



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

Board Room • Central Services Building • 9221 Corporate Boulevard, Rockville, Maryland 20850

This meeting was held in-person and via Zoom webinar
Call-in: 1-301-715-8592 • Webinar ID: 910 3201 0809

May 19, 2025, 7:00 p.m.

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**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 5B
May 19, 2025

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 and Strategic Talent Management on new hires and employees who have separated from the College.

RECOMMENDATION

It is recommended that the board adopt the attached report.

BACKUP INFORMATION

Board Resolution
Personnel Actions Confirmation Report
Policy 34001: Changes in Employee Status

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Leitch Walker

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **25-05-059**
Adopted on: **5/19/2025**

Agenda Item Number: 5B
May 19, 2025

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 March 1, 2025, through March 31, 2025; 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 actions of the president.

Attachment

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From March 1, 2025, through March 31, 2025

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Department
3/01/2025	Briley, Vincent	Associate Dean of Student Affairs	35	CW Dean Stu Success-RV Stu
3/03/2025	Bryant, Carsen	Photographer and Digital Asset Manager	29	Advancement-Media/Public Relations
3/03/2025	Riddick, Gail	Nursing Lab and Clinical Associate	29	Health Sciences Institute WDCE
3/17/2025	Michell, Priscilla	Accounting Manager	33	Business Services
3/17/2025	Roberts, Theron	Campus Police Officer	19	Public Safety-TP/SS
3/17/2025	Zhang, Hong	Program Coordinator	23	BITS Dean WDCE
3/29/2025	Banh, Matthew	IT Support Specialist	25	OIT Academic Services
3/31/2025	Bernstein, Howard	IT Support Specialist	25	OIT Academic Services
3/31/2025	Laporte, Selma	Executive Associate I	25	President
3/31/2025	Lopatina, Marina	Instructional Associate	25	CW Learning Centers
3/31/2025	Patel, Rinkal	Senior Instructional Assistant	25	Biology and Chemistry Dean
3/31/2025	Strouse, Rebecca	IT Support Specialist	25	OIT Academic Services
3/31/2025	Velazco, Martin	Building Maintenance Mechanic	23	East Campus Center

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Department
3/03/2025	Robinson, Kimberly ¹	Program Coordinator	23	15	CEELS Dean WDCE
3/27/2025	Wilson, Keith ¹	Project and Planning Analyst II	33	21	OIT Academic Services
3/31/2025	Potter, Kim ¹	Digital Learning Center Specialist	23	29	CW Learning Centers

¹ Retirement

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	3	1	1	2	0	1	8
Male	1	2	1	1	0	0	5
TOTAL	4	3	2	3	0	1	13

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	0	2	0	0	0	0	2
Male	1	0	0	0	0	0	1
TOTAL	1	2	0	0	0	0	3

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From March 1, 2025, through March 31, 2025

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS: None

FACULTY EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0

FACULTY SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 6B
May 19, 2025

**AWARD OF CONTRACT
TACTILE VIRTUAL REALITY NURSING SIMULATION
BID E525-018**

BACKGROUND

Request:	Virtual reality nursing simulation solution
Office/SVP Originating Request:	Senior Vice President for Academic Affairs/College Provost
Award Type:	Competitive
Bid Number:	E525-018
Explanation of Request:	<p>The senior vice president for academic affairs/college provost is requesting an award of contract for the purchase of a virtual reality (VR) simulation solution for the nursing program.</p> <p>Montgomery College, on behalf of the Maryland Clinical Simulation Resource Consortium (MCSRC), submitted a proposal, and was approved for a Nurse Support Program II supplemental resource grant. The supplemental resource grant's efforts will support all 30 Maryland pre-licensure nursing schools by providing simulation equipment and materials to be utilized in their simulation centers. The simulation equipment and materials will have a direct effect on student learning through increased fidelity during simulation experiences.</p> <p>Montgomery College led the solicitation process for the purchase of the virtual reality nursing simulation solution for all participating Maryland State colleges and universities.</p>
Reason Being Brought to Board:	Board approval is required for all contract awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications and contract documents were developed by appropriate College staff and the chief business/financial strategy officer certifies that grant funds are available.
Total Dollar Amount:	\$465,000
Vendor Name:	Virtual EDU, LLC, dba: Tactile VR
Vendor Address:	3149 Cobblestone Creek Road Marion, Ohio 43322
Term of Contract:	One-time purchase
Minority Status	Non-minority
Minority Classification	NA

RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the purchase of a virtual reality simulation solution for the Nursing program, to Virtual EDU LLC, dba: Tactile VR of Marion, Ohio, for a one-time purchase in the amount of \$465,000.

BACKUP INFORMATION

Board Resolution
Bid Summary (Board Members Only)
Bidders List (Board Members Only)
Policy 41000: Student Success

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Price

RESOURCE PERSONS

Dr. Davis
Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: ~~(B) ! \$~~ * \$
Adopted on ~~05/19/2025~~

Agenda Item Number: 6B
May 19, 2025

Subject: Award of Contract, Tactile Virtual Reality Nursing Simulation, Bid e525-018

WHEREAS, The senior vice president for academic affairs/college provost is requesting an award of contract for the purchase of a virtual reality (VR) simulation solution for the Nursing program; and

WHEREAS, Although Montgomery College issued the solicitation for the purchase of the VR simulation solution, 29 other participating Maryland State colleges and universities that have nursing programs, will be included in the purchase of this solution; and

WHEREAS, Montgomery College, on behalf of the Maryland Clinical simulation Resource Consortium (MCSRC), submitted a proposal, and was approved for a Nurse Support Program II supplemental resource grant; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff and the chief business/financial strategy officer certifies that grant funds are available; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a request for bid was issued on March 28, 2025, and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 24 firms downloaded the request for proposal, of which, 10 were identified as minority business enterprises, and

WHEREAS, Three responses, including two that were declared non-responsive, were read aloud, and recorded in the office of procurement, beginning at 3:00 p.m. on April 14, 2025; and

WHEREAS, Upon evaluation of all submitted proposals by College staff, it was determined that the proposal submitted by Virtual EDU LLC, dba: Tactile VR of Marion, Ohio, met all College requirements; and

WHEREAS, This resolution aligns with Montgomery College Strategic Plan Goal 3: Enhance educational and organizational effectiveness; and

WHEREAS, Awards resulting from competitive sealed proposals valued above \$250,000 require approval of the Board of Trustees; and

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

Resolved, That the Board of Trustees approve an award of contract for the purchase of a virtual reality (VR) simulation solution for the nursing program to Virtual EDU LLC, dba: Tactile VR of Marion, Ohio, for a one-time purchase in the amount of \$465,000; and be it further

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

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 7
May 19, 2025

**COLLECTIVE BARGAINING AGREEMENT BETWEEN MONTGOMERY COLLEGE AND
THE MONTGOMERY COLLEGE CHAPTER OF THE AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
AFL-CIO, COUNCIL 3, LOCAL 2380**

BACKGROUND

Representatives of Local 2380, Montgomery College Chapter of the American Federation of State, County and Municipal Employees, AFL-CIO (“AFSCME”) have negotiated in good faith with representatives of the Board of Trustees on a new collective bargaining agreement (CBA). AFSCME members ratified the agreement on April 30, 2025, which will replace the existing CBA on July 1, 2025, and will expire on June 30, 2028. The new agreement includes changes to the following five (5) articles:

1. Article 4: Grievance Procedure
2. Article 5: Seniority
3. Article 7: Wages
4. Article 8: Absence from Work
5. Article 12: Education Assistance Program (EAP)

RECOMMENDATION

It is recommended that the Board of Trustees adopt this resolution approving the new collective bargaining agreement with AFSCME, including the modifications ratified by AFSCME; authorizing the Board Chair to execute the ratified collective bargaining agreement; and delegating to the president the authority and responsibility to implement and administer the agreement.

BACKUP INFORMATION

Resolution
Collective Bargaining Agreement for July 1, 2025 through June 30, 2028 (redlined version, Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Ms. Kliever
Ms. Leitch Walker

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **25-05-061**
Adopted on: **5/19/2025**

Agenda Item Number: 7
May 19, 2025

Subject: Collective Bargaining Agreement between Montgomery College and the Montgomery College Chapter of the American Federation of State, County and Municipal Employees, AFL-CIO, Council 3, Local 2380

WHEREAS, The Montgomery College Chapter of the American Federation of State, County and Municipal Employees, AFL-CIO, Local 2380, ("AFSCME"), is the exclusive representative authorized to negotiate on behalf of certain staff members at Montgomery College; and

WHEREAS, The current collective bargaining agreement between Montgomery College and AFSCME Local 2380 expires on June 30, 2025; and

WHEREAS, A collective bargaining agreement has been negotiated by teams representing the Board of Trustees and AFSCME Local 2380 to replace the expiring agreement; and

WHEREAS, Within the collective bargaining agreement there are a total of five (5) articles that will have changes, articulated in Article 4: Grievance Procedures; Article 5: Seniority; Article 7: Wages; Article 8: Absence from Work; and Article 12: Educational Assistance Program (EAP); and

WHEREAS, The Board negotiating team recommends approval of the collective bargaining agreement by the Board; and

WHEREAS, The members of AFSCME Local 2380 ratified the collective bargaining agreement on April 30, 2025; and

WHEREAS, The president recommends that the Board take the following action; now therefore be it

Resolved, That the Board of Trustees approves the collective bargaining agreement with AFSCME Local 2380 set forth in the attached; and be it further

Resolved, That the Board of Trustees authorizes the Board Chair to execute the collective bargaining agreement between the Board of Trustees of Montgomery Community College and The Montgomery College Chapter of the American Federation of State, County and Municipal Employees, AFL-CIO, Council 3, Local 2380; and be it further

Resolved, That the Board of Trustees delegates to the president the responsibility and authority to implement and administer the collective bargaining agreement.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 8
May 19, 2025

COMPENSATION PROGRAMS IN FISCAL YEAR 2026

BACKGROUND

Each year during the spring, the Board of Trustees acts on salary recommendations for non-bargaining associate and support staff, department chairs, and administrators subject to the availability of funds. Board action is necessary to authorize salary wage adjustments and establish the salary schedule, consistent with the approved FY26 operating budget, for non-bargaining associate and support staff, department chairs, and administrators, and to authorize funds in support of recognition awards for all eligible employees.

Wages for bargaining unit employees who are members of the American Association of University Professors (AAUP), American Federation of State, County, and Municipal Employees (AFSCME), and Service Employees International Union (SEIU) bargaining units are established through the collective bargaining process.

Budget appropriation for compensation is based on projected resources for FY26. The County supports our compensation increases through the use of our fund balance.

RECOMMENDATION

The president recommends approval of the following actions:

1. Non-bargaining Associate and Support Staff, Department Chairs, and Administrators Salary Wage Adjustment for FY26.
This resolution authorizes a wage adjustment, defined by Montgomery College as a salary adjustment expressed as a percentage of an employee's overall base pay, for eligible non-bargaining employees in the amount of four percent (4%) to the extent that an employee's salary does not exceed the top of the grade level assigned to that employee's position, effective July 1, 2025.
2. Salary Schedule for Bargaining and Non-bargaining Associate and Support Staff, Administrators, and Department Chairs for FY26. This resolution outlines the pay schedule, including a four percent (4%) increase to the pay schedule, for all associate and support staff, administrators, and department chairs effective July 1, 2025.
3. Special Recognition and Outstanding Service Awards for FY26. This resolution authorizes one-time, lump sum awards of up to two thousand dollars (\$2,000) for special recognition and outstanding service for all eligible employees.
4. Full-time Faculty, Part-time Faculty, and Staff Member of the Year Awards for FY26. This resolution authorizes a one-time, lump-sum award of up to five thousand dollars (\$5,000) each for excellence in teaching and/or counseling and academic advising (for full-time and part-time faculty) and performance, leadership, and service (for staff) for eligible employees.

5. Bargaining and Non-Bargaining Associate and Support Staff Shift Differential for FY26.
This resolution authorizes a shift differential of \$1.75 for hours actually worked for those associate and support staff who are regularly scheduled to work 20 or more hours in a work week between the hours of 10:00 p.m. and 6:30 a.m.

BACKUP INFORMATION

Board Resolutions (5)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Leitch Walker

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **25-05-062**
Adopted on: **5/19/2025**

Agenda Item Number: 8
May 19, 2025

**Subject: Non-Bargaining Associate and Support Staff, Administrators, and
Department Chairs Salary Wage Adjustment for FY26**

WHEREAS, Non-bargaining associate and support staff employees may receive a salary wage adjustment provided the employee is not at the maximum of the assigned salary grade; and

WHEREAS, The president recommends the adoption of the following resolution; now therefore, be it

Resolved, That all non-bargaining associate and support staff employees who are not at the top of a salary grade are eligible for a salary wage adjustment up to four percent (4%) effective July 1, 2025; and be it further

Resolved, That all administrators and department chairs who are not at the top of a salary grade are eligible for a salary wage adjustment up to four percent (4%).

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **25-05-062**
Adopted on: **5/19/2025**

Agenda Item Number: 8
May 19, 2025

Subject: Salary Schedule for Bargaining and Non-Bargaining Associate and Support Staff, Administrators, and Department Chairs for FY26

WHEREAS, The College strives to maintain a competitive salary schedule for its highly qualified associate and support staff, administrators, and department chairs; and

WHEREAS, A review of labor market data, salary improvement projections, and inflation resulted in a determination that a modification to the College pay schedule for FY26 is appropriate; now therefore be it

Resolved, That a four percent (4%) increase is made to the College pay schedule for FY26.

Attachment

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

**FY26 Salary Schedule for
Associate and Support Staff, Administrators, and Department Chairs**

FY26 Salary Schedule-Bargaining Staff, Non-bargaining Staff, Department Chairs and Administrators Effective July 1, 2025						
	Salary Structure (Annual)			Salary Structure (Hourly)		
Grade	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
S1	\$174,200	\$239,500	\$304,900	\$83.75	\$115.14	\$146.59
41	\$151,436	\$208,239	\$265,042	\$72.81	\$100.11	\$127.42
39	\$131,751	\$181,143	\$230,535	\$63.34	\$87.09	\$110.83
37	\$114,539	\$157,505	\$200,472	\$55.07	\$75.72	\$96.38
35	\$99,623	\$136,981	\$174,340	\$47.90	\$65.86	\$83.82
33	\$86,709	\$119,224	\$151,740	\$41.69	\$57.32	\$72.95
31	\$79,746	\$103,658	\$127,571	\$38.34	\$49.84	\$61.33
29	\$72,455	\$94,203	\$115,951	\$34.83	\$45.29	\$55.75
27	\$65,910	\$85,671	\$105,432	\$31.69	\$41.19	\$50.69
25	\$59,887	\$77,830	\$95,773	\$28.79	\$37.42	\$46.04
23	\$54,468	\$70,797	\$87,125	\$26.19	\$34.04	\$41.89
21	\$49,510	\$64,340	\$79,169	\$23.80	\$30.93	\$38.06
19	\$46,767	\$58,459	\$70,151	\$22.48	\$28.11	\$33.73
17	\$43,354	\$54,193	\$65,031	\$20.84	\$26.05	\$31.27
15	\$40,126	\$50,157	\$60,189	\$19.29	\$24.11	\$28.94
13	\$37,174	\$46,467	\$55,761	\$17.87	\$22.34	\$26.81
11	\$34,407	\$43,008	\$51,610	\$16.54	\$20.68	\$24.81

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **25-05-062**
Adopted on: **5/19/2025**

Agenda Item Number: 8
May 19, 2025

Subject: Special Recognition and Outstanding Service Awards for FY26

Resolved, That the Board of Trustees authorizes up to two thousand dollars (\$2,000) as the lump sum amount for Special Recognition and Outstanding Service Awards to be presented to those employees of the College who are eligible and approved for such an award during FY26.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **25-05-062**
Adopted on: **5/19/2025**

Agenda Item Number: 8
May 19, 2025

**Subject: Full-time Faculty, Part-time Faculty, and Staff Member of the Year Awards for
FY26**

Resolved, That the Board of Trustees authorizes up to five thousand dollars (\$5,000) each as the lump sum amount for the Full-Time Faculty Member, Part-Time Faculty Member, and Staff Member of the Year Award to be presented to those employees of the College who are eligible and approved for such an award during FY26.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **25-05-062**
Adopted on: **5/19/2025**

Agenda Item Number: 8
May 19, 2025

**Subject: Bargaining and Non-Bargaining Associate and Support Staff Shift Differential
for FY26**

Resolved, That the Board of Trustees authorizes a shift differential of \$1.75 for hours actually worked for those associate and support staff who are regularly scheduled to work 20 or more hours in a work week between the hours of 10:00 p.m. and 6:30 a.m.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 9
May 19, 2025

**MONTGOMERY COLLEGE REPORT ON SINGLE AUDIT
YEAR ENDED JUNE 30, 2024**

BACKGROUND

Montgomery College is required by the Uniform Guidance described in the Office of Management and Budget (OMB) Compliance Supplement to conduct an annual audit of its major federal programs.

The audit for the year ended June 30, 2024, was conducted by CliftonLarsonAllen LLP (CLA), certified public accountants and consultants.

The annual audit report was presented to the Board's Audit Review Subcommittee and to the Board's Audit Committee for review and comment.

RECOMMENDATION

It is recommended that the Board of Trustees accept the Report on Single Audit for Year Ended June 30, 2024.

BACKUP INFORMATION

Board Resolution
Report on Single Audit Year Ended June 30, 2024 (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Greaney

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **25-05-063**
Adopted on: **5/19/2025**

Agenda Item Number: 9
May 19, 2025

Subject: Montgomery College Report on Single Audit Year Ended June 30, 2024

WHEREAS, Montgomery College is required by the Uniform Guidance described in the Office of Management and Budget's (OMB) Compliance Supplement to conduct an annual audit of its major federal programs; and

WHEREAS, The audit for the year ended June 30, 2024, was conducted by CliftonLarsonAllen LLP (CLA), certified public accountants and consultants.

WHEREAS, The annual audit report was presented to the Board's Audit Review Subcommittee and to the Board's Audit Committee for review and comment; and

WHEREAS, The Board of Trustees was informed that the College complied in all material respects with financial reporting requirements for each of its major federal programs for the year ended June 30, 2024; and

WHEREAS, The president of the College and the Audit Committee recommend that the Board of Trustees accept the resolution of recommendation; now therefore be it

Resolved, That the Board of Trustees accepts the Report on Single Audit Year Ended June 30, 2024.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 10A
May 19, 2025

**MODIFICATION OF POLICY 11005: FORMULATION AND ISSUANCE OF COLLEGE
POLICIES AND PROCEDURES**

General Information

Policy Number:	11005
Contained in Chapter:	Chapter One
Policy Title:	Formulation and Issuance of College Policies and Procedures
Policy Creation Date:	June 18, 2012
Most Recent Modification Date:	November 13, 2023

Changes, Additions, Deletions

Line Number	Purpose
Lines 12-13	This modification adds language stating that bringing forth new policies is the president's responsibility.
Lines 20-25	These modifications clarify the Board's role in the policy review cycle to more accurately reflect its intended purpose.
Lines 27- 29	This modification adds language allowing administrative, non-substantive changes to policy to be made without Board approval.
Lines 31-36	This modification adds language allowing for the emergency adoption of interim policy when necessary to comply with the law or mitigate risks to the College.
Lines 38-39	This modification reflects standardized language being implemented across all policies.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 11005: Formulation and Issuance of College Policies and Procedures.

BACKUP INFORMATION

Resolution

Policy 11005: Formulation and Issuance of College Policies and Procedures (redlined version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Van Camp

RESOURCE PERSON

Mr. Dietz

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **25-05-064**
Adopted on: **5/19/2025**

Agenda Item Number: 10A
May 19, 2025

Subject: Modification of Policy 11005: Formulation and Issuance of College Policies and Procedures

WHEREAS, The Board of Trustees created Policy 11005: Formulation and Issuance of College Policies and Procedures in 2012; and

WHEREAS, The policy has served an important purpose in the formulation, issuance, and modification of College policies and procedures; and

WHEREAS, The policy has been reviewed by the appropriate College community stakeholders for their feedback and been updated; and

WHEREAS, The president recommends that the Board adopt the modifications; now therefore be it

Resolved, That Policy 11005: Formulation and Issuance of College Policies and Procedures be amended as indicated in the attached draft; and be it further

Resolved, That the president is authorized to implement these changes.

Chapter: Board of Trustees

Modification No. 0023

Subject: Formulation and Issuance of College Policies and Procedures

- I. Montgomery College is committed to providing clearly articulated and publicly posted policies that support the advancement of the College's mission.
- II. The Board of Trustees, in consultation with the president of the College, develops and establishes policies that serve as the general principles for operations and decision-making, and, where appropriate, for delegating authority to the president.
- III. These policies are established pursuant to authority granted to the Board of Trustees under the Maryland Education Article, Title 16 Community Colleges, and are intended to address the responsibilities entrusted to the trustees under that Title.
- IV. As chief executive officer of the College, the president is responsible for implementing these policies through appropriate procedures.
- V. All members of the College community, including guests on College premises, are subject to the policies and procedures as currently amended and posted, and are charged with notice and knowledge of their provisions.
- VI. The Board of Trustees is committed to maintaining College policies that are relevant, compliant, clear, and accurate. The president is directed to ensure that each reviewing established policy ~~ies to affirm their continued relevance, update, or retire them, as appropriate,~~ is reviewed as needed, but no less frequently than once ~~D~~during each reaccreditation cycle of the College, and recommending to the Board that they be updated or retired when appropriate. ~~the Board will review each policy at least once.~~
- VII. Editorial changes that do not otherwise affect policy content or substance may be made to Board policy at any time during the life cycle of a policy, shall properly reflect the intent of the existing Board policy, and may be adopted without further Board consideration or action.
- VIII. In exceptional circumstances, such as the need for immediate compliance with an applicable law, identification of gap or omission or conflict with another Policy that creates immediate risk or vulnerability for the College; and/or identification of an unanticipated significant negative impact on the College if a Policy is not adopted, the president may approve a policy on an interim basis. Interim policies should be forwarded to the Board for consideration and full adoption as soon as possible.
- ~~VII.~~ IX. The president is authorized to develop and post procedures to implement this policy. The president is also authorized to waive or change the application of these procedures under circumstances deemed appropriate by the president, regardless of the provisions of the posted procedures; this authority to waive or change application may not be delegated by the president except as may be specifically provided in a procedure.

Board Approval: June 18, 2012; November 13, 2023; DATE.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 10B
May 19, 2025

NEW POLICY 11007: INSTITUTIONAL RISK MANAGEMENT

General Information

Policy Number:	11007
Contained in Chapter:	Chapter One
Policy Title:	Institutional Risk Management

Reason for Policy

This new policy broadly outlines the College's approach to risk management. It establishes that risk management is a shared responsibility, with particular authority granted to the president and senior leadership team, who are tasked with implementing and maintaining effective risk management systems. Furthermore, the policy makes clear that risk management is the responsibility of everyone at the College, should be integrated into decision-making processes, and that potential risks must be reported.

Purpose of Each Policy Element

Section	Purpose
I.	The section broadly outlines the College's approach to risk, acknowledging that some risk may be necessary to advance the College's operational and strategic goals.
II.	This section emphasizes the College's commitment to effectively identifying, evaluating, and managing all types of risks.
III.	This section outlines the Board of Trustees' responsibility to remain informed about the College's risk management practices as part of its fiduciary and stewardship obligations.
IV.	This section emphasizes that effective risk management is a key leadership responsibility, primarily vested in the president and senior leadership team.
V.	This section outlines the president's authority and responsibilities in developing, implementing, and overseeing risk management systems at the College.
VI.	This section emphasizes that risk management is a shared responsibility, and all College employees are responsible for identifying and reporting risks within their areas of responsibility.
VII.	This section grants the president the authority to establish procedures for implementing the policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 11007: Institutional Risk Management

BACKUP INFORMATION

Resolution
Policy 11007: Institutional Risk Management

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Van Camp

RESOURCE PERSON

Mr. Dietz

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **25-05-065**
Adopted on: **5/19/2025**

Agenda Item Number: 10B
May 19,2025

Subject: New Policy 11007: Institutional Risk Management

WHEREAS, The Board of Trustees and the president have identified the need for a policy to asses institutional risk; and

WHEREAS, The issues related to identifying, evaluating, and managing all types of risk have been researched under the direction of the president; and

WHEREAS, A draft policy statement was reviewed by the appropriate College community stakeholders for their feedback; and

WHEREAS, The president recommends that the Board adopt the policy; now therefore be it

Resolved, That Policy 11007: Institutional Risk Management be adopted as indicated in the attachment; and be it further

Resolved, That the president is authorized to implement this policy.

Chapter: Board of Trustees

Modification No. 001

Subject: Institutional Risk Management

- I. The Board of Trustees recognizes that, to the extent uncertainty exists, the assumption of risk may be necessary to maintain progress toward fulfillment of the College's operational and strategic objectives.
- II. The College shall take reasonable measures to identify, evaluate, and manage all types of risks it faces, including, but not limited to, operational, strategic, financial, reputational, hazard, and regulatory compliance risks.
- III. In accordance with the commitment to proper stewardship, the Board of Trustees stays fully informed about the College, including the effectiveness of its risk management practices.
- IV. Effective risk management is a core leadership function that must be practiced throughout the College with specific responsibility and authority belonging to the president and their senior leadership team.
- V. The Board of Trustees authorizes the president, as chief executive officer of the College, to
1. Work with senior leadership to develop appropriate risk management systems for each functional area of the College;
 2. Ensure that risk awareness and management is integrated into College operations and embedded within decision-making and approval processes;
 3. Establish and maintain accountability for adherence to risk management systems;
 4. Routinely evaluate the efficacy of established risk management systems, encouraging continuous improvement of these systems over time; and
 5. Inform the Board of Trustees of known risks when appropriate, as determined by the president.
- VI. Risk management is the responsibility of all College employees. Each employee is accountable for identifying risks within their area of responsibility and promptly reporting any potential risks through the established reporting structures.
- VII. The Board of Trustees authorizes the president to establish any procedures necessary to implement this policy.

Board Approval:

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 10C
May 19, 2025

NEW POLICY 42004: ANTI-HAZING

General Information

Policy Number:	42004
Contained in Chapter:	Chapter Four
Policy Title:	Anti-Hazing

Reason for Policy

This new policy complies with H.R.5646 the Stop Campus Hazing Act, and is designed to ensure the health and safety of all students by prohibiting hazing. It specifies the scope and applicability of the policy and its procedures, makes clear that hazing should be reported and that all reports will be investigated, and provides examples of how the College community will be educated about the policy.

Purpose of Each Policy Element

Section	Purpose
I.	This policy statement emphasizes the College's commitment to student health and safety by prohibiting hazing.
II.	This section defines the scope of the policy, specifying that it applies to all hazing incidents involving students, College employees, and volunteers.
III.	This section outlines the reporting of hazing incidents, ensuring that any allegations are investigated thoroughly and promptly.
IV.	This section outlines the ways in which the College community shall be educated about the anti-hazing policy.
V.	This section explains ongoing hazing prevention programs and strategies to the College community.
VI.	This section establishes consequences for violating the anti-hazing policy.
VII	This section grants the president the authority to establish procedures for implementing the policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 42004: Anti-Hazing

BACKUP INFORMATION

Resolution
Policy 42004: Anti-Hazing

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Cabellon

RESOURCE PERSON

Mr. Dietz
Dr. Van Camp

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **25-05-066**
Adopted on: **5/19/2025**

Agenda Item Number: 10C
May 19, 2025

Subject: New Policy 42004: Anti-Hazing

WHEREAS, The Board of Trustees and the president have identified the need for a policy to ensure the health and safety of all students by prohibiting hazing; and

WHEREAS, The issues related to the prevention and investigation of hazing have been researched under the direction of the president; and

WHEREAS, A draft policy statement was reviewed by the appropriate College community stakeholders for their feedback; and

WHEREAS, The president recommends that the Board adopt the policy; now therefore be it

Resolved, That Policy 42004: Anti-Hazing be adopted as indicated in the attachment; and be it further

Resolved, That the president is authorized to implement this policy.

Chapter: Student Affairs

Modification No. 001

Subject: Anti-Hazing

- 1 I. Montgomery College is committed to ensuring the health and safety of all students.
2 Hazing presents a serious risk to the health and safety of students, is against state and
3 federal law, and is strictly prohibited at the College.
4
- 5 II. This anti-hazing policy applies to conduct that occurs on or off College property between
6 two or more enrolled students who are members of a student organization (e.g., club,
7 group, team), regardless of whether the organization is established or recognized by the
8 College. This policy also applies to college employees and volunteers working with
9 student organizations.
10
- 11 III. Any member of the College community who becomes aware of a hazing incident must
12 report it as soon as possible. All allegations will be promptly and thoroughly investigated
13 through established procedures and/or by local law enforcement authority having
14 jurisdiction, as needed.
15
- 16 IV. All students, employees, and volunteers working with student organizations
17 will be educated about this policy. The policy will be included in relevant handbooks (e.g.
18 Student Club Handbook, Student-Athlete Handbook, Coaches Handbook), and included
19 in training for those working with student organizations (e.g. Student Life Specialists,
20 Coaches).
21
- 22 V. The College Community will also be provided with research-informed prevention
23 programs and strategies at times and in formats most appropriate to them.
24
- 25 VI. Violators of this policy may be subject to disciplinary action in accordance with applicable
26 College policies, procedures, or Collective Bargaining Agreements.
27
- 28 VII. The Board of Trustees authorizes the president to establish any procedures necessary to
29 implement this policy.

Board Approval: