

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
October 24, 2011**

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

Agenda Item Number: 7A
October 24, 2011

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

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSON(S)

Ms. Lawyer
Ms. Bokor

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

Resolution Number: **11-10-124**
Adopted on: **10/24/2011**

Agenda
October

Item Number: 7A
24, 2011

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, 2011, to and including September 30, 2011; and

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

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

Attachment

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From and Including September 1, 2011, to and Including September 30, 2011

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Location
09/12/2011	Fernandez, Vianela A	Financial Aid Counselor	J	Financial Aid TP/SS
09/26/2011	Gulston, Terry E	Senior Administrative Aide	G	Nat/Appl Sci,Bus/Mgt,Info Sci
09/26/2011	Mofarrahi, Cheryl	Instructional Associate	J	Health Sciences
09/12/2011	Moyer, Alexander M	Head Librarian	L	Germantown Library
09/26/2011	Palacios, Nelly C	Building Service Worker	A	Facilities Maintenance RV

STAFF SEPARATIONS

09/02/2011	Chan, Stephen S	Network Engineering Specialist	K	Information Technology RV
09/05/2011	Hansborough, Shanee C	Child Care Teacher	F	Aux Services Child Care -TP/SS
09/16/2011	Howie, Jonathan D	Admissions Recruiter	I	Admission Records Regis Office
09/30/2011	Jackson, Kamaria L	HR Systems & Reporting Superv	M	Human Resources Office
09/16/2011	Theis, Jennifer L	Theater Production Technician	H	Performing Arts Center RV
09/26/2011	Vissari, James V	Safety & Security Officer	E	Facilities Security - GT
09/30/2011	Wirth, Robert C ¹	Emergency Planning Program Dir	N	Facilities Office

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF 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	2	0	0	0	3
Male	1	1	0	2	0	4
TOTAL	2	3	0	2	0	7

¹ Retirement

FACULTY

FACULTY EMPLOYMENTS

Effective Date	Name	Position Title	Location
09/28/2011	Childs, Shalawn	Assistant Professor	Student Development/RV

FACULTY SEPARATIONS: None

FACULTY EMPLOYMENTS: Ethnicity and Gender

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

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

Resolution Number: **11-10-125**
Adopted on: **10/24/2011**

Agenda
October

Number: 7Bi
24, 2011

Subject: Retirement Recognition of Ms. Judith Jordan

WHEREAS, Ms. Judith Jordan has served Montgomery College with dedication and distinction for 20 years and retired from the College as of February 1, 2011; and

WHEREAS, in her capacity as a Financial Aid Counselor in the Office of Student Financial Aid (1981-1991 and 2001-2011), she was an integral member of the financial aid team to provide valuable service to faculty, staff, students, and the community by educating them to the process in applying for federal aid; and

WHEREAS, as a dedicated member of the Office of Student Financial Aid, Ms. Jordan often spoke to students, not only in the classrooms about financial aid, but performed financial aid workshops at open houses and high schools throughout the county. She would particularly volunteer to work with alternative schools or agencies other than Montgomery County Public Schools to talk about applying to college and completing the financial aid application; and

WHEREAS, Ms. Jordan became a mentor to several students who came to Montgomery College from other schools in helping them to realize that education is for everyone. She not only helped them through the admission and financial aid process, but followed and counseled them throughout their college years, making sure they were studying and getting good grades to finally receiving their associate of arts degree and moving on to a four-year college or university; and

WHEREAS, Ms Jordan graduated from Montgomery College in the mental health program and went on to receive her bachelor of science degree from the University of Maryland College Park in mental health. Her enthusiasm, knowledge of the field, and sense of humor helped everyone make it through the day through the toughest times at work; and

WHEREAS, Ms. Jordan was a member of the Delaware, District of Columbia, Maryland Association of Student Financial Aid Administrators, as well as with the Eastern Association of Student Financial Aid Administrators and the National Association of Student Financial Aid Administrators; now therefore be it

Resolved, that the members of the Board of Trustees express their sincere appreciation to Ms. Judith Jordan for her dedication and for her many contributions to the College and to its students, and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, that this resolution become a part of the minutes of this Board of Trustees meeting and a copy be presented to Ms. Judith Jordan.

DPP:abg

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

Resolution Number: **11-10-126**
Adopted on: **10/24/2011**

October

Agenda Item Number: 7Bii
24, 2011

Subject: Retirement Recognition of Mr. Lenochs Marshall

WHEREAS, Mr. Lenochs Marshall has served Montgomery College with dedication and distinction for 26 years and retired from the College as of June 30, 2011; and

WHEREAS, in his capacity as a Building Services Worker I, Office of Facilities (1985-1996), and then as a Building Services Supervisor, Office of Facilities (1996-2011), he provided a valuable service to faculty, staff, and students through his assistance in the daily upkeep of the facilities on the Rockville Campus; and

WHEREAS, Mr. Marshall was an asset to the Office of Facilities, and often exceeded standards to ensure a professional appearance of the Rockville Campus; and

WHEREAS, the President of the College recommends this public recognition of Mr. Marshall 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. Lenochs Marshall 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 be presented to Mr. Lenochs Marshall.

DPP:abg

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

Resolution Number: **11-10-127**
Adopted on: **10/24/2011**

Agenda
October

Item Number: 7Biii
24, 2011

Subject: Retirement of Ms. Patricia Mehok

WHEREAS, Ms. Patricia Mehok served Montgomery College as a full-time staff member in the College library system, previously named Educational Support Services, for 40 years, retiring on June 30, 2011; and

WHEREAS, she began her employment at Montgomery College as a clerk typist in the Rockville library, later progressing from a library assistant position to faculty librarian, after having earned her master's degree in Library Science from the University of Maryland, to head librarian, and Assistant Director of Montgomery College Libraries prior to her being named Director in February 2005; and

WHEREAS, Ms. Mehok utilized her vast experience both in the College's libraries and at Montgomery College to serve in the collegewide capacity, facilitating the work of these important centers for student learning, and easing the transition of the College libraries into the Offices of Information Technology; and

WHEREAS, throughout her lengthy career at Montgomery College, she pursued professional development in particular by enrolling in library courses relating to health literature and librarianship practices, also serving as an intern with the Veterans Administration Hospital Library in Washington, D.C.; and

WHEREAS, she fostered among the campus libraries a climate of student service and an interest in utilizing technology to make learning more accessible; and

WHEREAS, through her leadership, Ms. Mehok fostered the collaborations between the campus libraries and the campus instructional faculty, providing for accessible bibliographic instruction to students, both on a classroom basis, as well as through workshops and other programs; and

WHEREAS, Ms. Mehok actively participated in College governance, serving on the Staff Senate, as the Rockville Campus Staff Council Chairperson, and as a resource person for the Academic Assembly; and

WHEREAS, Ms. Mehok's commitment to students and to the goals of information literacy enriched the College's provision of services, and culminated toward the end of her career in her unit's embracing of the College completion agenda and the creation of an online guide of associated literature that is shared broadly throughout the College community; and

WHEREAS, her colleagues will miss her ever-present spirit of engaging new library concepts and principles such as the learning commons concept of academic support; and

WHEREAS, the Interim Senior Vice President of Academic Affairs and the President of the College recommend this public recognition of Ms. Mehok 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 Mehok for her outstanding service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, that this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to Ms. Patricia Mehok.

DPP:abg

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

Resolution Number: **11-10-128**
Adopted on: **10/24/2011**

Agenda
October

Item Number: 7Biv
24, 2011

**Subject: Retirement Recognition and Professor Emeritus Status for Professor
Richard tum Suden**

WHEREAS, Professor Richard tum Suden served Montgomery College with dedication and distinction as a full-time art professor for 21 years and retired from the College as of June 1, 2011; and

WHEREAS, he served as co-chair of the Art, Computer Graphics, Music, and Theatre Department for three years; and

WHEREAS, during his College tenure, Professor tum Suden provided inspired instruction in all aspects of art: art history, drawing, photography, and design; and

WHEREAS, he was beloved by his students for his compassion, his fair standards, and his encouragement and insight into their artistic creations; and

WHEREAS, Professor tum Suden's personal art infused his teaching, his students' work, and the Germantown Campus; and

WHEREAS, he showcased continuous displays of student photos from his photography class and several students won first prizes in significant art competitions; and

WHEREAS, he prepared and hung art exhibitions on the Germantown Campus for over seven years; and

WHEREAS, he presented an exhibition on his digital art and gave a lecture that accompanied the exhibit; and

WHEREAS, he continued to grow, to experiment with, and to exhibit his own art in both public and private venues, thus providing fresh perspectives to his students; and

WHEREAS, he was the faculty sponsor for the Germantown student Anime Club for over seven years; and

WHEREAS, he served on many committees, including the General Education Committee, the Academic Appeals Committee, and the Faculty Advising Cohort; and

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

WHEREAS, the Instructional Dean, the Vice President and Provost, the Interim Senior Vice President for Academic Affairs, and the President of the College recommend this public recognition of Professor Richard tum Suden on the occasion of his retirement; now therefore be it

Resolved, that the members of the Board of Trustees express their sincere appreciation to Professor Richard tum Suden for his 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 Professor Richard tum Suden be granted the status of Professor Emeritus, and that he be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, that this resolution become a part of the minutes of this Board of Trustees meeting and a copy of this resolution be presented to Professor Richard tum Suden.

DPP:abg

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

Resolution Number: **11-10-129**
Adopted on: **10/24/2011**

Agenda
October

Item Number: 7Ci
24, 2011

Subject: Award of Bronze Medallion and Emerita Status to Professor Marianne Noyd

WHEREAS, Professor Marianne Noyd has served Montgomery College with enthusiasm and dedication for 22 years as a full-time faculty member and retired from the College as of June 1, 2011; and

WHEREAS, she consistently provided wisdom and guidance to the faculty and to the department as chair of the Computer Applications/Computer Science/Network and Wireless Technologies Department for over eight years; and

WHEREAS, she served ably and effectively as computer applications and computer science coordinator for the Germantown Campus for nine years; and

WHEREAS, she is known by her colleagues and her students as a dedicated teacher and talented educator who had the expertise and flexibility to become certified as an English as a Second Language instructor, her second area of expertise as a faculty member at the College; and

WHEREAS, she served as coordinator for RD101 and EL101 for the Germantown Campus for three years; and

WHEREAS, she provided additional leadership to the College by serving two terms, totaling four years, as a representative to the Germantown Faculty Council; by serving on the Germantown Appeals Committee for over four years; by serving on the Germantown Early Alert Pilot Program for three years; and by serving two terms on the collegewide Sabbatical Committee; and

WHEREAS, she served as a faculty mentor for over five years to two faculty members: one in the Humanities, Social Sciences, and Education Division and one in the Business, Science, Mathematics, and Technology Division; and

WHEREAS, she taught collegewide computer applications courses on the Bulletin Board System, WebCT, and Blackboard for over nine years; and

WHEREAS, for over six years, she exhibited exemplary organizational skills as coordinator of the collegewide Perkins Grant for Deans Kathy Michaelian and Tony Hawkins; and

WHEREAS, she was a graduate of the Montgomery College Leadership Development Institute; and

WHEREAS, she was awarded the Montgomery College Outstanding Faculty Award; and

WHEREAS, she was awarded the NISOD Excellence Award sponsored by the National Institute for Staff and Organizational Development for contributions to teaching and learning; and

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

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, the Instructional Dean, the Vice President and Provost, the Interim Senior Vice President for Academic Affairs, and the President of the College recommend this public recognition of Professor Marianne Noyd on the occasion of her retirement; now therefore be it

Resolved, that the members of the Board of Trustees express their sincere appreciation to Professor Marianne Noyd for her distinguished service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, that Professor Marianne Noyd is awarded the Bronze Medallion in recognition of her distinguished service to the College, and as an expression of the gratitude of the College for her dedication and professional commitment to the College; and be it further

Resolved, that Professor Marianne Noyd is granted the status of Professor Emerita, and that she be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, that this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Professor Marianne Noyd.

DPP:abg

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

Resolution Number: **11-10-130**
Adopted on: **10/24/2011**

Agenda Item Number: 7Cii
October 24, 2011

Subject: Award of Bronze Medallion and Emeritus Status to Professor Jon W. Scott

WHEREAS, Professor Jon W. Scott has served Montgomery College with enthusiasm and dedication for 40 years as a full-time faculty member and retired from the College as of June 30, 2011; and

WHEREAS, he is known by his colleagues and his students as a dedicated teacher and talented educator who has the expertise and flexibility to teach across the mathematics curricula on both the Takoma Park/Silver Spring and Germantown Campuses; and

WHEREAS, he first incorporated computer and graphics calculator technology-based laboratory activities into all mathematics course offerings, led the effort to establish the first computer laboratory outside the computer science department to serve students and faculty in all disciplines, directed the calculus initiative at the Takoma Park/Silver Spring Campus, and developed and implemented the first mathematics anxiety course at the College; and

WHEREAS, he received an honor certification from the Consortium for Community College Development for innovative approaches to teaching mathematics in 1996; the College's Outstanding Faculty Award in 2003; a NISOD Excellence Award in 2004; and a Certificate of Meritorious Service from the Mathematical Association of America (MAA) in recognition of service to the MAA at the national level in 2005; and

WHEREAS, Professor Scott provided six years of innovative leadership as the mathematics department chair in Takoma Park/Silver Spring; and

WHEREAS, Professor Scott provided leadership on several National Science Foundation-sponsored grants and projects; and

WHEREAS, he was a leader in the mathematics academe, providing significant service to the Mathematics Association of America as a member of the Board of Governors, a member of the management team for Project PREP, and a member of the Strategic Planning Working Group for Professional Development; and

WHEREAS, he led the regional mathematics academe as the treasurer, chair elect, and chair of the MD-DC-VA Section of the Mathematics Association of America; and

WHEREAS, to increase interest in mathematics and to develop problem solving through fun competition, Professor Scott offered the MAA's American Mathematics Competitions for area middle school students at the Germantown Campus for several years, and

WHEREAS, Professor Scott was a consummate professional, maintaining currency in an ever-changing discipline by leading and participating in numerous workshops, conferences, and professional meetings; and

WHEREAS, he published articles, papers, and edited two Mathematics Association of American books, The Beauty of Fractals and Leading the Mathematical Sciences Department; and

WHEREAS, Professor Scott demonstrated his commitment to the College by serving in various capacities such as a member of Faculty Council, the Academic Appeals Committee (Chair), the General Education Committee, the Academic Regulations Committee, and as a member of the Maryland Higher Education Commission's Faculty Advisory Council; and

WHEREAS, he continued to develop himself professionally as a CTL Fellow, an annual reviewer for the National Science Foundation, and on sabbatical at the Mathematics Association of America as a Visiting Mathematician; and

WHEREAS, Professor Scott is held in high esteem by the professional mathematics community, supervisors, staff, peers, and students, and has distinguished himself as an accomplished, concerned, and dedicated instructor and colleague; and

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

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize distinguished service to the College; and

WHEREAS, the Instructional Dean, the Vice President and Provost, the Interim Senior Vice President for Academic Affairs, and the President of the College recommend this public recognition of Professor Scott on the occasion of his retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Professor Jon W. Scott for his distinguished service to the College and extend to him their best wishes that his retirement years be fulfilling and productive; and be it further

Resolved, That Professor Jon W. Scott is awarded the Bronze Medallion in recognition of his distinguished service to the College, and as an expression of the gratitude of the College for his dedication and professional commitment to the College; and be it further

Resolved, That Professor Jon W. Scott is granted the status of Professor Emeritus, and that he be awarded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Professor Jon W. Scott.

DPP:abg

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

Resolution Number: **11-10-131**
Adopted on: **10/24/2011**

Agenda
October

Item Number: 7Ciii
24, 2011

Subject: Award of Bronze Medallion and Emerita Status to Dr. Sonya Chiles

WHEREAS, Dr. Sonya Chiles served Montgomery College with dedication and distinction as an administrator and as a full-time faculty member in the Department of Sociology, Anthropology and Criminal Justice at the Rockville Campus for 19 years and retired as of September 1, 2011; and

WHEREAS, she was a superb teacher and positive role model who was particularly effective with students requiring remedial assistance; and

WHEREAS, Dr. Chiles maintained high academic standards and was known for promoting stimulating discussion about pedagogy among her colleagues and admired for being an active participant a variety of Campus and College initiatives; and

WHEREAS, along with praiseworthy teaching and tireless tutoring of at-risk students, Dr. Chiles also sponsored the Criminal Justice Society student club, assisted the Women's Studies program with educating students about sexual harassment, and participated in the Criminal Justice Excellence Program; and

WHEREAS, Dr. Chiles developed a learning community course in collaboration with the education department, developed a new course in constitutional law, helped develop the criminal justice associate of arts degree, and was among the first faculty members who taught in the successful pilot of the Montgomery College winter intersession; and

WHEREAS, she served as the coordinator of the criminal justice discipline and as coordinator of the criminal justice department's Perkins Grant; and

WHEREAS, Dr. Chiles was the recipient of a Faculty Outstanding Service Award; and

WHEREAS, she contributed to the College by serving on numerous committees including the Presidential Search Committee, the Middle States Association Self-Study Committee, the General Education Committee, the Rockville Student Appeals Committee, and the Faculty and the Dean of Students Search Committees; and

WHEREAS, Dr. Chiles was also a member of Outcomes Assessment Committee, the College's Mentoring Program, the Rockville Campus 40th Anniversary Planning Committee, the Distance Learning Steering Committee, the Africana Studies Committee, and the Commencement Committee; and

WHEREAS, she was a knowledgeable speaker and writer who contributed to the 6th International FET Conference in Cape Town, South Africa, to the Maryland Community College Academic Leadership Conference in Ocean City, Maryland, and to the Prentice Hall text entitled Criminal Procedure, Criminal Law, and the Constitution; and

WHEREAS, Dr. Chiles served as the College's criminal justice discipline media expert, was appointed by the County Executive to the Criminal Justice Advisory Board that was charged to examine the County's justice system; and

WHEREAS, she was awarded a "Make It Happen" grant, traveled to Ghana as Council on International Education Fellow, developed Anthropology 106: *World Ethnology Study-Travel Course to Ghana*, served as a member of the College's African American Studies Program Exploratory Development Committee, and participated in the College's Caribbean Basin Program for the Dominican Republic; and

WHEREAS, Dr. Chiles served in several leadership roles including as a member and chair of the Rockville Faculty Council and as Chief of Staff to the President of Montgomery College; and

WHEREAS, among other accomplishments, she was a NISOD Award recipient, an International Education Fellow, a Center for Teaching and Learning Fellow, a Smithsonian Institution Fellow, and the European Division Criminal Justice Liaison; and

WHEREAS, Dr. Chiles contributed to the community by volunteering for the College's Speaker's Bureau, The Georgetown University Admissions Office, the Bedford Court Marriott Senior Community, the American Cancer Society's Breast Cancer initiative, Big Brothers of America, and as a member of the Supreme Court Historical Society; and

WHEREAS, College policy provides for the awarding of a Bronze Medallion to recognize Dr. Sonya Chiles' distinguished service as enumerated above to the College, and as an expression of gratitude of the College for her exceptional dedication and professional commitment to further the goals of the College; and

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

WHEREAS, the Instructional Dean, the Rockville Campus Vice President and Provost, the Interim Senior Vice President for Academic Affairs, and the President of the College recommend this public recognition of Dr. Chiles on the occasion of her retirement; now therefore be it

Resolved, That the members of the Board of Trustees express their sincere appreciation to Dr. Sonya Chiles for her many contributions to the College, and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Dr. Sonya Chiles be awarded the Bronze Medallion in recognition of her service to the College and community, and as an expression of gratitude of the College for her dedication and professional commitment to the College; and be it further

Resolved, That Dr. Sonya Chiles is granted the status of Professor Emerita, and that she be accorded such recognition and honors as may be appropriate to persons holding this rank; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze Medallion be presented to Dr. Sonya Chiles.

DPP:abg

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

Agenda Item Number: 8
October 24, 2011

ACCEPTANCE OF THE MAKING IT BETTER STATEMENT

BACKGROUND

Recent media coverage and the public response to a number of student suicides around the country last fall has brought attention to the problem of bullying and how prejudices against LGBT (lesbian, gay, bisexual and transgender) students adversely affect their lives, and, in some cases, even contribute to the tragic decisions to commit suicide.

Concerned about this nationwide issue, a group of Montgomery College faculty and staff formed MCPride to raise awareness and to educate the College community about creating an inclusive, supportive environment for LGBT students. MCPride collaborated on the development of a College statement in an effort to take a stand against bullying and to support a diverse community.

President Dr. DeRionne Pollard will announce the statement during October, which is designated as LGBT History Month.

RECOMMENDATION

It is recommended that the Board endorse and accept the Making It Better statement.

BACK-UP INFORMATION

Board Resolution
Making It Better Statement (attached)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cain

RESOURCE PERSON(S)

Ms. Homan

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

Resolution Number: **11-10-132**
Adopted on: **10/24/2011**

Agenda
October

Item Number: 8
24, 2011

Subject: Acceptance of the Making It Better Statement

WHEREAS, Montgomery College seeks to create an inclusive and supportive environment for all, including LGBT (lesbian, gay, bisexual and transgender) students, staff, faculty, and administrators; and

WHEREAS, recent news coverage has brought attention to the problem of bullying and how prejudices against LGBT students adversely affect their lives; and

WHEREAS, MCPride, a group of College faculty and staff, collaborated on the development of a statement to take a stand against bullying and to support a diverse community; and

WHEREAS, the month of October is designated as LGBT History Month; and

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

Resolved, That the Board of Trustees endorses and accepts the Making It Better statement as a declaration of the College's stand on the importance of creating an inclusive and supportive environment for LGBT students, staff, faculty, and administrators; and be it further

Resolved, That the Board of Trustees encourages the President to announce and disseminate the statement broadly throughout the College community.

DPP: abg

Making It Better: A Message of Hope

Statement By Montgomery College
Released in Recognition of LGBT History Month
October 2011

Montgomery College seeks to create an inclusive educational environment where everyone is supported and welcome, without regard to sexual orientation, gender expression, or any other difference. We have long embraced the diversity of our Montgomery College community of students, faculty, and staff. We are, in fact, stronger and richer for our differences.

At the same time, we recognize that we live in a world that is not always welcoming, safe, or supportive to people who are different. When members of our College community are bullied, it negatively affects each one of us. Therefore, Montgomery College does not condone bullying or anti-gay harassment in any form. Students should never have to suffer alone; we encourage everyone to reach out for help.

Montgomery College is committed to making our community college better for our students, our faculty, and our staff. A dedicated group of faculty and staff have formed MCPride to promote diversity and greater understanding. The College also offers students support through LGBT groups on our campuses, led by faculty advisers Dr. Deborah Stearns (Rockville), Professor Sonja Fisher (Germantown), and Dr. Loraine Hutchins (Takoma Park/Silver Spring).

If you or anyone you know is experiencing bullying or harassment related to sexual orientation and gender identity, Montgomery College offers assistance through its Counseling Offices (www.montgomerycollege.edu/counseling) and through specially trained faculty and staff who can provide Safe Zones for LGBT students. Look for the small rainbow signs on office doors or contact Professor DJ McCullough at 240-567-8019 or Laura White at 240-567-4297.

Additional local and national resources can be found on the College website at: www.montgomerycollege.edu/personalcounseling. More information is available at The Trevor Project, www.thetrevorproject.org; Campus Pride, a resource for LGBT students and allies at www.campuspride.org; and GLSEN www.glsen.org, the Gay, Lesbian and Straight Education Network.

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

Agenda Item Number: 9A
October 24, 2011

**AWARD OF CONTRACT, TELECONFERENCING EQUIPMENT EXTENDED WARRANTY AND
MAINTENANCE SERVICES, BID NO. 512-003**

BACKGROUND

The College owns teleconferencing equipment to support instructional as well as administrative area teleconferencing, voice, and video needs. The warranty period on the Polycom teleconferencing equipment expired and individualized service repairs of this equipment can be costly. Information Technology staff determined that purchasing the extended warranty and maintenance services would be more cost effective. On July 22, 2011, a request for bid was issued for the purchase of equipment warranty and maintenance services. Fourteen responses, including two no bids and two vendors who were deemed nonresponsive, were received on August 9, 2011. The two vendors deemed nonresponsive failed to meet minimum requirements and were not considered further. Expedite Video Conferencing Services, Inc., Hicksville, New York, offered the lowest responsible bid meeting College requirements and their references were satisfactory. Funding is available in the FY12 operating budget. Board approval is required for competitive sealed bid awards valued above \$100,000.

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the purchase of teleconferencing equipment warranty and maintenance services of the Polycom manufactured equipment, to Expedite Video Conferencing Services, Inc., Hicksville, New York, for a three-year term beginning October 25, 2011, for a not-to-exceed amount of \$114,905.52, under the same terms and conditions, at the sole option of the College, provided service is satisfactory, funds are available and it is in the best interest of the College.

BACK-UP INFORMATION

Board Resolution
Board Policy 63001
Bid Summary (Board Members Only)
Bidders List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Dr. Russell
Dr. Wormack

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

Resolution Number: **11-10-133**
Adopted on: **10/24/2011**

Agenda
October

Item Number: 9A
24, 2011

**Subject: Award of Contract, Teleconferencing Equipment Extended Warranty and
Maintenance Services, Bid No. 512-003**

WHEREAS, teleconferencing equipment supports instructional as well as administrative areas teleconferencing, voice, and video needs; and

WHEREAS, the warranty has expired and servicing of this equipment can be costly; and

WHEREAS, Information Technology staff determined that purchasing extended warranty and maintenance services would be more cost effective; 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 FY12 operating budget; and

WHEREAS, pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for bid was publicly advertised in a County newspaper on July 22, 2011; and posted on the College Procurement websites, downloaded by 30 vendors; 14 responses, including two no bids and two vendors who were deemed nonresponsive, were received, read aloud and recorded beginning at 3:00 p.m. on August 9, 2011; and

WHEREAS, after evaluation of the proposals received, it was determined that the proposal submitted by Expedite Video Conferencing Services, Inc., Hicksville, New York, is the lowest responsible bidder meeting College requirements; and

WHEREAS, awards resulting from competitive sealed bids valued above \$100,000 require approval of the Board of Trustees; and

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

Resolved, That a contract to purchase extended warranty and maintenance services for the Polycom teleconferencing equipment, be awarded to Expedite Video Conferencing Services, Inc., Hicksville, New York, for a three-year term, beginning October 25, 2011, for a not-to-exceed amount of \$114,905.52, under the same terms and conditions, at the sole option of the College, provided service is satisfactory, funds are available and it is in the best interest of the College.

DPP:abg

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

Agenda Item Number: 9B
October 24, 2011

**AWARD OF CONTRACT
BIOSCIENCE EDUCATION CENTER
PHASE 1B – SITE GRADING, UTILITY AND ROAD CONSTRUCTION
GERMANTOWN CAMPUS, RFP NO. 612-003**

BACKGROUND

This award is for site grading, utility and road construction 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 the building construction bid package can be advertised in spring 2012.

The first phase of site work, Phase 1, is currently under construction. Included in this phase is preparing the overall site for construction of the new building and establishing a construction entrance at Middlebrook Road to help minimize disruption to the Campus caused by subsequent construction activities.

This award of contract for the second phase of site work, Phase 1B, includes comprehensive site grading, construction of a new 373-space surface parking lot, construction of Observation Drive, and utility construction. A loop road will be extended through the Campus and a long planned road to a new Campus entrance at Middlebrook Road will be completed. Utility construction includes relocation of a major water service line and relocation of utilities supporting the County water tower; these infringe on the Bioscience Education Center building site and must be relocated in advance of the building construction. Observation Drive and utility construction in and adjacent to the new road will support the Campus, Holy Cross Hospital, and all of the Life Sciences Park. The College's lease with Holy Cross Hospital includes expectations for road and utility service delivery that this contract award supports.

Project contract documents, including drawings and specifications, were prepared by architecture and engineering consultants and Central Facilities staff. The solicitation was advertised on September 21, 2011, and three responses, including one no bid, were received on October 11, 2011. A two-part Request for Proposal (RFP) process was undertaken to afford the College the benefits of a best-value solicitation. Evaluation of technical proposals submitted by bidders was undertaken first, followed by evaluation of price proposals from those bidders deemed qualified for the project following review of technical proposals. The RFP documents stipulated that both the technical and price proposals would each represent 50 percent (50%) of the bidder's total score and that the highest overall scoring proposal would be recommended for contract award.

A selection committee, consisting of key staff from the College's Central Facilities and Procurement offices, reviewed and evaluated the proposals. After reviewing technical proposals, neither of the two bidders met the requirements to merit evaluation of their price proposals, and therefore, both proposals were rejected.

However, due to the time-sensitive nature of the project, in the best interest of the College and in accordance with State law, the College entered into competitive negotiations with Kinsley Construction, Inc., of Timonium, Maryland, the bidder that most nearly complied with the requirements of the RFP.

Competitive negotiations with Kinsley resulted in a negotiated price of \$9,100,000, which is within a reasonable margin of the estimated price of the College's initial estimates. Sufficient funds are available for this work in the FY12 Capital Budget Bioscience Education Center Project. Contractor references have been completed and are satisfactory. Board approval is required for competitive sealed proposals valued above \$25,000.

RECOMMENDATION

It is recommended that, contingent upon Maryland Department of General Services approval, an award of contract for \$9,100,000 be made to Kinsley Construction, Inc. of Timonium, Maryland, for construction of the Bioscience Education Center, Phase 1B – Site Grading, Utility and Road Construction Project, Germantown Campus.

BACK-UP INFORMATION

Board Resolution
Bid Summary (Board members only)
Bidders' List (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Mr. Capp
Mr. Johnson
Dr. Wormack

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

Resolution Number: **11-10-134**
Adopted on: **10/24/2011**

Agenda Item Number: 9B
October 24, 2011

Subject: Award of Contract, Bioscience Education Center, Phase 1B – Site Grading, Utility and Road Construction, Germantown Campus Campus, RFP No. 612-003

WHEREAS, the Associate Vice President for College Facilities requests approval of a contract for site grading, utility and road construction on the Germantown Campus in advance of the construction of the Bioscience Education Center building; and

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

WHEREAS, the Acting 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, a Request for Proposals was publicly advertised on September 21, 2011, in the *Baltimore Sun* and the *Washington Post*; and posted on the Montgomery College Procurement website and eMaryland Marketplace; and 82 bidders downloaded the solicitation from the procurement website; and on October 11, 2011, three responses, including one no bid, were received and recorded in the Office of Procurement by 2 p.m. local time; and

WHEREAS, after evaluation of the technical proposals it was determined that neither of the two bidders met the requirements to merit evaluation of their price proposals and the College rejected both proposals; and

WHEREAS, due to the time-sensitive nature of this project, the College entered into competitive negotiations with the bidder whose proposal most nearly complied with the requirements of the RFP, Kinsley Construction of Timonium, Maryland; and

WHEREAS, negotiation with Kinsley Construction, Inc., Timonium, Maryland, resulted in a negotiated price of \$9,100,000, which meets all College specifications; and

WHEREAS, Board approval is required for proposals valued above \$25,000; and

WHEREAS, the Interim Chief Business Officer certifies that contingent upon Maryland Department of General Services approval, funds are available in the FY12 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 Department of General Services approval, a contract for providing all necessary materials, labor, equipment, and insurance for construction of the Phase 1B – Site Grading, Utility and Road Construction, Germantown Campus, be awarded to Kinsley Construction, Inc., Timonium, Maryland, at the negotiated contract price of \$9,100,000; and be it further

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

DPP:abg

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

Agenda Item Number: 10
October 24, 2011

**SOLE SOURCE AWARD OF CONTRACT, MONITOR/DEFIBRILLATORS FOR THE HEALTH
SCIENCES CLINICAL PROGRAM, TAKOMA PARK/SILVER SPRING CAMPUS**

BACKGROUND

The nursing program is purchasing Lifepak brand monitor/defibrillators, manufactured by Physio-Control, for use in the health science programs on a sole source basis. The nursing program currently has about 400 students who have clinical experiences at various hospitals throughout Montgomery County, as well as Prince George's County and the District of Columbia. Because of the need for nurses to be able to identify patient changes and respond quickly, the use of patient simulations has been integrated throughout the curriculum so that all nursing students have the necessary skills to function as a new graduate registered nurse.

The monitor/defibrillators will be used in patient simulations as part of mock codes in which the patient experiences cardiac dysrhythmias and possibly cardiac arrest. These experiences are essential in helping students develop the critical thinking and performance skills needed in emergency situations. The defibrillators will also be used in multidisciplinary simulations involving the EMT program, and will enhance handoff communication effectiveness.

In addition to simulations, the defibrillators will be used as a teaching tool in nursing and EMT lectures involving active learning. They could be utilized in WD&CE nurse refresher courses and future advanced cardiac life support classes that could be offered post nursing lab expansion. The Lifepak brand is one of the most commonly used defibrillators in acute care settings and EMS situations and provides consistent equipment in the labs. A sole-source procurement is justified since the product is a proprietary product and is only available from one source, Physio-Control, and no other vendor can meet College requirements. The funding for this purchase is being made through a Kaiser Family Foundation grant fund. In addition, the pricing to the College is discounted 40% as part of their educational discount program offered to colleges and universities. The total price of the monitor/defibrillators is \$39,961. Funding is available in the FY12 operating budget. Board approval is required for sole-source procurements valued above \$25,000.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve a contract award for the purchase of the Lifepak brand monitors/defibrillators to Physio-Control, Redmond, Washington, on a sole source basis, for a total amount of \$39,961.

BACK-UP INFORMATION

Board Resolution
Board Policy 63001

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Ms. Pickwick
Dr. Wormack

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

Resolution Number: **11-10-135**
Adopted on: **10/24/2011**

Agenda
October

Item Number: 10
24, 2011

Subject: Sole Source Award of Contract, Monitor/Defibrillators for the Health Sciences Clinical Program, Takoma Park/Silver Spring Campus

WHEREAS, the College's health sciences programs educate and train students on the most technologically advanced practices and equipment available in the industry in preparation for their careers; and

WHEREAS, the nursing program is purchasing Lifepak brand monitor/defibrillators for use in the health science programs. They are one of the most commonly used defibrillators in acute care settings and EMS situations and will provide consistent equipment in the labs; and

WHEREAS, the Director of Procurement affirms that the sole-source request is justified since the Lifepak product is proprietary and only available from one source and no other product will meet College needs; and

WHEREAS, the Chief Business Officer certifies that funds are available in the FY12 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 is awarded to Physio-Control, on a sole-source basis, for the purchase of the Lifepak brand monitor/defibrillators for the health sciences clinical program at the Takoma Park/Silver Spring Campus, for a total amount of \$39,961.

DPP:abg

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Agenda
October

Item Number: 11
24, 2011

**APPROVAL OF CHANGE ORDER
SECURITY SYSTEM HARDWARE INSTALLATION
MORRIS AND GWENDOLYN CAFRITZ ARTS CENTER WD&CE RENOVATION**

BACKGROUND

On February 28, 2011, the Board of Trustees awarded Dustin Construction a \$2,074,000 contract to renovate former shell space in the Morris and Gwendolyn Cafritz Foundation Arts Center for the consolidation of Workforce Development and Continuing Education (WD&CE) programs at the Takoma Park/Silver Spring Campus. As vacant shell space, the 16,200 gross square foot area only had two access control devices. The original bid package did not include the security hardware (access control devices and wiring) because the intent was to ensure that the installation locations truly met WD&CE's needs and that the new installation would integrate seamlessly with the existing building security system and current software version in the Cafritz Center and other buildings on Campus. The security system devices to be installed in the WD&CE renovation under this change order are the campus standard.

The change order consists of the relocation of existing security devices and the installation of additional security devices and associated low voltage cabling per the College's design standards. The project consultant architect and Facilities design and project staff met with Dustin Construction to review the scope of work for this change. A change proposal value of \$36,843.48 was validated by the review team.

Board of Trustees approval is required for all construction change orders over \$25,000. The contractor's price for the work, \$36,843.48, was reviewed and negotiated by College staff and consultants, and is acceptable for the scope of work involved. No time extension is associated with this change order. Sufficient funds are available in the FY12 Capital Budget for this additional work.

RECOMMENDATION

It is recommended that a change order be approved for Contract #527 with Dustin Construction, Frederick, Maryland, in the amount of \$36,843.48 for the installation of security hardware in the Morris and Gwendolyn Cafritz Arts Center for the renovation to support WD&CE programs at the Takoma Park/Silver Spring Campus.

BACK-UP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Mr. Capp

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

Resolution Number: **11-10-136**
Adopted on: **10/24/2011**

Agenda
October

Item Number: 11
24, 2011

Subject: Approval of Change Order for Security System Hardware Installation for the Morris and Gwendolyn Cafritz Arts Center WD&CE Renovation

WHEREAS, on February 28, 2011, by Board Resolution #11-02-008, the Board of Trustees awarded a contract for \$ 2,074,000 to Dustin Construction for a renovation for Workforce Development & Continuing Education in the Morris and Gwendolyn Cafritz Arts Center at the Takoma Park/Silver Spring Campus; and

WHEREAS, at the College's request, Dustin Construction submitted a change order proposal for the installation of additional security hardware devices for the project; and

WHEREAS, College staff and consultants reviewed the submitted change order proposal and have undertaken negotiations with Dustin Construction with regard to the fees for the work; and

WHEREAS, the Associate Vice President for College Facilities recommends approval of a change order totaling \$36,843.48 for the requested work; and

WHEREAS, the Chief Business Officer certifies that sufficient funds are available in the FY12 Capital Budget for this change order; and

WHEREAS, College policy on the Capital Budget requires approval by the Board of Trustees of all change requests that will increase the cost of a construction project by 15% or more, or \$25,000, whichever is less; and

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

Resolved, that a change order for \$36,843.48 is approved for the construction contract with Dustin Construction, Frederick, Maryland , Contract # 527, for the renovation for Workforce Development and Continuing Education in the Morris and Gwendolyn Cafritz Foundation Arts Center on the Takoma Park/Silver Spring Campus; and be it further

Resolved, that the President is authorized to sign this change order with Dustin Construction, on behalf of the Board of Trustees.

DPP:abg