

**MONTGOMERY COLLEGE
BOARD OF TRUSTEES**

**RECORD OF RESOLUTIONS
February 27, 2012**

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

Agenda Item Number: 7A
February 27, 2012

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, Development, and Engagement 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. Espinosa

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

Resolution Number: **12-02-010**
Adopted on: **2/27/2012**

Agenda Item Number: 7A
February 27, 2012

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 January 1, 2012, to and including January 31, 2012; 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 January 1, 2012, to and Including January 31, 2012

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Location
01/03/2012	Amaya Hernandez, Lorena Y	Building Service Worker	A	Facilities Maintenance RV
01/03/2012	Aranda, Wilfredo H	Building Service Worker Lead	D	Facilities Maintenance RV
01/03/2012	Cabrera, Romano G	Building Service Worker	A	Facilities Maintenance RV
01/30/2012	Clarke, Lisa	Librarian	K	Germantown Library
01/30/2012	Davis, Manuel L	Building Service Supervisor	G	Facilities Maintenance RV
01/17/2012	Drake, Victoria L	Librarian	K	Rockville Library
01/30/2012	Duncan, Maisha N	Librarian	K	TP/SS Library
01/30/2012	Enloe, Gregory E	Alumni Relatns & Annu Giv Di	L	Institutional Advancement
01/03/2012	Fana-Grullon, Simon	Building Service Worker	A	Facilities Maintenance RV
01/03/2012	Galvan, Jonathan C	Building Service Worker	A	Facilities Maintenance RV
01/03/2012	Genie-Arroyo, Bessie	Building Service Worker	A	Facilities Maintenance RV
01/03/2012	Harring, Gregory	Swimming Pool Operator	F	Facilities Operations GT
01/17/2012	Harwood, Judith C	Financial Records Assistant	F	WD & CE
01/17/2012	Newman, Deborah D	Library Assistant Supervisor	H	Germantown Library
01/03/2012	Pena de Portillo, Jazmin	Building Service Worker	A	Facilities Maintenance RV
01/03/2012	Sabio, Josefino B	Customer Service Rep	F	WD & CE

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	Location
01/16/2012	Bell, Kalisa C	Senior Administrative Aide	G	Collegewide Cap Prjt/Oper
01/01/2012	Dankoff, Susan L	Director of Development	O	Institutional Adv - Development
01/31/2012	Gaver, Sandra L ¹	Administrative Aide II	G	Student Development GT
01/02/2012	Lattiboudeaire, Milton L	Safety & Security Officer	E	Facilities Security TP/SS
01/06/2012	Winkler, Herbert R	Instructional Associate	H	Science, Engineering & Math R

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL	
Female	3	2	3	0	0	0	8
Male	3	1	2	2	0	0	8
TOTAL	6	3	5	2	0	0	16

STAFF SEPARATIONS: Ethnicity and Gender

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

¹Retirement

FACULTY

FACULTY EMPLOYMENTS

Effective Date	Name	Position Title	Location
01/17/2012	Albagli, Louise M	Professor	Soc. Sci, History, Health & PE R
01/17/2012	Alperson, Sunny Y	Professor	Health Sciences TP/SS
01/17/2012	Friss, Evan J	Assistant Professor	Arts/Humanities/SocialSciences TP/SS
01/17/2012	Knopp, Brenda J	Associate Professor	Health Sciences TP/SS
01/17/2012	Linehan, Kathryn	Instructor	Business/Science/Math Tech GT
01/17/2012	Linzy, JoBeth	Assistant Professor	Health Sciences TP/SS
01/17/2012	Venkatesh, Usha	Professor	Reading, ESL & Linguistics R
01/17/2012	Waters, Kate A	Associate Professor	Reading, ESL & Linguistics R

FACULTY SEPARATIONS

Effective Date	Name	Position Title	Location
01/04/2012	Blumenthal, Judy G	Professor	Psychology
01/15/2012	Czapary, Maha Y ¹	Professor	Chemistry RV
01/15/2012	Davis, Daniel E ¹	Professor	Reading, ESL & Linguistics
01/04/2012	Hankin, Amelia P	Assistant Professor	Speech/Dance/Theatre RV
01/04/2012	Hillman, Jennifer R	Associate Professor	Reading, ESL & Linguistics
01/04/2012	Howard, Megan V	Assistant Professor	English/Lit/Prof Writing RV
01/04/2012	Lane, Patricia K	Professor	Reading, ESL & Linguistics
01/02/2012	Mercado, Alejandra V	Associate Professor	Business/Science/Math/Tech GT
01/04/2012	Myers, Michael P	Professor	Reading, ESL & Linguistics
01/04/2012	Rose, Karen	Professor	Business/Science/Math/Tech GT
01/04/2012	Saidi, Rachel J	Assistant Professor	Math RV
01/22/2012	Smith, Sean M	Assistant Professor	Humanities/Soc Sci/Educ GT
01/04/2012	Spieler, Barry	Professor	Business/Science/Math/Tech GT
01/04/2012	Tims, Michael C	Associate Professor	Nat/Appl Sci,Bus/Mgt,Info Sci

FACULTY EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	4	1	0	2	0	7
Male	1	0	0	0	0	1
TOTAL	5	1	0	2	0	8

FACULTY SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	8	0	1	0	0	9
Male	5	0	0	0	0	5
TOTAL	13	0	1	0	0	14

¹ Retirement

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

Resolution Number: **12-02-011**
Adopted on: **2/27/2012**

Agenda Item Number: 7B
February 27, 2012

**Subject: Retirement Recognition and Award of Emerita Status for
Professor Janet S. Merrick**

WHEREAS, Professor Janet S. Merrick served Montgomery College and the Rockville Campus Student Development unit with dedication and distinction as a full-time employee in Disability Support Services for 26 years and retired from the College as of June 30, 2011; and

WHEREAS, she excelled as a professor and counselor for deaf students for 13 years; and

WHEREAS, she served as the director in the Disability Support Services Department for three years; and

WHEREAS, during her College tenure, Professor Merrick's leadership also included service as the coordinator of the Disability Support Services Department for seven years; and

WHEREAS, her interest in providing support for a special student population prompted her selection as the Single Parents and Homemakers grant coordinator for several years; and

WHEREAS, as a tireless advocate for students with disabilities, Professor Merrick actively promoted web accessibility and the use of assistive technology at the College; and

WHEREAS, her technical skills and leadership were essential to the development, expansion, and maintenance of the Disability Support Services, Combat2College, Student Development and the College chapter of American Association of University Professors websites; and

WHEREAS, Professor Merrick was a highly respected colleague, mentor, and teacher whose students valued her compassion, calm and caring demeanor, and support and encouragement; and

WHEREAS, she contributed to the College and Rockville Campus through her service on numerous committees, including those that promoted accessibility for students; and

WHEREAS, she worked to ensure understanding and acceptance of statewide criteria which allowed mathematics requirement substitutions for certain students with disabilities; and

WHEREAS, Professor Merrick served on the General Education Committee as the faculty resource for General Education appeals related to disability; 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 dean of student development, 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 Janet Merrick 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 Janet S. Merrick 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 Professor Janet S. Merrick 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 be presented to Professor Janet S. Merrick.

DPP:abg

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

Resolution Number: **12-02-012**
Adopted on: **2/27/2012**

Agenda Item Number: 7C
February 27, 2012

Subject: Retirement Recognition and Award of Emerita Status for Dr. Judith Pearce

WHEREAS, Dr. Judith Pearce served Montgomery College in the Rockville Campus English Department and the Disability Support Services Department as a full-time faculty member for 19 years and retired from the College as of May 22, 2011; and

WHEREAS, she served as a professor in the English department for 15 years; and

WHEREAS, she served as the English learning specialist for the College Access Program in the Disability Support Services Department for four years; and

WHEREAS, she availed herself of training on learning disabilities in preparation for her role as the English learning specialist in Disability Support Services; and

WHEREAS, she incorporated computers as a modality for writing and encouraged the use of technology by students; and

WHEREAS, she assisted with administering the English Competency Essay, required of students completing the EN101/101A course in the English Department; and

WHEREAS, Dr. Pearce helped mentor adjunct instructors in the English Department; and

WHEREAS, Dr. Pearce taught and coached students in the Montgomery Scholars Program; and

WHEREAS, she contributed to the College and Rockville Campus through her service as coordinator for the EN101/101A program, as a member of the Faculty Council, and as a member of numerous committees; and

WHEREAS, Dr. Pearce was noted for her intelligence, analytical abilities, and wit; 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 dean of student development, the vice president and provost, the senior vice president for student services, and the president of the College recommend this public recognition of Dr. Judith Pearce 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. Judith Pearce for her 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 Dr. Judith Pearce 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 be presented to Dr. Judith Pearce.

DPP:abg

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

Resolution Number: **12-02-013**
Adopted on: **2/27/2012**

Agenda Item Number: 7D
February 27, 2012

**Subject: Retirement Resolution and Award of Emeritus Status and Bronze
Medallion Professor Paul H. Parent**

WHEREAS, Professor Paul H. Parent has served Montgomery College with dedication and distinction as a full-time faculty member at the Rockville Campus for 16 years and retired as of June 30, 2011; and

WHEREAS, his students consistently held him in high regard for being a master teacher who taught reading and English as a Second Language to approximately 3,000 students; and

WHEREAS, Professor Parent's colleagues have held him in high esteem for his many outstanding contributions and his generosity in developing and sharing engaging, instructional materials; and

WHEREAS, he served with distinction as developmental reading testing co-coordinator of two developmental reading courses and collaborated with full-time and part-time faculty on effective assessment and placement of students; and

WHEREAS, he served as an exemplary discipline coordinator of developmental reading and engaged full-time and part-time faculty in collaborative curricular revision of the two courses and the accompanying revision of their collegewide syllabi; and

WHEREAS, Professor Parent served as convener of the collegewide reading discipline faculty and was instrumental in bringing the part-time faculty voice into the curricular discussion; and

WHEREAS, he took a leadership role in establishing RD 120, Reading and Study in the College Content Areas, as the college-level reading assessment; and

WHEREAS, Professor Parent played a pivotal role in the establishment of statewide placement scores for reading; in the development of academic connections between the Workforce Development & Continuing Education and credit English as a Second Language programs; and in leading the development of consistent assessment and placement practices collegewide; and

WHEREAS, he was recognized as an enthusiastic Smithsonian Institute Fellow who developed thought-provoking instructional materials for developmental reading courses related to specific Smithsonian museums and their exhibits; and

WHEREAS, he developed instructional materials related to museum experiences for developmental and American English Language Program (AELP) courses; and

WHEREAS, Professor Parent developed and promoted RD 238-9, Methods of Teaching Reading in the Secondary Content Areas, as online courses that meet the State of Maryland certification requirement for reading specialists; and

WHEREAS, Professor Parent collaborated on the development of the standard components and template for departmental syllabi; and

WHEREAS, he served as the College's lead faculty representative on the Statewide Reading & Assessment Committee; the Writing & Reading Center Advisory Committee where he represented the

reading discipline faculty and collaboratively coordinated appropriate reading materials across the three campuses; the Appropriate Course Placement Committee; the Collegewide Assessment, Placement & Developmental Issues Steering Committee; the Collegewide Curriculum Committee; and the Sabbatical Tips Panel; and

WHEREAS, Professor Parent collaborated on the development and maintenance of the department website, as well as the web pages for AELP, RD 120, and reading assessment; and

WHEREAS, he designed and maintained the department's showcase for over 13 years with humorous, attractive, and thought-provoking displays on relevant topics; and

WHEREAS, he received the Outstanding Faculty Service Award in 2006 and the National Institute for Staff and Organizational Development award in 2007 in recognition of his contributions and excellent teaching; and

WHEREAS, Professor Parent has been an outstanding colleague renowned for his good humor, fellowship, support, integrity, compassion, and professionalism; and

WHEREAS, the Board of Trustees' policy provides that all faculty members and administrators holding faculty rank who retire with a minimum of 10 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 vice president and provost, the interim senior vice president for academic affairs, and the president of the College recommend this public recognition of Professor Paul Parent 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 Paul Parent for his outstanding 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 Paul Parent be awarded the Bronze Medallion in recognition of his service to the College and community, and as an expression of gratitude of the College for his dedication and professional commitment to the College; and be it further

Resolved, That Professor Paul Parent is 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 and the Bronze Medallion be presented to Professor Paul H. Parent.

DPP: abg

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

Agenda Item Number: 8
February 27, 2012

**AWARD OF CONTRACT
SWIMMING POOL HEATING, VENTILATING, AND AIR CONDITIONING REPLACEMENT
GERMANTOWN CAMPUS, RFP NO. 612-004**

BACKGROUND

This award is for the replacement of the heating, ventilating, and air conditioning (HVAC) system serving the Germantown Campus swimming pool. Work includes construction of mechanical room additions, modifications to existing mechanical rooms, and the complete replacement of HVAC equipment together with related electrical and plumbing work. The existing system is over 30 years old and beyond its useful life. The newer systems have significantly improved humidity control and are more energy efficient.

Project contract documents, including drawings and specifications, were prepared by architecture and engineering consultants and facilities professional staff. The solicitation was advertised on November 28, 2011 and six (6) responses were received on January 11, 2012. A two-part request for proposal (RFP) process was undertaken to afford the College the benefits of a best-value solicitation. Part A consisted of evaluation of technical proposals submitted by the contractors. Part B consisted of evaluation of price proposals submitted by contractors deemed qualified for the project following review of Part A, technical proposals. The RFP documents stipulated that the technical proposal (Part A) would represent 50 percent (50%) of the contractor's total score and the price proposal (Part B) would represent 50 percent (50%) of the contractor's total score. The stated expectation was that the highest scoring proposal would be recommended for contract award.

A selection committee, consisting of key staff from the College's facilities and procurement offices, reviewed and evaluated the proposals. Three (3) contractors were deemed qualified for the project following review of Part A, technical proposals. Part B, price proposals from the qualified contractors were opened completing the RFP process. Price Proposals from the three (3) contractors deemed not qualified following review of Part A, technical proposals, were not opened. Shapiro & Duncan, Inc., of Rockville, Maryland with a bid price of \$1,870,000 had the highest scoring proposal.

Sufficient funds are available for this work in the FY12 capital budget Planned Lifecycle Asset Replacement project. Contractor references have been checked and are satisfactory. Board approval is required for competitive sealed proposals valued above \$25,000.

RECOMMENDATION

It is recommended that an award of contract for \$1,870,000 be made to Shapiro & Duncan, Inc., of Rockville, Maryland, for the Germantown Campus Swimming Pool HVAC Replacement.

BACK-UP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSON(S)

Mr. Capp

Mr. Johnson

Ms. Sherman

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

Resolution Number: **12-02-014**
Adopted on: **2/27/2012**

Agenda Item Number: 8
February 27, 2012

Subject: Award of Contract, Swimming Pool HVAC Replacement, Germantown Campus, RFP No. 612-004

WHEREAS, the vice president of college facilities & security requests approval of a contract for the replacement of the swimming pool heating, ventilation, and air conditioning (HVAC) system at the Germantown Campus; and

WHEREAS, a two-part request for proposals approach was undertaken for this project to afford the College the benefits of a best-value solicitation for this project; and

WHEREAS, the acting vice president 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 and pricing (in a two-part process) was publicly advertised on November 28, 2011, in the *Baltimore Sun* and the *Washington Post*; and posted on the Montgomery College procurement web site and eMaryland Marketplace; and

WHEREAS, six (6) contractors submitted proposals for this project on January 11, 2012; and the technical proposals (Part A) for all were evaluated by facilities and procurement staff and price proposals (Part B) from the three (3) contractors deemed qualified following the Part A evaluation were opened;

WHEREAS, after analysis of the proposals, it was determined that the proposal submitted by Shapiro & Duncan, Inc., of Rockville, Maryland, including its bid of \$1,870,000, meets all College specifications and is the recommended highest scoring responsible bidder; and

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

WHEREAS, the interim vice president of finance/chief financial officer certifies that 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 a contract for providing all necessary materials, labor, equipment, and insurance for the Germantown Campus swimming pool HVAC replacement, be awarded to Shapiro & Duncan, Inc., of Rockville, Maryland, at the firm's base bid price of \$1,870,000; 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: 9
February 27, 2012

DESIGNATED FUND BALANCE—OPERATING FUND

BACKGROUND

Fund balance is the difference between a fund's assets and liabilities. Fund balance is not the cash balance, nor is it the difference between revenues and expenditures in a given year. Sufficient levels of fund balance are necessary to: (1) ensure continuity of operations in the event of unfavorable economic circumstances; (2) guarantee debt service payments; and (3) cover unfunded or unanticipated capital expenditures. An adequate level of fund balance also indicates fiscal stability, which is an important factor considered by credit rating agencies in the evaluation of the credit worthiness of institutions.

The College has a fund balance policy, which was developed at the request of Montgomery County's Office of Management and Budget and Montgomery College's Board of Trustees in FY01. It was developed in order to protect the financial stability and integrity of Montgomery College and to provide sufficient liquidity for daily operations. The policy for the operating fund states that the College shall maintain an "Operating Fund unreserved fund balance of 2.5 percent of operating expenditures." Furthermore, any use or appropriation of the fund balance reserves will require approval of the Montgomery College Board of Trustees. In addition, the use of the operating fund balance reserve shall also require "adherence to the Montgomery County Council's appropriation authority."

Last year, the county asked the College to agree to keep operating fund reserves between three and five percent of budgeted resources, minus the annual contribution from the county. The College agreed. This means that the target range for the FY13 budget should be between \$3.7 million and \$6.1 million.

In order to appropriately manage the fund balance, the president is asking the Board to designate reserves for future initiatives such as, but not limited to: tuition stabilization, enrollment management initiatives, classification and succession planning initiatives, and other initiatives. The priority of funding and the exact amount of funding for each item will be determined later in the year as resources become available.

RECOMMENDATION

The president recommends that the Board designate fund balance for the purposes set forth above, the amounts of which will be determined later in the year, but will not take the operating fund reserves below 2.5 percent per College policy 67001.

BACK-UP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Jones

RESOURCE PERSONS

Ms. Dimon

Ms. Sherman

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

Resolution Number: **12-02-015**
Amended and Adopted on: 2/27/2012

Agenda Item Number: 9
February 27, 2012

Subject: Designated Fund Balance—Operating Fund

WHEREAS, in order to better ensure the financial integrity of the College, the Board of Trustees has determined that it is necessary to manage and plan for the accumulation of fund balance; and

WHEREAS, the maintenance of adequate fund balances will enable the College to manage revenue shortfalls and cash flows to assure continued operations; and

WHEREAS, the establishment of a Board designated fund balance will allow planning for important initiatives to assure the level and quality of services needed to respond to our students and community; and

WHEREAS, the president recommends the following action to be taken; now therefore be it

Resolved, That the Board of Trustees hereby designates fund balance to be used for critical initiatives deemed appropriate by the president **in accordance with the policies of the Board established in Board Policy 24101**; and be it further

Resolved, That the initiative and amounts will be determined later in the year, but will not take the operating fund reserves below 2.5 percent per College policy 67001; and be it further

Resolved, That the president (or designee) is authorized to establish and implement operating procedures to administer the reserves.

DPP:abg