technology Park was relocated to occupy College property from the southern edge of the Campus up to the middle of the existing site. In addition, both a public and private road network through the Germantown Campus was realigned to avoid the majority of the existing forest. This decision as to the location of the Science and Technology Park and the agreed upon road network is now reflected in the draft Germantown Campus Facilities Master Plan (2006-2016).

The College's efforts throughout this period to create momentum for the development of the Science and Technology Park included discussions with Foulger Pratt Development and Holy Cross Hospital that eventually resulted in the Board of Trustees' authorization in December 2008 (Resolution #08-12-142) and September 2009 (Resolution #09-09-098) of agreements with Holy Cross Hospital to build a new medical facility as the major anchor tenant in the Science and Technology Park. On October 28, 2009, the College executed land lease agreements with FP Germantown 1, LLC (as an agent of the College) and Holy Cross Hospital for the development of a hospital and related medical uses within the Science and Technology Park on the Germantown Campus, subject to approval of State regulatory entities.

As these agreements are real estate transactions, they are contingent upon State of Maryland Board of Public Works and Maryland Higher Education Commission (MHEC) review and approval for their final acceptance. As part of the review process before making a recommendation to the Board of Public Works, MHEC has requested that the College provide the Commission with an updated Germantown Campus Facilities Master Plan. The Commission has asked that the updated plan show the current location of the Science and Technology Park including the location of the Holy Cross Hospital development and that there be a discussion of the academic programmatic linkages supporting the desirability of locating a hospital on the Germantown Campus.

The acquisition of the Kay property, the renovation of the Goldenrod Building to serve both County and College space needs, and the construction of the Bioscience Education Center on the Germantown Campus indicate that a unique opportunity exists on the Germantown Campus to support and promote the County's high technology/biotechnology industry, as well as the College's role to provide training and education for this industry. The next step in this process is to now endorse the development proposal for the anchor tenant of the Science and Technology Park by indicating how Holy Cross Hospital's planned development of a hospital on the Germantown Campus continues the implementation of the College's Germantown Campus Facilities Master Plan.

### RECOMMENDATION

It is recommended that the Germantown Campus Facilities Master Plan be amended to indicate the new location of the Science and Technology Park as a result of the County's action in its Master Plan update and to indicate the location of the Holy Cross Hospital development within the Science and Technology Park as part of the long-range plan for the growth of the Germantown Campus.

### BACKGROUND INFORMATION

Board Resolution

### RESOURCE PERSONS

Mr. Capp  
Dr. Rai  
Mr. Sorrell

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

Resolution Number: **10-03-025**  
Adopted on: 3/15/2010

Agenda Item Number: \_\_\_\_\_  
March 15, 2010

**Subject: Approval of Amendment to the Germantown Campus Facilities Master Plan**

WHEREAS, in accordance with the Code of Maryland Regulations (COMAR), the Maryland Higher Education Commission requires (COMAR 13B.07.04.02) that each community college prepare a facilities master plan as the foundation of a sound capital budget process for the purpose of establishing a framework for the orderly development of all capital improvements to support the role and mission of the institution, and that institutions regularly review the plans and update them “whenever major changes occur to the role and mission statements, or other plan components which have significant facilities implications”; and

WHEREAS, on January 20, 2004, by Board Resolution #04-13, the Board of Trustees approved the Germantown Campus Facilities Master Plan (2002-2012) that has guided the development of the Campus since that time; and

WHEREAS, the College and the Montgomery County Department of Economic Development have formed a partnership to further develop plans and studies in support of this effort and the development of a Science and Technology Park at the Germantown Campus is a desirable enterprise that also supports the educational mission of the College; and

WHEREAS, on March 22, 2005, by Board Resolution #05-23, the Board of Trustees authorized the multiyear selection of three firms and their engagement by the College in the preparation of facility planning and programming services and, in January 2007, the College awarded a consultant contract to Cho Benn Holbeck + Associates for the preparation of an update of the College’s Facilities Master Plan; and

WHEREAS, the update of the master plan currently underway for the Germantown Campus continues to propose a plan for the Science and Technology Park (“Park”) as part of the existing Campus; and

WHEREAS, on September 22, 2009, by Board Resolution #09-09-098, the Board of Trustees authorized the execution of a ground lease for development by Holy Cross Hospital (HCH) of a portion of the Science and Technology Park on the Germantown Campus and, on October 28, 2009, the College executed the HCH Ground Lease Agency Agreement with FP Germantown 1, LLC (Foulger Pratt), for this entity to act as the College’s agent, and they in turn executed the Ground Lease Agreement with Holy Cross Hospital for the development of a hospital and related medical uses on a portion of the Science and Technology Park, contingent on certain regulatory approvals by the State; and

WHEREAS, the College has forwarded these agreements to the Maryland Higher Education Commission (“Commission”) for its review, recommendation and transmittal to the State of Maryland Board of Public Works for final action on the approval of the agreements; and

WHEREAS, the Commission requested an update of the College's Germantown Campus Facilities Master Plan as part of its review of the agreements; and

WHEREAS, relocation of the Science and Technology Park as required by County's amendment to its Germantown Employment Area Sector Plan creating a forest reserve and locating the proposed site of the Holy Cross Hospital within the Science and Technology Park on the Germantown Campus as part of the overall Germantown Campus Facilities Master Plan is appropriate at this time; and

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

Resolved, That the Board of Trustees amends the Germantown Campus Facilities Master Plan to, among other things, show the new location of the Science and Technology Park and the location of Holy Cross Hospital within the Park, as well as note program impacts with these changes, as part of the long-range plan for the growth of the Germantown Campus.

HP:abg