

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
October 25, 2010**

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

Agenda Item Number: 7A
October 25, 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: **10-10-075**
Adopted on: **October 25, 2010**

Agenda Item Number: 7A
October 25, 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 September 1, 2010, to and including September 30, 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 September 1, 2010, to and Including September 30, 2010

**STAFF
STAFF EMPLOYMENTS**

Effective Date	Name	Position Title	Grade	Location
09/27/2010	Dankoff, Susan L	Director of Development	O	Institutional Adv - Development
09/13/2010	Hardie, Cedric L	Customer Service Rep	F	WD & CE
09/27/2010	Jones, William T	Building Equipment Mechanic	H	Facilities Operations - TP/SS
09/13/2010	Labitzky, Christine M	Customer Service Rep	F	WD & CE
09/13/2010	Redinger, Kevin	Senior Project Manager	K	Collegewide Cap Prjt/Oper
09/13/2010	Walker, Debra S	Customer Service Rep	F	WD & CE

STAFF SEPARATIONS

09/24/2010	Ciccocelli, Ruth S ¹	Senior Research Analyst	L	Instit. Research & Analysis
09/24/2010	Delaney, Clare E	Senior Administrative Aide	G	Office of Info Tech
09/03/2010	Harchick, Matthew J	Video Engineering Supervisor	K	IT Learn Ctr Instructional TV
09/24/2010	Kan, Danielle	Admission & Registration Asst	F	Admissions & Records RV
09/17/2010	Knight-Brown, Debra L	Financial Aid Specialist	I	Financial Aid TP/SS
09/30/2010	Merinsky, Melinda R	Instructional Assistant	H	Physics/Eng/Geoscience RV
09/15/2010	Ruiz-Stupi, Benjamin M	Human Resources Associate	G	Human Resources Office
09/14/2010	Stewart, Keenan C	Building Service Worker	A	Facilities Maintenance TP/SS

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	3	0	1	0	1	5
Male	2	1	0	0	0	3
TOTAL	5	1	1	0	1	8

FACULTY

FACULTY EMPLOYMENTS: None

Effective Date	Name	Position Title	Location
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FACULTY SEPARATIONS

09/20/2010	Mona, Linda ²	Professor	Nat/Apppl Sci,Bus/Mgt,Info Sci
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¹ Retirement

² Deceased

FACULTY SEPARATIONS: Ethnicity and Gender

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

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

Resolution Number: **10-10-076**
Adopted on: **October 25, 2010**

Agenda Item Number: 7B
October 25, 2010

Subject: Retirement Recognition for Mr. Ronald H. Buffington

WHEREAS, Mr. Ronald H. Buffington served Montgomery College with dedication for 24 years and retired from the College as of April 30, 2010 and

WHEREAS, during his College tenure, Mr. Ronald H. Buffington provided support to the Germantown Facilities Department as a Building Equipment Mechanic; and

WHEREAS, Mr. Ronald H. Buffington has been known for his willingness to assist faculty and staff in resolving issues; and

WHEREAS, the Associate Vice President for College Facilities, the Senior VP for Administrative and Fiscal Services and the President of the College recommend this public recognition of Mr. Ronald H. Buffington 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. Ronald H. Buffington for his many contributions 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. Ronald H. Buffington.

DPP:abg

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

Agenda Item Number: 8
October 25, 2010

**AMENDMENT TO SOLE SOURCE AWARD OF CONTRACT, CONTRACT FOR COMMERCE
MANAGEMENT SYSTEM, CASHIERING SERVICES MODULE**

BACKGROUND

The Chief Business Officer has requested an amendment to the College's existing contract with the firm TouchNet Information Systems, Inc., to purchase licenses, professional services, and equipment for the cashiering services module, on a sole source basis.

The College has contracted with TouchNet Information Systems, Inc., Lenexa, Kansas since December, 2000, for a variety of e-Commerce applications, starting with the Payment Gateway software engine. This application connects all on-line or in-person payment transactions such as web checks or credit cards to the vendor banks that process such payments. TouchNet's Marketplace application was added in 2002, the company's e-Billing & Payment application was added in 2006, and the company's Pin-less debit card application was added last year.

Several years ago, the College made the decision to shift these applications to TouchNet's hosted data center, which has become significant in light of recently published uniform data security standards by the major credit card companies, known as PCI-DSS and PA-DSS (Payment Card Industry Data Security Standards and Payment Application Data Security Standards). The College must comply with these standards to be approved and continue to accept credit card transactions. Since compliance is not an option, our partnership with TouchNet greatly helps the College in assuring compliance with these standards.

The purchase of the cashiering application provides a centralized system that supports in-person transactions from the campus cashier stations to the Business Services Office, and also supports departmental deposits and point-of-sale devices. Transactions processed through this application automatically update the College's Banner system holding student and general ledger accounts. This action provides real-time access to account information such as deposits or payments, automatically tracks all actions taken by cashiers, reduces paper processes, eliminates duplicate data entry, reduces clerical errors, streamlines bank statement reconciliation, and lowers overall processing costs. In addition, staff will be able to issue refunds directly to a student's checking account or credit card account, an efficient process which staff currently are unable to perform. PCI compliant card swipes will be installed along with new check scanners and cash drawers.

RECOMMENDATION

It is recommended that the Board of Trustees award a contract for the purchase of licenses, professional services, and equipment for cashiering services, to TouchNet Information Systems, Inc., Lenexa Kansas, for a five year term, beginning October 18, 2010, for an annual amount of \$42,700, plus a 10% annual fee increase. It is also recommended the Board of Trustees award a contract to TouchNet Information Systems, Inc., Lenexa, Kansas for the purchase of professional services of \$30, 581 and \$28,140 for equipment. The total recommended contract dollar award equals \$101,421.

BACK-UP INFORMATION

Board Resolution

RESOURCE PERSONS

Mr. Sheeran
Dr. Russell
Dr. Wormack

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

Resolution Number: **10-10-077**
Adopted on: **October 25, 2010**

Agenda Item Number: 8
October 25, 2010

Subject: Amendment to Sole Source Award of Contract, Contract for Commerce Management System, Cashiering Services Module

WHEREAS, the Chief Business Officer has requested a contract award for the purchase of TouchNet Cashiering System, on a sole source basis; and

WHEREAS, the College has contracted with TouchNet Information Systems, Inc., Lenexa, Kansas since December, 2000, for a variety of e-Commerce applications, including the Payment Gateway software engine, the Marketplace application for web-based sales, the e-Billing & Payment and Pin-less debit card applications; and

WHEREAS, the cashiering applications provides a centralized system that supports in-person transactions from the campus cashier stations and also supports departmental deposits and point-of-sale devices, along with many operational efficiencies and productivity improvements; and

WHEREAS, the application enables the College to remain in compliance with commercial and industry cyber-security requirements of PCI-DSS and PA-DSS (Payment Card Industry Data Security Standards and Payment Application Data Security Standards); and

WHEREAS, the Director of Procurement affirms that TouchNet cashiering software, services, and equipment is offered exclusively through TouchNet Information Systems, Inc., Lenexa, Kansas, and, no other vendor meets College requirements; and the Chief Business Officer certifies that funds are available in FY2011 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 President of the College recommends the following action; now therefore be it

Resolved, That a contract be awarded to TouchNet Information Systems, Inc., Lenexa, Kansas for the purchase of licenses, professional services, and equipment for cashiering services, to TouchNet Information Systems, Inc., Lenexa, Kansas, for a five year term beginning October 18, 2010, for an annual amount of \$42,700, plus a 10% annual fee increase and the purchase of professional services of \$30,581 and \$28,140 for equipment. The total recommended contract dollar award equals \$101,421.

DPP:abg

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

Agenda Item Number: 9
October 25, 2010

**AWARD OF CONTRACT FOR SITE DEMOLITION AND RELATED WORK
GERMANTOWN CAMPUS BIOSCIENCE EDUCATION CENTER
BID NO. 611-001**

BACKGROUND

This award is for site demolition, rough grading and minor utility work in preparation for the construction of the Bioscience Education Center, a new 130,000 gross square foot, three story science education building on the Germantown Campus. The building design documents are being finalized so that the building construction bid package can be advertised in spring 2011. This first phase of site work will prepare the overall site for construction of the new building and includes establishing construction entrance at Middlebrook Road to help minimize disruption to the Campus caused by construction activities. In addition to the above, other site work includes grading for the new greenhouse and related outbuildings to support replacement of the existing greenhouse which now occupies a portion of the Bioscience Education Center site. The removal of trees that is included in this contract award is in accordance with County requirements and implements the Forest Conservation Plan recently approved by the Maryland National Capital Park and Planning Commission for this project.

Project contract documents were prepared by The Lukmire Partnership, Inc. and its consultants in consultation with Central Facilities professional staff. The project was advertised for bid on August 6, 2010. Bids were opened in the Office of Procurement on September 22, 2010, and three (3) no bids and six (6) bids were received ranging from \$339,800.00 to \$842,698.21. The estimated construction cost of this project was \$844,762. Sufficient funds are available in the FY11 Capital Budget Bioscience Education Center project for this work. The current available balance in this project is approximately \$69,000,000. Contractor references have been checked and are satisfactory. While the difference between the low bid and the College's estimate is extreme, this contractor performed the site work for the TP/SS Cultural Arts Center without any issues and did not submit exaggerated change orders. The site bids were thoroughly reviewed and in response to inquiry from the College, the Contractor provided additional confirmation of his bid price, noting his careful review of the project site conditions, scope of work and specifications. The College is therefore satisfied that the low bid contractor did not overlook significant project details. Board approval is required for competitive sealed bids valued above \$100,000.

RECOMMENDATION

It is recommended that, contingent upon Maryland State Department of General Services approval, an award of contract for \$339,800.00, be made to Ross Contracting, Inc., Mt. Airy, Maryland, as the recommended lowest priced, most responsible, responsive bidder who can meet the terms and conditions, and specifications of the solicitation for the Site Demolition, Rough Grading and Minor Utility Work project on the Germantown Campus.

BACK-UP INFORMATION

Board Resolution
Summary of Bids (Board members only)
Bidders' List (Board members only)

RESOURCE PERSON(S):

Mr. Capp
Dr. Wormack
Mr. Sheeran

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

Resolution Number: **10-10-078**
Adopted on: **October 25, 2010**

Agenda Item Number: 9
October 25, 2010

Subject: Award of Contract, Site Demolition and Related Work, Bioscience Education Center, Germantown Campus, Bid No. 611-001

WHEREAS, the Associate Vice President for College Facilities requests approval of a contract for site demolition, rough grading, and minor utility work at the Germantown Campus in preparation for the construction of the new Bioscience Education Center which will be advertised for bid in spring 2011; and

WHEREAS, the Director of Procurement certifies that project specifications and drawings were developed by appropriate College staff and consultants; and

WHEREAS, pursuant to Md. (Educ.) Ann. Sec. 16-311, invitations to bid were publicly advertised on August 6, 2010, in the *Baltimore Sun*, and the *Washington Post*; and posted on the Montgomery College Procurement Web site, and one State of Maryland Web site; and

WHEREAS, 87 contractors received bid documents, and six (6) bids and three (3) no bids for this project were received in the Office of Procurement and were publicly opened, read aloud, and recorded beginning at 3:00 PM local time on September 22, 2010; and

WHEREAS, after analysis of the bids, it was determined that the lowest, responsible and responsive bid of \$339,800 submitted by Ross Contracting, Inc., Mt. Airy, Maryland, meets all College specifications and is therefore the responsive bid; and

WHEREAS, Board approval is required for competitive sealed bids valued above \$100,000, and

WHEREAS, the Chief Business Officer certifies that, contingent upon Maryland State Department of General Services approval, funds are available in the FY 2011 Capital Budget to enable the College to award the contract as recommended; and

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

Resolved, That, contingent upon Maryland State Department of General Services approval, a contract for providing all necessary materials, labor, equipment, and insurance for the Site Demolition, Rough Grading and Minor Utility Work at the Germantown Campus is awarded to Ross Contracting Inc., Mt. Airy, Maryland, at the firm's base bid price of \$339,800 and be it further

Resolved, That the Board of Trustees respectfully requests the full State-eligible share of funding for this contract; and be it further

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

DPP:abg