

**MONTGOMERY COLLEGE  
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS  
December 13, 2010**

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

Agenda Item Number: 7A  
December 13, 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: **10-12-088**  
Adopted on: **12/13/2010**

Agenda Item Number: 7A  
December 13, 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 November 1, 2010, to and including November 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.

DPP: abg

Attachments

MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From and Including November 1, 2010, to and Including November 30, 2010

**STAFF**

**STAFF EMPLOYMENTS**

Effective Date	Name	Position Title	Grade	Location
11/22/2010	Andon, Angelica M	Financial Aid Assistant	F	Financial Aid RV
11/22/2010	Carrasquillo, Paula	Web Editor	I	Grants & Business Development
11/22/2010	Cooley, Joseph I	Asset Management Specialist	I	Office of Info Tech
11/08/2010	Deutcheu, Jean D	Office Assistant	D	Facilities Security - TP/SS
11/22/2010	Edwards, Urvine S	Building Equipment Mechanic	H	Facilities Operations - TP/SS
11/22/2010	Harding, Kathleen M	Human Resources Associate	G	Human Resources Office
11/22/2010	Lauman, Beatrice C	Math/Acct Learning Ctr Supvr	K	Business/Science/Math/Tech GT
11/08/2010	Mengistu, Misiker T	Safety & Security Officer	E	Facilities Security - TP/SS
11/22/2010	Patel, Harshadkumar J	Building Service Worker	A	Facilities Maintenance GT
11/22/2010	Patel, Kumudben H	Building Service Worker	A	Facilities Maintenance GT
11/22/2010	Quinn, Siobhan M	Theatre Front of House Mgr	J	Arts/Humanities/SocialSciences
11/08/2010	Weisbaum, Gayle R	Intake/Assessment Specialist	J	WD & CE
11/22/2010	Wyatt, Vonda L	Building Service Worker	A	Facilities Maintenance GT

**STAFF SEPARATIONS**

11/28/2010	Brodey, Deborah A <sup>1</sup>	Library Assistant Supervisor	H	Rockville Library
11/02/2010	Coon, Deanna L	Instructional Associate	G	Arts/Humanities/SocialSciences

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	2	0	0	0	0	2
Male	0	0	0	0	0	0
<b>TOTAL</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	6	1	0	1	0	8
Male	1	3	0	1	0	5
<b>TOTAL</b>	<b>7</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>13</b>

**FACULTY**

**FACULTY EMPLOYMENTS: None**

**FACULTY SEPARATIONS: None**

<sup>1</sup> Deceased

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

Resolution Number: **10-12-089**  
Adopted on: **12/13/2010**

Agenda Item Number: 7B1  
December 13, 2010

**Subject: Retirement Recognition for Ms. Patricia Ray**

WHEREAS, Ms. Patricia Ray served Montgomery College with dedication and distinction for more than 27 years and retired as of August 22, 2009; and

WHEREAS, she served in many capacities including that of Admissions and Records Clerk (1982), Student Information System Specialist (1990), and Computer Support Specialist (1995); and

WHEREAS, Ms. Ray was a dedicated and valued member of the Admissions and Records Office where she was tireless in her efforts assisting students and faculty; and

WHEREAS, she played a pivotal role in the implementation and on the technical support team for an implementation of one of the College's student information systems (1990); and

WHEREAS, in her latest capacity as Asset Management Supervisor (1998), Ms. Ray made significant contributions to the College on behalf of the Office of Information Technology; and

WHEREAS, she was influential in recognizing the need for and establishing a centralized technology asset management team; and

WHEREAS, Ms. Ray received a Staff Outstanding Service award in 2008 for her superior service to the unit; and

WHEREAS, she was unwavering in her effort to ensure data accuracy in her tracking efforts and played a pivotal role in the establishment of the College's first technology inventory database; and

WHEREAS, Ms. Ray was instrumental in the launching of the software procurement tracking process that laid the foundation for what the College uses today; and

WHEREAS, she spent months working with Human Resources to create a process for provisioning equipment and computer resources for new hires as well as a process for termination; and

WHEREAS, in 2002, Ms. Ray was a key player in establishing a technology equipment disposal contract and process that is still in use today, thus ensuring that surplus computer equipment is sold or recycled; and

WHEREAS, she represented the College as a member of the Maryland Education Enterprise Consortium (MEEC), thus working to negotiate several hardware and software contract vehicles; and

WHEREAS, Ms. Ray was well known throughout the College as someone you could depend on and was recognized for her tenacity and hard work ethic; and

WHEREAS, the Vice President of Instructional and Information Technology/CIO, the Senior Vice President for Administrative & Fiscal Services and the President of the College recommend this public recognition of Ms. Ray 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. Patricia Ray for her many contributions to the College, and extend 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. Patricia Ray.

DPP:abg

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

Resolution Number: **10-12-090**  
Adopted on: **12/31/2010**

Agenda Item Number: 7B2  
December 13, 2010

**Subject: Retirement Recognition for Dr. James E. Lyons, Sr., Secretary of the Maryland Higher Education Commission**

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WHEREAS, Dr. James E. Lyons, Sr. began his appointment as Secretary of the Maryland Higher Education Commission on March 1, 2007; and

WHEREAS, Dr. Lyons has been providing outstanding leadership on behalf of the Maryland Higher Education Commission, the Maryland higher education community, and citizens of Maryland; and

WHEREAS, Dr. Lyons has been espousing and ensuring that Marylanders have equal opportunities for accessible and affordable higher education; and

WHEREAS, Dr. Lyons was successful in developing the 2009 Maryland State Plan for Postsecondary Education, a comprehensive plan for higher education in Maryland; and

WHEREAS, Dr. Lyons has been providing service to the Maryland higher education community in many capacities, which include co-hosting the Distinguished Scholars Program, co-chairing the College Success Taskforce, and serving on the Executive Committee of the Governor's P-20 Leadership Council; and

WHEREAS, Dr. Lyons will retire on January 1, 2011; and

WHEREAS, the members of the Board of Trustees wish to recognize Dr. Lyons for his outstanding higher education service and leadership in Maryland and express their sincere appreciation to Dr. Lyons for his many contributions to the State of Maryland; now therefore be it

Resolved, That the Board of Trustees of Montgomery College is extending its best wishes and hopes to Dr. James E. Lyons, Sr. for a productive, fulfilling, and relaxing retirement; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy be presented to Dr. James E. Lyons, Sr.

DPP:abg

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

Agenda Item Number: 7C  
December 13, 2010

**REQUEST FOR APPROVAL FOR THE CRIMINAL JUSTICE  
ASSOCIATE OF ARTS (A.A.) DEGREE**

BACKGROUND

The Maryland State Plan for Postsecondary Education strongly recommends that higher education strive to meet the education needs of the students and the state by providing for “the development of a highly qualified workforce.” Montgomery College echoes that recommendation in its mission statement by “holding ourselves accountable for meeting economic and workforce development needs.”

The call for higher education and training amongst criminal justice professionals has been historically encouraged through the National Commission on Law Observance and Enforcement, the President’s Commission on Law Enforcement and the Administration of Justice, and the National Advisory Commission on Criminal Justice Standards and Goals. As a result of that call, there is a current trend amongst local, state and federal criminal justice agencies to seek candidates with college level credits and/or degrees.

In response to these advanced educational requirements held by many of criminal justice agencies, Montgomery College (MC) wants to increase course opportunities as well as improve the transferability of our Criminal Justice program. By introducing the Criminal Justice A.A. degree, we will better meet the academic needs of our students and the transferability requirements of the other state and private educational institutions offering related bachelor’s degree programs.

According to a recent edition of the Bureau of Labor Statistics, Occupational Outlook Handbook, the outlook for job opportunities is excellent predicting an 11% increase over the next decade. Further, a more security-conscious society and population growth will contribute to the increasing demand for police services and applicants with a bachelor’s degree will have the best opportunities to fill these positions.

In addition to fulfilling workforce needs, the Criminal Justice A.A. degree will also facilitate transfer to institutions offering bachelor degrees. MC does have an Articulation Agreement with the Department of Criminology and Criminal Justice at the University of Maryland, College Park at the Universities at Shady Grove regarding transferability of this program. Over 82% of students currently in MC’s Criminal Justice program have indicated that they planned to transfer to a four college or university to complete their education.

In conclusion, the creation of the Criminal Justice A.A. Degree will not create any additional costs to the college. The courses that will be used to meet the general and core educational requirements of the program are currently being taught by the college. The degree program will not increase the College’s employment, facilities, equipment or library costs.

RECOMMENDATION

The Board of Trustees is requested to approve the Criminal Justice Associate of Arts degree.

## BACK-UP INFORMATION

Board Resolution  
Criminal Justice Associate of Arts Curriculum

## RESOURCE PERSONS

Professor Sean Fay  
Dean Darrin Campen

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

Resolution Number: **10-12-091**  
Adopted on: **12/13/2010**

Agenda Item Number: 7C  
December 13, 2010

**Subject: Request for approval for the Criminal Justice Associate of Arts (A.A.) Degree**

WHEREAS, the Maryland Higher Education Committee has strongly recommended that campuses offer ongoing programs that encourage fulfilling the educational needs of students and the needs of the state by cultivating a highly qualified workforce; and

WHEREAS, the Maryland Higher Education Committee encourages the development of transfer programs; and

WHEREAS, Montgomery College has articulated a commitment in its mission statement to hold itself accountable in meeting students' academic and transfer needs; and

WHEREAS, the Criminal Justice degree will help to fulfill the ever-increasing workforce needs of the criminal justice agencies; and

WHEREAS, the new Criminal Justice degree will facilitate ease of transfer to other institutions and maximize the amount of transfer credits counting towards a bachelor's degree; and

WHEREAS, the degree provides the general and core educational program requirements; and

WHEREAS, no additional expenses will be occurred with the creation of this program; and

WHEREAS, the Interim Senior Vice President for Academic and Student Services and the President of the College approve the degree and recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the Criminal Justice Associate of Arts degree.

DPP:abg

## Criminal Justice Associate of Arts (A.A.) Degree

The A.A. degree in Criminal Justice is designed for students planning to transfer to a four-year institution to complete a bachelor's degree in criminal justice. It is structured to prepare students who plan to ultimately serve the community on a local, state, or national level in the fields of law enforcement, parole and probation, juvenile justice corrections, or criminal justice research.

A.A. Degree Program Requirements	Credits
EN 101 Techniques of Reading/Writing I or elective *	3
<i>English foundation</i>	3
<i>Math 116 Elements of Statistics</i>	3
<i>Speech foundation</i>	3
<i>HE 107 or other Health foundation course</i>	2
<i>Arts distribution</i>	3
<i>Arts and humanities distribution †</i>	3
<i>Humanities distribution ‡</i>	3
<i>CJ 110 Administration of Justice</i>	3
<i>SO 101 Introduction to Sociology</i>	3
<i>Natural sciences with lab distribution</i>	4
<i>Natural science distribution without lab</i>	3(4)
BA210 Statistics for Business Administration **	3
CJ111 Introduction to Law Enforcement or CJ 230 Introduction to Corrections	3
CJ 221 Criminal Law	3
CJ 244 Contemporary Issues	3
CJ Elective ††	3
PY102 General Psychology ††or elective	3
PS101 American Government †† or elective	3
SO107Criminology	3
<b>Total Credit Hours</b>	<b>60(61)</b>

\* Choose elective if student places out of EN101.

† An HS course is recommended for students who plan to transfer to the University of Maryland, College Park campus or The Universities at Shady Grove.

‡ An EN literature course is recommended for students who plan to transfer to the University of Maryland, College Park campus or The Universities at Shady Grove.

\*\* BA210 is required if students plan to transfer to the University of Maryland, College Park campus or The Universities at Shady Grove Program; check requirements for other transfer institutions.

†† PS 101 and PY 102 are strongly recommended for students who plan to seek employment prior to transfer.

‡‡ Select from the following courses CJ 111 (can serve as elective if not taken as a major course requirement), CJ 211, CJ 216, CJ 222, CJ 230 (can serve as elective if not taken as a major course requirement), CJ 232, CJ 242, CJ 246, CJ 250, CJ 255.

### Program outcomes for the Criminal Justice A.A. Degree

#	Upon completion of this program a student will be able to:
1	Demonstrate understanding of the criminal justice process (police, courts, and corrections).
2	Explain the functions and roles of various criminal justice practitioners in the operation of an ethical and professional system of justice that exists within a diverse society.
3	Analyze the history, functions, policies, and procedures used in each subsystem of justice and to creatively offer alternatives to current practice.
4	Demonstrate understanding of the differences between the American system of justice and systems of other countries.
5	Explore problems associated with effecting justice in a diverse and stratified society.
6	Analyze principles and demonstrate understanding of the philosophical underpinnings of criminal law and the rules of evidence.
7	Meet the general education outcomes of effective communication and critical thinking.
8	Be prepared to transfer to a four-year academic institution to complete a bachelor's degree program in Criminal Justice.

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

Agenda Item Number: 7D1  
December 13, 2010

**MODIFICATION OF BOARD POLICIES ON HATE/VIOLENCE ACTIVITY, EQUAL EMPLOYMENT  
OPPORTUNITY AND NON-DISCRIMINATION POLICY, EQUAL EDUCATION OPPORTUNITY AND  
NON-DISCRIMINATION POLICY**

**BACKGROUND**

Montgomery College is committed to equal employment and educational opportunity that assures access, equity, and diversity while maintaining an educational and employment environment free from ethnic, cultural and racial hostility, violence, or harassment. In accordance with applicable law, the College does not discriminate against any student, employee, or applicant for employment who is a qualified individual with a disability or on the basis of age, sex, race, color, religion, national origin, marital status, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era, genetic code, or because of such individual's citizenship status.

The Montgomery County Council amended their Non-Discrimination Policy (Chapter 27, Human Rights and Civil Liberties) to prohibit discrimination on the basis of gender identity. Gender identity, as defined by the County, means an individual's actual or perceived gender, including a person's gender-related appearance, expression, image, identity, or behavior, whether or not those gender-related characteristics differ from the characteristics customarily associated with the person's assigned sex at birth.

Upon review of College policies 31002 – Hate/Violence Activity, 31006 – Equal Employment Opportunity and Non-Discrimination Policy, and 41002 – Equal Education Opportunity and Non-Discrimination Policy, it is recommended that language pertaining to non-discrimination on the basis of *gender identity* be included in the above named policies.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the changes in Montgomery College Policy 31002 – Hate/Violence Activity, 31006 – Equal Employment Opportunity and Non-Discrimination Policy, and 41002 – Equal Education Opportunity and Non-Discrimination Policy, as attached.

**BACK-UP INFORMATION**

Board Resolution  
Revised Montgomery College Policy 31002, 31006, and 41002  
Montgomery County Council Bill 23-07 (Board members only)

**RESOURCE PERSON(S)**

Mr. Wilson  
Dr. Long

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

Resolution Number: **10-12-092**  
Adopted on: **12/13/2010**

Agenda Item Number: 7D1  
December 13, 2010

**Subject: Modification of Board Policies on Hate/Violence Activity, Equal Employment Opportunity and Non-Discrimination, Equal Education Opportunity and Non-Discrimination**

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WHEREAS, the Board of Trustees and Montgomery College are committed to equal employment and educational opportunity that assures access, equity, and diversity while maintaining and educational and employment environment free from ethnic, cultural and racial hostility, violence, or harassment; and

WHEREAS, the Montgomery County Council amended their Non-Discrimination Policy (Chapter 27, Human Rights and Civil Liberties) to prohibit discrimination on the basis of gender identity; and

WHEREAS, Montgomery County's policy is to foster equal opportunity for all without regard to race, color, religious creed, ancestry, national origin, sex, marital status, age, disability, presence of children, family responsibilities, source of income, sexual orientation, gender identity, or genetic status and strictly in accord with their individual merits as human beings; and

WHEREAS, upon review of College policies 31002 – Hate/Violence Activity, 31006 – Equal Employment Opportunity and Non-Discrimination Policy, and 41002 – Equal Education Opportunity and Non-Discrimination Policy, it is recommended that language pertaining to non-discrimination on the basis of gender identity be included in the above named policies; and

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

Resolved, That effective November 15, 2010, Montgomery College Policy 31002, entitled Hate/Violence Activity, 31006, entitled Equal Employment Opportunity and Non-Discrimination Policy, and 41002, entitled Equal Education Opportunity and Non-Discrimination Policy, be revised as presented.

DPP:abg

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Chapter: Personnel

Modification No. 004

Subject: **Hate/Violence Activity**

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- I. Montgomery College is committed to maintaining an educational and employment environment free from ethnic, cultural and racial hostility, violence, or harassment. Further, the College encourages a climate of mutual respect among its many diverse individuals and groups that make up the College and Montgomery County community. The College condemns any and all hate/violence activities, including those acts based upon such personal attributes as race, color, religion, national origin, age, disability, gender, sexual orientation, **gender identity**, veteran of the Vietnam era status, and/or identity as a veteran with a disability, or on any other basis, to the extent they are not covered in this Policy.
  
- II. Montgomery College is a learning community that encourages freedom of thought and expression which maintains civility in the meaningful exchange of ideas. The College's employees and students are encouraged to be the voices and examples of reason and understanding in maintaining community, mutual respect and civility which are consistent with the mission and goals of the institution.
  
- III. The President is authorized to support efforts in this area, including governmental, private and individual efforts; to make certain that any individuals who conduct such activities on any of the campuses or at any facility used by the College, at College sponsored activities, or during the execution of College-related business are subject to appropriate disciplinary action including dismissal if they are College students or employee, and/or referred to appropriate authorities for prosecution to the fullest extent of the law; and to establish procedures to implement this policy.

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Board Approval: September 21, 1987; September 18, 1990; February 16, 1998; **December 13, 2010.**

Chapter: Personnel

Modification No. **007**

Subject: **Equal Employment Opportunity and Non-Discrimination Policy**

- I. Montgomery College is committed to equal employment opportunity that assures access, equity, and diversity. Further, the College is committed to providing an environment in which all persons are provided the opportunity for employment, participation in academic programs, and/or other college activities free from discrimination, any form of harassment as prohibited by federal regulations and state law, and sexual assault.
- II. It is the policy of the Board of Trustees to take positive steps to identify and change College policies, practices, procedures, and other institutional barriers that may prohibit or adversely affect access, equity, and diversity.
- III. In accordance with applicable law, the College does not discriminate against any student employee, or applicant for employment who is a qualified individual with a disability or on the basis of age, sex, race, color, religion, national origin, marital status, sexual orientation, **gender identity**, or status as a disabled veteran or veteran of the Vietnam era, genetic code or because of such individual's citizenship status.
- IV. The President is authorized and directed to establish procedures and programs to implement this policy.

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Board Approval: September 21, 1987; December 18, 1989; April 15, 1991; July 15, 1991; September 21, 1999, November 18, 2002; **December 13, 2010**.

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Chapter: Student Affairs

Modification No. **007**

Subject: **Equal Education Opportunity and Non-Discrimination Policy**

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- I. Montgomery College is committed to equal education opportunity that assures access, equity, and diversity in student admissions, and assures equity in student financial assistance and other student policies. Further, the College is committed to providing an environment in which all persons are provided the opportunity for participation in academic programs, and/or other College activities free from discrimination, any form of harassment as prohibited by federal regulations and state law, and sexual assault.
- II. In accordance with applicable law, the College does not discriminate against any student or applicant for admission who is a qualified individual with a disability or on the basis of age, sex, race, color, religion, national origin, marital status, sexual orientation, **gender identity**, or status as a disabled veteran or veteran of the Vietnam era, genetic code, or because of such individual's citizenship status.
- III. It is the policy of the Board of Trustees to take positive steps to identify and change College policies, practices, procedures, and other institutional barriers that may prohibit or adversely affect access, equity, and diversity.
- IV. The President is authorized and directed to establish procedures and programs to implement this policy.

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Board Approval: January 22, 1975; July 26, 1976; April 15, 1991; July 15, 1991; September 21, 1999; November 18, 2002; **December 13, 2010**.

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

Agenda Item Number: 7D2  
December 13, 2010

**MODIFICATION TO COLLEGE POLICY 79001  
USE OF COLLEGE-OWNED VEHICLES**

BACKGROUND

College Policy on the use of College-owned vehicles specifies which College units are permitted to budget for and purchase vehicles in order to provide consistent oversight, maintenance, security and management of all vehicles used for College business. The original policy was approved by the Board of Trustees in 1997 and there have been no updates since that time.

Workforce Development & Continuing Education (WDCE) has a driver training curriculum that previously used three (3) leased passenger vehicles which did not fall under the purview of this policy. The lease, however, had a lease-purchase option that was found to be advantageous. Working with the Office of Procurement, WDCE negotiated the purchase of the passenger vehicles this past summer. This program or type of instructional purchase was not envisioned in the original policy. As such, the policy requires amendment in order to allow for this change since currently only Facilities, Procurement and the Office of the President are permitted to budget for and purchase vehicles.

Other aspects of the policy were also reviewed. The recommended changes add WDCE to the list of units that may budget for and purchase vehicles; change the description from "passenger-carrying" to "motorized"; provide more general wording on the control of vehicles; and permit the President to appoint a designee, if desired. On broadening the control of vehicles, this is necessary because WDCE, due to the nature of their instructional program, must control the scheduling and use of these vehicles. Furthermore, as a self-supporting unit, WDCE also pays for the maintenance of these vehicles. Facilities will provide maintenance reminders and general maintenance oversight to WDCE for these vehicles. A copy of the current policy and the proposed changes are attached. A copy of the revised draft procedures which would support the policy changes is also included. Board of Trustees approval is required for all changes to College Policy.

RECOMMENDATION

It is recommended that the Board of Trustees approve a modification to College Policy 79001 Use of College-Owned Vehicles to include Workforce Development & Continuing Education as a unit that may budget for and purchase vehicles at Montgomery College.

BACK-UP INFORMATION

Board Resolution  
Policy 79001 Use of College-Owned Vehicles

RESOURCE PERSON(S):

Mr. Capp  
Mr. Payne  
Mr. Sorrell  
Dr. Wormack

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

Resolution Number: **10-12-093**  
Adopted on: **12/13/2010**

Agenda Item Number: 7D2  
December 13, 2010

**Subject: Modification to College Policy 79001 Use of College-Owned Vehicles**

WHEREAS, Montgomery College owns motorized vehicles in order to support the operations of the College; and

WHEREAS, College Policy 79001 Use of College-Owned Vehicles, approved in 1997, provides authority for the purchase of vehicles and specifies which College units may budget for and purchase vehicles in order to provide consistent oversight, maintenance, control, management and security of all vehicles used for College business; and

WHEREAS, recently, the Workforce Development & Continuing Education unit (WDCE) of the College changed from leasing vehicles for its driver training programs to owning vehicles due to a favorable lease-purchase arrangement; and

WHEREAS, the policy should be updated to add WDCE to the list of units that may purchase vehicles at the College, and the President of the College recommends the following action; now therefore be it

Resolved, That the Board of Trustees modifies the policy on Use of College-Owned Vehicles (P&P 79001) to add Workforce Development & Continuing Education as a unit authorized to budget for and purchase vehicles and modifies the policy to allow for appropriate administrative control of College-owned vehicles; and be it further

Resolved, That the President, or designee, is authorized to modify and update the relevant procedures as necessary to implement this policy

DPP:abg

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Chapter: Facilities

Modification No. 001

Subject: Use of College-Owned Vehicles

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**NEW MATERIAL IS IN BOLD**

**DELETED MATERIAL IS A ~~STRIKETHROUGH~~**

- I. College-owned trucks, cargo vans, passenger vans, and other **motorized** ~~passenger-carrying~~ vehicles are to be used only for official College business.
- II. The only units authorized to budget for and purchase College vehicles are the Office of the President, Facilities, **Workforce Development & Continuing Education**, and Procurement.
- III. **All College-owned vehicles will have appropriate administrative controls for routine maintenance and security.** ~~Maintenance and control of all College vehicles will be through Facilities.~~
- IV. The President, **or designee**, is authorized to develop, publish, and disseminate procedures for the use of College-owned vehicles.

Board Approval: September 15, 1997; **December 13, 2010**

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

Agenda Item Number: 8  
December 13, 2010

**GRANT OF EASEMENT  
WASHINGTON SUBURBAN SANITARY COMMISSION WATER MAIN  
GERMANTOWN CAMPUS**

**BACKGROUND**

The upcoming construction of the Bioscience Education Center on the Germantown Campus will result in a series of contract awards and various easement and related property matters coming before the Board over the next several years. The first contract award was the Board's October 2010 approval of a contract for site clearing and rough grading. The first easement matter approved by the Board was in June 2010 for higher education conservation easements with the Montgomery County Planning Board as required by the forest conservation plan which was itself approved by the Planning Board.

The recommendation presented herein is for a grant of easement for the relocation of a Washington Suburban Sanitary Commission (WSSC) water main currently located within the planned footprint of the Bioscience Education Center. The Bioscience design anticipates relocating the existing water main and the College has been working with WSSC to determine where to install the new main. WSSC ultimately concluded that the relocated water main should follow the future extension of Goldenrod Lane as it crosses the College's property immediately south of the academic campus. The extension of Goldenrod Lane crosses the north edge of part of the forest preserve that is protected under the conservation easements approved by the Board in June. From the Goldenrod Lane extension, the relocated water main follows another future road alignment to the east connecting to Cider Press Lane and eventually MD-355. This future road alignment also will serve to separate the College's academic development from future commercial development that will be located south of the road. Attached is a Campus map showing the location of this easement and the route followed by the relocated water main. Schedule B, also attached, shows the easement in detail.

The plans for installing the new WSSC water main were reviewed during the design phase of the project and are an appropriately engineered solution for the required relocation work. The easement for the relocated water main totals 54,141 square feet (or 1.2199 acres). Given typical setback restrictions as part of the future road right-of-ways, the requested easement location cannot be considered a buildable site by the College.

The requested easement location does not conflict with the College's facilities master plan for the Germantown Campus. As this easement is for the benefit of the College and is required because of the College's Bioscience Education Center project, no payment is being requested of WSSC.

Following upon this request, once WSSC has approved the final design plans for the relocation of the water main, will be the abandonment of the designated portion of the water main and its related easement. The President, or designee, is authorized by this resolution to undertake the appropriate action required to complete the rescission of the existing WSSC easement back to the College.

#### RECOMMENDATION

It is recommended that an easement be granted to the Washington Suburban Sanitary Commission for a relocated water main so that the construction of the Bioscience Education Center on the Germantown Campus may proceed as planned. The President is also authorized to undertake the appropriate action required to rescind the existing easement with WSSC.

#### BACKUP INFORMATION

Board Resolution

Germantown Campus Map (with WSSC Water Main Easements) (Board members only)

Schedule B – Map of WSSC Easement (Board members only)

#### RESOURCE PERSONS

Mr. Capp

Mr. Sorrell

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **10-12-094**  
Adopted on: **12/13/2010**

Agenda Item Number: 8  
December 13, 2010

**Subject: Grant of Easement for Washington Suburban Sanitary Commission Water Main, Germantown Campus**

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WHEREAS, the Washington Suburban Sanitary Commission (WSSC) has requested of the College the grant of a permanent right-of-way for the installation, construction, reconstruction, maintenance, repair, operation, and inspection of a water main and appurtenances thereto located on the Germantown Campus; and

WHEREAS, the College has requested this work of the Washington Suburban Sanitary Commission as part of the relocation of the existing water main from its current location within the footprint of the planned Bioscience Education Center to a new location south of the existing and planned academic buildings on the Germantown Campus and to include the reconnection of the new water main to the existing infrastructure owned and operated by the Washington Suburban Sanitary Commission located on the Germantown Campus of the College; and

WHEREAS, the requested right-of-way is consistent with the public right-of-way requirements of Montgomery County and the Washington Suburban Sanitary Commission; and

WHEREAS, the requested right-of-way does not disrupt nor is otherwise inconsistent with the College's master plan for the Germantown Campus; and

WHEREAS, the College staff have reviewed the information provided by Washington Suburban Sanitary Commission and have identified the land required for this right-of-way as follows;

Beginning for the said Centerline at a point, said point being 21.98 feet from the end of the second or South 47°02'43" West 88.00 feet line on the centerline of an existing 25 foot Right-of-Way, in Part II of a deed dated April 21, 1978, and recorded in Liber 5126 at folio 469 among the records of Montgomery County, Maryland, from the BOARD OF TRUSTEES OF MONTGOMERY COMMUNITY COLLEGE to The WASHINGTON SUBURBAN SANITARY COMMISSION; thence leaving said line and running the following nineteen (19) courses and distances;

1. South 41°28'05" East 53.37 feet to a point; thence
2. South 18°58'05" East 82.53 feet to a point; thence
3. 30.54 feet along the arc of a curve deflecting to the left having a radius of 500.00 feet, with a chord bearing and distance of South 20°43'05" East 30.54 feet to a point; thence
4. South 22°28'05" East 48.90 feet to a point; thence
5. South 45°00'00" East 54.79 feet to a point; thence

6. Due East 475.38 feet to a point; thence
7. 48.86 feet along the arc of a curve deflecting to the right having a radius of 517.67 feet, with a chord bearing and distance of North 87°17'46" East 48.84 feet to a point; thence
8. South 84°35'32" East 499.09 feet to a point; thence
9. South 86°24'00" East 20.00 feet to a point; thence
10. South 88°12'00" East 20.00 feet to a point; thence
11. Due East 70.64 feet to a point; thence
12. North 67°30'00" East 106.20 feet to a point; thence
13. North 45°00'00" East 67.43 feet to a point; thence
14. North 33°45'00" East 51.39 feet to a point; thence
15. North 22°30'00" East 146.22 feet to a point; thence
16. 27.32 feet along the arc of a curve deflecting to the right having a radius of 850.00 feet, with a chord bearing and distance of North 23°25'14" East 27.32 feet to a point; thence
17. North 24°20'29" East 112.36 feet to a point; thence
18. 32.86 feet along the arc of a curve deflecting to the right having a radius of 850.00 feet, with a chord bearing and distance of North 25°26'55" East 32.85 feet to a point; thence
19. North 26°33'22" East 211.31 feet to a point on the tenth or North 71°33'03" East 278.05 foot centerline of an existing 25 foot Right-of-Way, in Part I of a deed from BOARD OF TRUSTEES OF MONTGOMERY COMMUNITY COLLEGE to The WASHINGTON SUBURBAN SANITARY COMMISSION by deed dated April 21, 1978 and recorded in Liber 5126 at folio 469 among the records of Montgomery County, Maryland, said point being 199.72 feet from the beginning thereof. Containing an area of 54,141 square feet or 1.2199 acres, more or less, as shown on Schedule B attached hereto and made part hereof by this reference

And also

The right of the Washington Suburban Sanitary Commission to two (2) additional strips or parcels of land ten (10) feet wide, on each side of, adjacent, contiguous and parallel to the above described Right-of-Way during the period of original construction only of the said water main and appurtenances for any and all purposes pertinent thereto; being more particularly described on a plat attached hereto and made a part hereof; and

WHEREAS, the easement should be recorded among the Land Records of Montgomery County, Maryland, by the College; and

WHEREAS, as the College requires that the existing easement between the College and the Washington Suburban Sanitary Commission be rescinded and the property rights revert to the College in order to accomplish the future construction of the Bioscience Education Center project on the Germantown Campus, the President, or designee, should undertake any appropriate action necessary to accomplish this rescission; and

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

Resolved, That the Board of Trustees grants a right-of-way and easement to Washington Suburban Sanitary Commission for the installation, construction, reconstruction, maintenance, repair, operation, and inspection of a water main and appurtenances thereto, with said easement and right-of-way, together with the right of ingress and egress over said right-of-way for said purposes, the said right-of-way and easement being described as follows:

Beginning for the said Centerline at a point, said point being 21.98 feet from the end of the second or South 47°02'43" West 88.00 feet line on the centerline of an existing 25 foot Right-of-Way, in Part II of a deed dated April 21, 1978, and recorded in Liber 5126 at folio 469 among the records of Montgomery County, Maryland, from the BOARD OF TRUSTEES OF MONTGOMERY COMMUNITY COLLEGE to The WASHINGTON SUBURBAN SANITARY COMMISSION; thence leaving said line and running the following nineteen (19) courses and distances;

1. South 41°28'05" East 53.37 feet to a point; thence
2. South 18°58'05" East 82.53 feet to a point; thence
3. 30.54 feet along the arc of a curve deflecting to the left having a radius of 500.00 feet, with a chord bearing and distance of South 20°43'05" East 30.54 feet to a point; thence
4. South 22°28'05" East 48.90 feet to a point; thence
5. South 45°00'00" East 54.79 feet to a point; thence
6. Due East 475.38 feet to a point; thence
7. 48.86 feet along the arc of a curve deflecting to the right having a radius of 517.67 feet, with a chord bearing and distance of North 87°17'46" East 48.84 feet to a point; thence
8. South 84°35'32" East 499.09 feet to a point; thence
9. South 86°24'00" East 20.00 feet to a point; thence
10. South 88°12'00" East 20.00 feet to a point; thence
11. Due East 70.64 feet to a point; thence
12. North 67°30'00" East 106.20 feet to a point; thence
13. North 45°00'00" East 67.43 feet to a point; thence
14. North 33°45'00" East 51.39 feet to a point; thence
15. North 22°30'00" East 146.22 feet to a point; thence

16. 27.32 feet along the arc of a curve deflecting to the right having a radius of 850.00 feet, with a chord bearing and distance of North 23°25'14" East 27.32 feet to a point; thence
17. North 24°20'29" East 112.36 feet to a point; thence
18. 32.86 feet along the arc of a curve deflecting to the right having a radius of 850.00 feet, with a chord bearing and distance of North 25°26'55" East 32.85 feet to a point; thence
19. North 26°33'22" East 211.31 feet to a point on the tenth or North 71°33'03" East 278.05 foot centerline of an existing 25 foot Right-of-Way, in Part I of a deed from BOARD OF TRUSTEES OF MONTGOMERY COMMUNITY COLLEGE to The WASHINGTON SUBURBAN SANITARY COMMISSION by deed dated April 21, 1978 and recorded in Liber 5126 at folio 469 among the records of Montgomery County, Maryland, said point being 199.72 feet from the beginning thereof.

Containing an area of 54,141 square feet or 1.2199 acres, more or less, as shown on Schedule B attached hereto and made part hereof by this reference

And also

The right of the Washington Suburban Sanitary Commission to two (2) additional strips or parcels of land ten (10) feet wide, on each side of, adjacent, contiguous and parallel to the above described Right-of-Way during the period of original construction only of the said water main and appurtenances for any and all purposes pertinent thereto; being more particularly described on a plat attached hereto and made a part hereof; and be it further

Resolved, That the grant of the easement is subject to the execution of an agreement with Washington Suburban Sanitary Commission; and be it further

Resolved, That the easement shall be recorded among the Land Records of Montgomery County, Maryland, by the College; 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 President, or designee, is authorized to take the appropriate action necessary to rescind the existing easement agreement between the College and the Washington Suburban Sanitary Commission, including executing any documents necessary to implement the terms of this portion of the resolution.

DPP:abg

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

Agenda Item Number: 9  
December 13, 2010

**ESTABLISHMENT OF BOARD POLICY ON  
LABOR RELATIONS AT MONTGOMERY COLLEGE**

**BACKGROUND**

Since the late 1970s, Montgomery College has given its various constituent groups the opportunity to provide input on all major decisions including, but not limited to, budgeting, strategic planning, and presidential searches. In the early years the governance groups consisted of the Faculty Senate and the Staff Senate, both of which were considered to represent all full-time faculty and staff. In 1978, the state enacted legislation that would give full-time faculty, support staff, associate staff, part-time faculty, and temporary workers the right to organize and collectively bargain with their employer. With the advent of faculty collective bargaining in the early 1980s, the American Association of University Professors (AAUP) also became one of the constituent groups to be consulted.

In the late 1980s, the President reorganized the administrative structure of the College and eliminated all of the vice presidents positions, thereby, flattening the organization. During this same time, the Faculty Senate was replaced by the Academic Assembly, a governance unit that included faculty, staff and administrators. The membership of this unit was predominantly full-time faculty with limited representation from the other two groups.

In the late 1990s the non-professional support staff employees elected to unionize and Local 2380, Council 67, of the American Federation of State, County, and Municipal Employees (AFSCME), their bargaining unit, was included among those consulted for input in major decision. The most recent bargaining unit (June 2009) to become part of the College's constituent group is the part-time/adjunct faculty. They are represented by Local 500 CtW of the Service Employees International Union (SEIU). AFSCME represents approximately 49% of all full-time staff. SEIU membership is less than 1% of the part-time/adjunct faculty included in the bargaining unit.

The issues related to this history are as follows:

- Labor unions have become conflated with the governance structure.
- The Staff Senate only represents non-bargaining unit staff.
- The leadership of the Academic Assembly traditionally has been full-time faculty.
- The Academic Assembly has no seat for part-time/adjunct faculty, bargaining unit staff, or students.
- Administrators and students have no role in governance.

This policy on labor relations/collective bargaining states the position of the Board of Trustees as it relates to labor relations and collective bargaining at the College. It also recognizes that duly certified employee organizations and Montgomery College representatives are responsible for negotiating in good faith with respect to wages, hours, and other appropriate terms and

conditions of employment. As such, the Board of Trustees encourages the use of processes which foster an atmosphere of civility, mutual respect, and trust, and ultimately result in sustainable collective bargaining agreements administered in a manner which promotes positive and pro-active relationships with employee organizations.

#### RECOMMENDATION

It is recommended that the Board of Trustees adopt a policy on labor relations at Montgomery College.

#### BACK-UP INFORMATION

Board Resolution  
Montgomery College Policy on Labor Relations

#### RESOURCE PERSONS

Dr. Pollard  
Mr. Cephas

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

Resolution Number: 10-12-095  
Adopted on: 12/13/2010

Agenda Item Number: 9  
December 13, 2010

**Subject: Establishment of Board Policy on Labor Relations at Montgomery College**

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WHEREAS, the Board of Trustees of Montgomery College is responsible for extending to any employee organization certified as exclusive representative the right to represent the public employees of the unit involved in collective bargaining and in the settlement of grievances as set forth in Maryland law; and

WHEREAS, it is the practice of the Board of Trustees to encourage collaborative approaches to labor relations which establish and enhance positive collective bargaining relationships within the legal framework and requirements of Maryland State law, Section 16-412, Montgomery County public employment relations; and

WHEREAS, the Board of Trustees recognizes that faculty and staff, including those represented by employee organizations, are essential to achieving Montgomery College's mission; and

WHEREAS, the Board of Trustees further recognizes that duly certified employee organizations and Montgomery College representatives are responsible for negotiating in good faith with respect to wages, hours, and other appropriate terms and conditions of employment; and

WHEREAS, the Board of Trustees encourages the use of processes which foster an atmosphere of civility, mutual respect, and trust, and ultimately result in sustainable collective bargaining agreements administered in a manner which promotes positive and pro-active relationships with employee organizations; and

WHEREAS, the Board of Trustees is the ultimate authority in regard to and accountable for inclusive and effective labor relations at the College and may delegate to the President portions of that authority at times deemed appropriate by the Board; 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 adopts the attached Policy on Labor Relations at Montgomery College.

Attachment

DPP:abg

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Chapter: Board of Trustees

Modification No. XXX

Subject: **Labor Relations**

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The Board of Trustees of Montgomery College is responsible for extending to any employee organization certified as exclusive representative the right to represent the public employees of the unit involved in collective bargaining and in the settlement of grievances as set forth in Maryland law. It is the practice of the Board of Trustees to encourage collaborative approaches to labor relations which establish and enhance positive collective bargaining relationships within the legal framework and requirements of Maryland law, Section 16-412, Montgomery County public employment relations. The Board of Trustees recognizes that faculty and staff, including those represented by employee organizations, are essential to achieving the Montgomery College's mission.

The Board of Trustees further recognizes that duly certified employee organizations and Montgomery College representatives are responsible for negotiating in good faith with respect to wages, hours, and other appropriate terms and conditions of employment. As such, the Board of Trustees encourages the use of processes which foster an atmosphere of civility, mutual respect, and trust, and ultimately result in sustainable collective bargaining agreements administered in a manner which promotes positive and pro-active relationships with employee organizations.

The President is authorized to establish procedures to implement this policy.

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Board Approval: December 13, 2010.

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

Agenda Item Number: 10  
December 13, 2010

**ESTABLISHMENT OF BOARD POLICY ON  
GOVERNANCE AT MONTGOMERY COLLEGE**

**BACKGROUND**

The Board of Trustees recognizes that faculty, staff, and students have separate and complementary roles in the representation and participation in various matters of the College.

The Board of Trustees has the responsibility for governing Montgomery College. The Board of Trustees is committed to the collegial principle of governance that serves as the means and actions by which the Board and the College as a collective entity engage in a participatory decision-making process to decide matters of policy, oversight, operations, and strategy.

The Board of Trustees believes that effective governance is achieved in the spirit of cooperation, collaboration, civility, respect and collegiality, and involves all levels of the College including students. It promotes inclusiveness and gives opportunity for a unified effort in ensuring the achievement of the College's vision and mission through sound and current policies and operating procedures. The Board of Trustees further believes that students' educational experiences are made more lasting and relevant in a collegial environment of communication, collaboration, civility, respect and professionalism that studies have shown can be enhanced by an effective institutional governance structure.

The Board of Trustees is the ultimate authority in regard to and accountable for an inclusive and effective governance system. The Board may delegate to the President portions of that authority at times deemed appropriate by the Board.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt a policy on governance at Montgomery College.

**BACK-UP INFORMATION**

Board Resolution  
Montgomery College Policy on Governance

**RESOURCE PERSONS**

Dr. Pollard  
Mr. Cephas

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

Resolution Number: **10-12-096**  
Adopted on: **12/13/2010**

Agenda Item Number:   10    
December 13, 2010

**Subject: Establishment of Board Policy on Governance at Montgomery College**

WHEREAS, the Board of Trustees recognizes that faculty, staff, and students have separate and complementary roles in the representation and participation in various matters of the College; and

WHEREAS, the Board of Trustees has the responsibility for governing Montgomery College; and

WHEREAS, the Board of Trustees is committed to the collegial principle of governance that serves as the means and actions by which the Board and the College as a collective entity engage in a participatory decision-making process to decide matters of policy, oversight, operations, and strategy; and

WHEREAS, the Board of Trustees believes that effective governance is achieved in the spirit of cooperation, collaboration, civility, respect and collegiality, and involves all levels of the College including students and promotes inclusiveness and gives opportunity for a unified effort in ensuring the achievement of the College's vision and mission through sound and current policies and operating procedures; and

WHEREAS, the Board of Trustees further believes that students' educational experiences are made more lasting and relevant in a collegial environment of communication, collaboration, civility, respect and professionalism that studies have shown can be enhanced by an effective institutional governance structure; and

WHEREAS, the Board of Trustees is the ultimate authority in regard to and accountable for an inclusive and effective governance system and may delegate to the President portions of that authority at times deemed appropriate by the Board; and

WHEREAS, the governance structure at Montgomery College shall be guided by certain general principles; 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 adopts the attached Policy on Governance at Montgomery College.

Attachment

DPP:abg

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Chapter: Board of Trustees

Modification No. XXX

Subject: **Governance**

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The Board of Trustees has the responsibility for governing Montgomery College. The Board of Trustees is committed to the collegial principle of governance that serves as the means and actions by which the Board and the College as a collective entity engage in a participatory decision-making process to decide matters of policy, oversight, operations, and strategy. The Board of Trustees is the ultimate authority in regard to and accountable for an inclusive and effective governance system. The Board may delegate to the President portions of that authority at times deemed appropriate by the Board.

The Board of Trustees believes that effective governance is achieved in the spirit of cooperation, collaboration, civility, respect and collegiality, and involves all levels of the College including students. It promotes inclusiveness and gives opportunity for a unified effort in ensuring the achievement of the College's vision and mission through sound and current policies and operating procedures. The Board of Trustees further believes that students' educational experiences are made more lasting and relevant in a collegial environment of communication, collaboration, civility, respect and professionalism that studies have shown can be enhanced by an effective institutional governance structure.

The governance structure at Montgomery College shall be guided by the following general principles:

1. All decision-making is based on a shared understanding and recognition that Montgomery College exists to support the comprehensive mission of student success at all levels.
2. All constituent groups within the College have a vested interest and a role in ensuring that the College fulfills the mission under the authority and direction of the Board of Trustees and under the leadership of the President.
3. Participatory governance is a method of organized and collegial interaction in which faculty, staff, students, and administrators participate in thoughtful deliberation and the decision-making process, leading to recommendations made to the College President, who represents the administration of the College as an agent of the Board of Trustees.
4. Mutual agreement is the goal to be achieved through active participation and collegial interaction by all constituent groups.
5. The most effective means of developing policies and procedures is to provide opportunity for involvement by the constituent groups affected by the implementation of these policies and procedures.
6. Representatives of constituent groups involved in the participatory governance process have the responsibility of keeping their respective groups informed of the proceedings and recommendations of governance groups.
7. Individuals not serving as representatives have the opportunity to share concerns with the elected representatives of their constituent groups, with the anticipation that their views will be represented in governance councils, committees, and task forces.

The President is authorized to develop procedures to implement this policy.

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Board Approval: December 13, 2010.

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

Agenda Item Number: 11  
December 13, 2010

**AWARD OF CONTRACT, BROADCAST EMAIL MARKETING SOLUTION,  
BID NO. 510-020**

**BACKGROUND**

The Vice President of Instructional and Information Technology/Chief Information Officer, in support of the offices of Institutional Advancement, Admissions and Enrollment Management, and Workforce Development and Continuing Education, has requested a contract award to purchase a broadcast email marketing solution. Staff determined that a broadcast email marketing solution would enhance the College's ability to broadcast emails containing time sensitive information as well as information about fundraising and special events, and College programs and services available to current and prospective students. Broadcast email marketing is an extremely cost-effective marketing tool. With a broadcast email marketing solution, the College will be able to consolidate multiple processes currently in existence; better manage its email lists and campaigns to increase deliverability and effectiveness; and easily collect and analyze data used to plan future messages, solicitations, donor cultivation and stewardship; test and target messages and solicitations to different audiences at reduced costs and staff time. A single broadcast email marketing solution would also replace multiple services and allow the College to manage its broadcast emails and email marketing without compromising the montgomerycollege.edu domain. Purchasing the broadcast email marketing solution also supports College Goal II as defined in the FY2010-12 Strategic Goals, Outcomes and Strategies to "strengthen and enhance internal and external collaboration and partnerships".

On January 22, 2010, a request for proposal was issued for the purchase of a broadcast email marketing solution. Seven (7) responses, including one (1) no bid, and one (1) vendor who withdrew their proposal from consideration, were received on February 15, 2010. An evaluation committee consisting of staff from the offices of Information Technology and Institutional Advancement reviewed, evaluated, and ranked all responses based on established criteria. Gold Lasso, Gaithersburg, Maryland, was the highest ranked vendor meeting College requirements. References were checked; and past performance has been satisfactory. The total first year amount for the broadcast email marketing solution is \$43,094, including implementation and support services. Board approval is required for competitive sealed proposals valued above \$25,000.

**RECOMMENDATION**

It is recommended that the Board of Trustees award a contract for the purchase of a broadcast email marketing solution to Gold Lasso, Gaithersburg, Maryland, for a one-year term, beginning January 3, 2011. The total cost for the first year is \$43,094. It is further recommended that the contract be renewed for an additional four (4) one-year terms, for an annual amount of \$36,594 under the same terms and conditions at the sole option of the College, provided that services are satisfactory, funding is available and it is in the best interest of the College.

BACK-UP INFORMATION

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

RESOURCE PERSONS

Dr. M. Russell  
Mr. D. Sears  
Dr. J. Wormack

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

Resolution Number: **10-12-097**  
Adopted on: **12/13/2010**

Agenda Item Number: 11  
December 13, 2010

**Subject: Award of Contract, Broadcast Email Marketing Solution, Bid No. 510-020**

WHEREAS, the Vice President of Instructional and Information Technology/Chief Information Officer, in conjunction with the offices of Institutional Advancement, Admissions and Enrollment Management, Workforce Development and Continuing Education, has requested a contract award to purchase a broadcast email marketing solution; and

WHEREAS, a broadcast email marketing solution would enhance the College's ability to broadcast emails containing time sensitive information as well as information about fundraising and special events, and College programs and services available to current and prospective students; and

WHEREAS, the Director of Procurement certifies that specifications were developed by appropriate College staff, and the Chief Business Officer certifies that funds are available in the FY2011 Operating Budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised in a County newspaper on January 22, 2010, and posted on the College Procurement and State of Maryland websites, downloaded by one hundred and ten (110) vendors; seven (7) responses, including one (1) no bid, and one (1) vendor who withdrew their proposal from consideration, were received, read aloud and recorded, beginning at 3:00 p.m. on February 5, 2010; and

WHEREAS, upon evaluation it was determined that the proposal submitted by Gold Lasso, Gaithersburg, Maryland was the highest ranked responsible bidder meeting college specifications; and

WHEREAS, awards resulting from competitive sealed proposals 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 award for the purchase of a broadcast email marketing solution be awarded to Gold Lasso, Gaithersburg, Maryland, for a one-year term beginning January 3, 2011. The total cost of the contract for the first year is \$43,094.

Resolved, that the contract be renewed for an additional four (4) one-year terms for an annual amount of \$36,594 under the same terms and conditions at the sole option of the College, provided that services are satisfactory, funding is available and it is in the best interest of the College.

DPP:abg