

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
April 19, 2010**

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

Resolution Number: **10-04-026**
Adopted on: **4/19/2010**

Agenda Item Number: 7A
April 19, 2010

Subject: **Recognition of Associate Professor Susan Bontems**

WHEREAS, Associate Professor Susan Bontems, Department of Natural Sciences, Germantown Campus, has served the College with dedication and distinction since 2003; and

WHEREAS, her skillful, enthusiastic, and innovative teaching, as attested to by her many students, has improved their lives; and

WHEREAS, Associate Professor Bontems through her teaching has encouraged curiosity and understanding and is contributing to the education of her students by developing mind and spirit and awareness of their place in a global community; and

WHEREAS, faculty colleagues and College administrators, in recognizing her outstanding ability and dedication to teaching and contributions to the College and the community, supported her nomination as Professor of the Year; and

WHEREAS, the United States Professor of the Year program, sponsored by The Carnegie Foundation for the Advancement of Teaching and the Council for Advancement and Support of Education, is the one national program for excellent undergraduate teaching; and

WHEREAS, the criteria for selection include extraordinary dedication to undergraduate teaching, demonstrated by excellence and involvement with undergraduate students: scholarly approach to teaching and learning; contribution to undergraduate education in the institution, community, and profession; and support from colleagues, as well as current and former students; and

WHEREAS, Associate Professor Bontems, competing against an outstanding national pool of community college educators, has been named the 2009 Carnegie Foundation for the Advancement of Teaching Maryland Professor of the Year; and

WHEREAS, the President of the College recommends this public recognition of Associate Professor Bontems on occasion of her award; now therefore be it

Resolved, That the members of the Board of Trustees recognize and commend Associate Professor Bontems upon being named the 2009 Maryland Professor of the Year; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting and a copy be forwarded to Associate Professor Susan Bontems.

HP:abg

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

Agenda Item Number: 7B
April 19, 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 PERSON(S)

Ms. Lawyer
Ms. Bokor

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

Resolution Number: **10-04-027**
Adopted on: **4/19/2010**

Agenda Item Number: 7B
April 19, 2010

Subject: Personnel Actions Confirmation

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

WHEREAS, the attached summary indicates related personnel actions taken by the College during the period from and including March 1, 2010, to and including March 31, 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.

Attachments

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including March 1, 2010, to and Including March 31, 2010

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
03/29/2010	Espinoza, Karla I	WD&CE Program Assistant	F	WDCE Youth Programs
03/01/2010	Russell, Michael L	VP, Instruct & Info Tech/CIO	R	Office of Info Tech

STAFF SEPARATIONS

03/04/2010	Omar, Alyesha F	Admin Aide	F	Provost Office RV
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STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

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

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

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

Agenda Item Number: 7C
April 19, 2010

**GRADUATES RECEIVING THE ASSOCIATE DEGREE AND
THE ONE-YEAR PROGRAM CERTIFICATE IN FALL, 2009**

BACKGROUND

It is customary for the Board of Trustees to ratify the list of Graduates each semester.

RECOMMENDATION

The Board of Trustees is asked to ratify the award of a certificate, diploma or degree that is conferred upon successful completion of the requirements of a program.

BACK UP INFORMATION

Attached Resolution and List of Graduates

RESOURCE PERSON

Ms. Hopkins

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

Resolution Number: **10-04-028**
Adopted on: **4/19/2010**

Agenda Item Number: 7C
April 19, 2010

Subject: Graduates Receiving the Associate Degree and the One-Year Program Certificate in Fall 2009

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

WHEREAS, the students of Montgomery Community College, as listed on the attachments, have been certified by the Director of Admissions and Enrollment Management of the College to have completed the prescribed courses and curriculum, met all other requirements of the College, and received the degree or certificate for which he/she qualified; and

WHEREAS, the faculty has recognized the students of Montgomery Community College, as listed on the attachments, as having received their respective Associate Degree or One-Year Program Certificate; and

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

Resolved, That the Board of Trustees recognizes the students of Montgomery Community College, as listed on the attachments, as having received their respective Associate Degree or One-Year Certificate.

Attachment (Trustees only):

1. Germantown Campus Graduates
2. Rockville Campus Graduates
3. Takoma Park/Silver Spring Campus Graduates

HP:abg

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

Agenda Item Number: 8A
April 19, 2010

**SOLE SOURCE AWARD OF CONTRACT
PROJECT MANAGEMENT DATABASE SUPPORT SERVICES**

BACKGROUND

The Vice President of Instructional and Information Technology/Chief Information Officer has requested the purchase of project management database support services for one year, on a sole source basis. In 2007 the Chief Information Officer purchased the SERENA Mariner Project Portfolio Management software solution, along with related software support services, under Board of Trustees Resolution No. 07-06-081. The software support is due to expire on May 31, 2010.

The Office of Information Technology (OIT) uses the SERENA Mariner Project Portfolio Management software solution for the planning, management, tracking, prioritization, and coordination of all OIT projects, activities, and technology requests. The software effectively manages the College's project portfolio, which tracks almost 250 projects, activities, and requests. A sole source award is justified because SERENA Software, Inc., San Mateo, California, is the sole publisher of the SERENA Mariner Project Portfolio Management software, and due to the proprietary nature of its products, support services can only be obtained from Serena. Board of Trustees approval is required for sole source procurements valued above \$25,000.

RECOMMENDATION

It is recommended that the Board of Trustees award a contract for support services for SERENA Mariner Project Portfolio Management software to SERENA Software Inc., San Mateo, California, on a sole source basis, for a one-year period, beginning June 1, 2010, for a total amount of \$46,381.78.

BACKUP INFORMATION

Board Resolution

RESOURCE PERSONS

Ms. Duggan
Mr. Johnson
Mr. Moore
Mr. Russell
Mr. Sorrell

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

Resolution Number: **10-04-029**
Adopted on: **4/19/2010**

Agenda Item Number: 8A
April 19, 2010

Subject: Sole Source Award of Contract, Project Management Database Support Services

WHEREAS, the Board of Trustees previously awarded a contract for the purchase of the SERENA Mariner Project Portfolio Management software solution, along with software support services, at its June 18, 2007 meeting, on a sole source basis, under Board Resolution No. 07-06-081; and

WHEREAS, the Vice President of Instructional and Information Technology/Chief Information Officer has requested the continuation of project management software support services; and

WHEREAS, the Acting Director of Procurement certifies that the sole source request is justified since the SERENA Mariner Project Portfolio Management software solution, and related support services, can only be obtained from its publisher, SERENA Software, Inc., and no other software solution and support services are available that will meet the College's needs; and the Chief Business Officer certifies that funds are available in the FY2010 Capital Budgets; and

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

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

Resolved, That a contract for support services for SERENA Mariner Project Portfolio Management software solution be awarded to SERENA Software, Inc., San Mateo, California, on a sole source basis, for one year beginning June 1, 2010, in the amount of \$46,381.78, provided funding is available, and it is in the best interest of the College.

HP:abg

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

Agenda Item Number: 8B
April 19, 2010

**AWARD OF CONTRACT
EXTERNAL AUDIT SERVICES FOR
MONTGOMERY COLLEGE AND THE MONTGOMERY COLLEGE FOUNDATION
BID NO. 510-010**

BACKGROUND

The Senior Vice President for Administrative and Fiscal Services has requested a contract for a qualified firm to conduct external audits of the College. This contract will also be made available for use by the Montgomery College Foundation for audit of its accounts. The State of Maryland requires that each community college conduct an annual audit of its books of accounts and accounting procedures and principles. To comply with the State of Maryland requirement, it is the policy of Montgomery College to have such an audit performed annually. The audit is conducted by an independent certified public accountant and in accordance with Maryland Higher Education Commission auditing requirements. The external audit contractor conducts certified audits of the financial statements and related records of the College for each fiscal year. The external auditor is required to certify the College's Annual Financial Report to the Maryland Higher Education Commission. In addition, if accepted by the Foundation, the contracted auditor will conduct a similar audit of the financial records of the Foundation and will prepare IRS Form 990, *Return of Organization Exempt from Income Tax*, for submission to the State of Maryland and federal agencies for the Foundation.

The last contract for external audit services expired with the FY2009 audit closing. The College desires to enter into a three-year contract for external audit services. In addition, the College would like to have two additional one-year options to renew contract. A new bid was issued for external audit services for the College, with an option for the Foundation. Eighty vendors received the bid, and on February 23, 2010, twelve responses were received by the College, including one no-bid. The responses were reviewed and evaluated by a committee consisting of College staff from the Office of Business Services and the Foundation. The proposal evaluation was done using a two-step process, rating Technical and Price Proposals. A proposing firm was required to score at least 50 points on the technical portion of the solicitation in order for its price to be evaluated and scored. Of the eleven proposals received, only five firms achieved the minimum acceptable technical score of 50. The pricing submitted by these five companies was evaluated, scored, and added to their technical score. The proposal submitted by Clifton Gunderson, Timonium, Maryland, was declared the highest rated and meets all College requirements. The total price for external audit services covering Fiscal Years 2010, 2011, and 2012 for the College is \$163,500. This cost represents a cost savings of \$45,020 or roughly 22% over the previous three fiscal-year periods.

RECOMMENDATIONS

It is recommended that the Board of Trustees award a contract to Clifton Gunderson, Timonium, Maryland, for external audit services for Fiscal Years 2010, 2011, and 2012 for the College, for a total price of \$163,500. Separate audit services for the Foundation will be available under the

contract, at the discretion of the Foundation, for a total price of \$34,500 for the same three-year period.

It is further recommended that the contract be renewed for Fiscal Years 2013 at \$59,500, and Fiscal Year 2014 at \$62,000, as long as service is satisfactory, funds are available, and it is in the best interest of the College.

BACK-UP INFORMATION

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

RESOURCE PERSONS

Mr. Johnson
Mr. Moore
Mr. Sheeran
Mr. Sorrell

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

Resolution Number: **10-04-030**
Adopted on: **4/19/2010**

Agenda Item Number: 8B
April 19, 2010

Subject: Award of Contract, External Audit Services for Montgomery College and for the Montgomery College Foundation, Bid No. 510-010

WHEREAS, the Senior Vice President for Administrative and Fiscal Services has requested a contract for external audit services to perform the financial audit of Montgomery College, including a provision for audit services for the Montgomery College Foundation as an option to be exercised by the Foundation, since the College's audit contract expired with the Fiscal Year 2009 audit closing; and

WHEREAS, Board Policy requires that an annual audit of the College's books of accounts and accounting procedures and principles be performed and that the auditor certify the College's Annual Financial Report to the Maryland Higher Education Commission to comply with the State of Maryland legal requirements governing community colleges; and

WHEREAS, the Board desires to support the Foundation by providing to the Foundation an opportunity to engage the selected audit firm, at the Foundation's option, expense, and discretion, to provide an audit of the Foundation's financial records and to prepare IRS Form 990, *Return of Organization Exempt from Income Tax*, for submission to the State of Maryland and federal agencies; and

WHEREAS, the Acting Director of Procurement certifies that specifications were developed by appropriate College staff; and the Chief Business Officer certifies that funds are available in the FY2010 Operating Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311, invitations to bid were publicly advertised in a local County newspaper on January 22, 2010, and on College, County, and State procurement websites; mailed to seven vendors and downloaded from the College website by eighty vendors; a pre-proposal conference was held on February 4, 2010, attended by seventeen vendors; twelve responses were received, including one no bid, publicly opened, read aloud, and recorded, beginning at 3:00p.m., on February 23, 2010; and

WHEREAS, proposers were required to achieve the minimum acceptable score of 50 points to have their price proposals opened, and only five of eleven proposals met the minimum technical score and had their price proposals opened and rated; and

WHEREAS, the responses were evaluated and ranked by a committee consisting of College staff from the Office of Business Services and the Foundation. Upon evaluation, it was determined that the proposal submitted by Clifton Gunderson, Timonium, Maryland, was the highest rated proposal and meets all College requirements; and

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

Resolved, That a contract to purchase external audit services for Fiscal Years 2010, 2011 and 2012 for the College be awarded to Clifton Gunderson, Timonium, Maryland, for a total price of \$163,500; and separate services for the Foundation be available under the contract, at the discretion of the Foundation, for a total price of \$34,500 for the same period; and be it further

Resolved, That the contract be renewed for Fiscal Year 2013 at \$59,500, and Fiscal Year 2014 at \$62,000, as long as service is satisfactory, funds are available, and it is in the best interest of the College.

HP:abg

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

Agenda Item Number: 8C
April 19, 2010

**AFFIRMATION OF AN ADDITIONAL INCREASE IN THE TUITION RATE
PER CREDIT HOUR FOR FY2011**

BACKGROUND

The Board of Trustees adopted the College's FY2011 Operating Budget for submission to the County on February 15, 2010. The budget presented to the Board included a \$3/\$6/\$9 tuition increase. Since that time, the County Executive's recommendation was released and Montgomery College suffered deep budget cuts, as did every other agency. Instead of receiving \$1.7 million in additional County funding, the amount of County funding was decreased to \$13.4 million (-12.6%) below FY10. Montgomery College Operating Budget was reduced 3.8% compared to a 2.9% requested increase. The College will continue to advocate at the County Council; however, it is anticipated that there will be little if any available funding to help close the College's budget gap. After reviewing the budget situation -- as well as the existing and planned tuition and fee rates at area colleges and universities, and past tuition and fee rate increases at Montgomery College, it was determined that a tuition increase was necessary. The Board of Trustees was polled on March 18, 2010 requesting Trustees to increase tuition by \$5/\$10/\$15 and there was a majority vote to increase tuition at this level for FY2011. This increase of \$5/\$10/\$15 per credit hour will be effective with the fall 2010 semester. This is an increase of 4.4% for the in-County tuition rate.

RECOMMENDATION

It is recommended that the Board of Trustees affirm its majority vote for a higher tuition rate for FY2011 which increases the cost of tuition per credit hour by \$5/\$10/\$15 beginning with the fall 2010 semester for in-County, in-State, and out-of-State students, respectively, bringing the tuition per credit hour rates to \$107/\$219/\$299.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Moore
Ms. Dimon

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

Resolution Number: **10-04-031**
Adopted on: **4/19/2010**

Agenda Item Number: 8C
April 19, 2010

**Subject: Affirmation of an Additional Increase in the Tuition Rate Per Credit Hour
for FY2011**

WHEREAS, the Board of Trustees adopted the FY2011 Operating Budget on February 15, 2010; and

WHEREAS, this budget includes items related to benefit cost increases, enrollment growth, newly constructed facilities operations, and an increase in scholarship funds; and

WHEREAS, Montgomery County and the State of Maryland is in a difficult budget situation and the College's requested operating budget for FY2011 reflects this reality; and

WHEREAS, the State of Maryland cut the College's budget by \$3.2 million below the FY10 funding level which brings the funding level back down to the FY08 level with 2,300 more students; and

WHEREAS, the County Executive's recommendation is \$13.4 million (-12.6%) below FY10 while the request was a 2.9% increase; and

WHEREAS, Montgomery College will have to make deep budget cuts which now total \$14.5 million and every other County agency suffered deep budget cuts as well; and

WHEREAS, the budget that was presented and adopted by the Board of Trustees on February 15, 2010 included a \$3/\$6/\$9 tuition increase; and

WHEREAS, the Board of Trustees was polled on March 18, 2010 to consider an additional increase in tuition at the higher rate of \$5/\$10/\$15 due to the severe budget situation which resulted in a majority affirmative vote; and

WHEREAS, even with this tuition increase there still is a large gap between needs and available resources and deep cuts will have to be made; and

WHEREAS, the Board of Trustees has a deep commitment to keeping Montgomery College affordable to its students; now therefore be it

Resolved, That the Board of Trustees affirms its vote to adopt tuition rate increases of \$5/\$10/\$15 per credit hour for in-County, in-State, and out-of-State students respectively, effective beginning with the fall 2010 semester; this resolve establishes the tuition rates at \$107/\$219/\$299, for in-County, in-State, and out-of-State residents, respectively.

HP:abg

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

Agenda Item Number: 8D
April 19, 2010

ADDITIONAL HONORARY DEGREE CANDIDATE

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

The Office of Advancement recommends the selection of one additional honorary degree recipient to be awarded at the College's 2010 commencement ceremonies.

BACK-UP INFORMATION

Board Resolution
Bio of Candidate (Trustees only)
List of Recipients

RESOURCE PERSONS

Mr. Sears
Ms. Sullivan

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

Resolution Number: **10-04-032**
Adopted on: **4/19/2010**

Agenda Item Number: 8D
April 19, 2010

Subject: Additional Honorary Degree Candidate

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 an honorary degree to The Honorable Henry B. 'Hank' Heller, '62 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. Wooten		
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		