BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

This meeting was held online via Zoom webinar
Call-in: 1-301-715-8592 ▪ Webinar ID: 870 5011 2400

May 18 2026, 7:00 p.m.

BOARD OF TRUSTEES
MONTGOMERY COLLEGE

Agenda Item Number: 05B
May 18, 2026

PERSONNEL ACTIONS CONFIRMATION REPORT

BACKGROUND

The Board of Trustees by state law has the authority and 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 adopts 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: 26-05-064
Adopted on: 5/18/2026

Agenda Item Number: 05B
May 18, 2026

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, 2026, through March 31, 2026; and

WHEREAS, This recommended action aligns with Goal 3 of the College Strategic Plan, Enhance Educational and Organizational Effectiveness; 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 reports and confirms the actions of the president.

Attachments

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From March 1, 2026, through March 31, 2026

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Department
03/02/2026	Castillo, Alexis	Enrollment and Student Access Specialist	23	Raptor Central
03/02/2026	Robinson, Adam	Assistant General Counsel	37	General Counsel
03/02/2026	Vasquez, Flora	Building Services Worker	11	Facilities Operations-RV
03/02/2026	Welsh, Asha	Administrative Aide II	19	CW Dean-Stu Engag-TPSS Stu Svcs
03/14/2026	Marsh, Lance	Public Safety Officer II (OFC)	15	Public Safety-RV
03/16/2026	Argueta Perez, Michael	Grounds Maintenance Worker	15	Facilities Operations-RV
03/16/2026	Kamara, Aminata	Employer Services Specialist	27	CW Student Career Services
03/16/2026	Nahida, Walida	Instructional Assistant	23	Assessment and Testing Centers
03/30/2026	Okeefe, Denis	Building Equipment Mechanic II	25	Facilities Operations-GT

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Department
03/02/2026	Carin, Matthew	Campus Police Asst Supervisor (Corporal)	23	2	Public Safety-RV
03/03/2026	Gill, Kyran	HVAC Mechanic II	23	2	Facilities Operations-RV
03/06/2026	Chuang, Jeff[1]	Learning Center Manager	31	24	CW Learning Centers
03/06/2026	Sitta, Farris	Administrative Aide III	23	0*	Facilities Operations-TP/SS
03/09/2026	Castillo, Alexis	Enrollment and Student Access Specialist	23	0*	Raptor Central
03/12/2026	Mengesha, Hermela	Digital Learning Center Specialist	23	1	CW Learning Centers
03/20/2026	Ucanay, Susan	Records and Registration Specialist	23	9	Records and Registration
03/23/2026	Butler, Joi	Campus Police Officer	19	4	Public Safety-TP/SS
03/27/2026	Alvarado, Veronica	Building Services Worker	11	1	Facilities Operations-RV
03/31/2026	Griffin, Linda[1]	Student Information Systems Manager	33	27	WDCE-Central Administration
03/31/2026	O'Brien, Catherine	Executive Associate I	25	14	ASVP-Oper Effec & Strat Initiatives
03/31/2026	Wallace, Ellen[1]	Administrative Aide III	23	20	ASVP-Oper Effec & Strat Initiatives

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	**TOTAL**
Female	1	2	0	1	0	0	**4**
Male	2	1	2	0	0	0	**5**
TOTAL	**3**	**3**	**2**	**1**	**0**	**0**	**9**

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	**TOTAL**
Female	1	3	2	1	0	0	7
Male	1	0	2	1	0	1	**5**
TOTAL	**2**	**3**	**4**	**2**	**0**	**1**	**12**

* Less than one year

[1] Retirement

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From March 1, 2026 through March 31, 2026

FACULTY

FACULTY EMPLOYMENTS: None

FACULTY SEPARATIONS:

Effective Date	Name	Position Title	YOS	Department
03/05/2026	Annis, James	Professor	39	Humanities Dean

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	1	0	0	0	0	0	**1**
TOTAL	**1**	**0**	**0**	**0**	**0**	**0**	**1**

BOARD OF TRUSTEES
MONTGOMERY COLLEGE

Agenda Item Number: 6A
May 18, 2026

SOLE SOURCE AWARD OF CONTRACT,
CONTINUTION OF INSPECTION, CALIBRATION, AND REPAIR AND REPLACEMENT SERVICES FOR HEATING, VENTILATION AND AIR CONDITIONING CONTROL SYSTEMS ON THE GERMANTOWN, ROCKVILLE, TAKOMA PARK/SILVER SPRING CAMPUSES AND EAST COUNTY EDUCATION CENTER

BACKGROUND

Originating Office and Explanation of Request:	The senior vice president for administrative and fiscal services and chief operating officer is requesting a sole source award of contract for the continuation of inspection, calibration, and repair and replacement services for HVAC control systems on the Germantown, Rockville and Takoma Park/Silver Spring Campuses, and the East County Education Center (ECEC).
Award Type:	Sole Source
Reason Being Brought to Board:	Board approval is required for all sole source contract awards valued over $100,000.
Certification:	The director of procurement certifies that Pritchett Controls Inc. remains the manufacturer's sole authorized service provider for the State of Maryland. Funding availability is subject to approval of annual appropriation and Montgomery College's FY27 budget.
Annual Dollar Amount:	$247,300
Vendor Name:	Pritchett Controls
Vendor Address:	6980 Muirkirk Meadows Drive Beltsville, Maryland
Minority Status:	Non-Minority
Term of Contract:	One year, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract on a sole source basis beginning July 1, 2026, to Pritchett Controls of Beltsville, Maryland, for inspection, calibration, and repair and replacement services for HVAC control systems on the Germantown, Rockville and Takoma Park/Silver Spring Campuses, and the ECEC, for a not-to-exceed amount of $247,300.

It is further recommended that the contract be renewed for four additional one-year terms under the same terms and conditions at the sole discretion of the College provided service is needed and performed satisfactorily, funds are available, and that renewals are in the best interest of the College. The total five-year amount is $1,236,500.

BACKUP INFORMATION

Board Resolution 11-09-114
Board Resolution 16-06-098
Board Resolution 21-06-066
Policy 63001 – Procurement, Consultant Services, and Contracts

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Johnson
Ms. Pullen

BOARD OF TRUSTEES
MONTGOMERYCOLLEGE

Resolution Number: 26-05-065
Adopted on: 5/18/2026

Agenda Item Number: 6A
May 18, 2026

Subject: Sole Source Award of Contract, Continuation of Inspection, Calibration, and Repair and Replacement Services for Heating, Ventilation and Air Conditioning Control Systems on the Germantown, Rockville and Takoma Park/Silver Spring Campuses, and the East County Education Center

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

WHEREAS, College policy states that 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 one-year contract for inspection, calibration, and repair and replacement services for HVAC control systems on the Germantown, Rockville and Takoma Park/Silver Spring Campuses, and the East County Education Center (ECEC), be awarded to Pritchett Controls of Beltsville, Maryland, on a sole source basis beginning July 1, 2026, for a total not-to-exceed annual amount $247,300; and be it further

Resolved, That contract be renewed for four additional one-year terms, under the same terms and conditions at the sole discretion of the College provided that service is needed and performed satisfactorily, that funds are available, and that renewals are in the best interest of the College. The total five-year amount is $1,236,500; 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: 6B
May 18, 2026

SOLE SOURCE AWARD OF CONTRACT,
CONTINUATION OF MAINTENANCE SERVICES FOR SIEMENS ENERGY MANAGEMENT SYSTEMS ON THE GERMANTOWN AND ROCKVILLE CAMPUSES

BACKGROUND

Originating Office and Explanation of Request:	The senior vice president for administrative and fiscal services and chief operating officer is requesting a sole source award of contract for the continuation of maintenance services for Siemens energy management systems located on the Germantown and Rockville Campuses
Award Type:	Sole Source
Reason Being Brought to Board:	Board approval is required for all sole source contract awards valued over $100,000.
Certification:	The director of procurement certifies that Siemens Building Technologies Inc. remains the only local firm authorized by the manufacturer to service their equipment. Funding availability is subject to approval of annual appropriation and Montgomery College's FY27 budget.
Annual Dollar Amount:	Year 1 - $88,932 Year 2 - $92,288 Year 3 - $95,980 Year 4 - $99,819 Year 5 - $103,811
Vendor Name:	Siemens Building Technologies Inc.
Vendor Address:	6435 Virginia Manor Road Beltsville, Maryland 20705
Minority Status:	Non-Minority
Term of Contract:	One year, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract on a sole source basis, beginning July 1, 2026, to Siemens Building Technologies Inc., of Beltsville, Maryland, for the purchase of energy management system maintenance services, for a one year not-to-exceed the amount of $88,932.

It is further recommended that the contract be renewed for four additional one-year terms, under the same terms and conditions, at the sole discretion of the College provided service is needed and performed satisfactorily, that funds are available, and that renewals are in the best interest of the College. The total five-year amount is $480,830.

BACKUP INFORMATION

Board Resolution 11-09-115
Board Resolution 16-06-097
Board Resolution 21-06-067
Policy 63001 – Procurement, Consultant Services, and Contracts

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Johnson
Ms. Pullen

BOARD OF TRUSTEES
MONTGOMERY COLLEGE

Resolution Number: 26-05-066
Adopted on: 5/18/2026

Agenda Item Number: 6B
May 18, 2026

Subject: **Sole Source Award of Contract, Continuation of Maintenance Services for Siemens Energy Management Systems on the Germantown and Rockville Campuses**

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

WHEREAS, College policy states that 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 one-year award of contract for the purchase of maintenance services for Siemens energy management systems be awarded to Siemens Building Technologies Inc. of Beltsville, Maryland, on a sole source basis beginning July 1, 2026, for a not-to-exceed amount of $88,932; and be it further

Resolved, That the contract be renewed for four additional one-year terms, under the same terms and conditions at the sole discretion of the College provided service is needed and performed satisfactorily, that funds are available, and that renewals are in the best interest of the College. The total five-year amount is $480,830; 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 18, 2026

AWARD OF CONTRACT
SHUTTLE BUS TRANSPORTATION SERVICES, BID E526-003

BACKGROUND

Originating Office and Explanation of Request:	The senior vice president for administrative and fiscal services, and COO is requesting an award of contract for shuttle bus transportation services.
Award Type:	Competitive
Reason Being Brought to Board:	Board approval is required for all contract awards valued over $450.000
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff. Funding availability is subject to approval of annual appropriation and Montgomery College's FY27 budget.
Annual Amount:	$736,560
Vendor Name:	Atlantic Transportation Services, LLC
Vendor Address:	4200 Wisconsin Avenue, Suite 550 Washington, DC 20016
Term of Contract:	One year, with four one-year renewal options
Minority Status	Non-Minority
Minority Classification	NA

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract for a shuttle bus transportation service to Atlantic Transportation Services, LLC of Washington, DC, for a total annual amount of $736,560.

It is further recommended that the contract be renewed for four additional one-year terms, under same terms and conditions, at the sole discretion of Montgomery College, provided service is satisfactory, funds are available, and renewals are in the best interest of the College. The five-year, not-to-exceed total contract amount is $3,682,800.

BACKUP INFORMATION

Bid Summary (Board Members Only)
Bidders List (Board Members Only)
Policy 63001 – Procurement, Consultant Services, and Contracts

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Johnson
Mr. Reid

BOARD OF TRUSTEES
MONTGOMERY COLLEGE

Resolution Number: 26-05-067 Agenda Item Number: 7
Adopted on: 5/18/2026 May 18, 2026

Subject: Award of Contract, Shuttle Bus Transportation Services, Bid E526-003

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a request for proposal was publicly advertised on January 21, 2026, on the Montgomery College Procurement, and the State of Maryland eMaryland Marketplace websites; and

WHEREAS, 68 organizations, of which, 35 were minority business enterprises, downloaded the request for proposal from the Montgomery College procurement website; and

WHEREAS, 13 responses were received, including one vendor who was declared non-responsive, read aloud and recorded in the office of procurement, beginning at 3:00 p.m. on February 27, 2026; and

WHEREAS, Upon evaluation of all vendor proposals by Montgomery College staff, Atlantic Transportation Services, LLC of Washington, DC was declared the highest ranked responsive-responsible bidder, meeting all College requirements; and

WHEREAS, This resolution aligns with all four of Montgomery College's Strategic Plan Goals; and

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

Resolved, That the Board of Trustees approve a one-year award of contract to Atlantic Transportation Services, LLC of Washington, DC for shuttle bus transportation services, for an annual amount of $736,560; and be it further

Resolved, That the contract be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory and renewals are in the best interest of the College; 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: 8A
May 18, 2026

NEW POLICY 42005: STUDENT TRAVEL

General Information

Policy Number:	42005
Contained in Chapter:	Chapter Four
Policy Title:	Student Travel

Reason for Policy

This policy establishes a clear framework for planning, approving, and overseeing College-sponsored student travel that promotes safety, accessibility, and appropriate coordination, and sets expectations for participant conduct.

Purpose of Each Policy Element

Section	Purpose
I.	This policy statement affirms the educational and enrichment value of activities occurring beyond the boundaries of College property and establishes the College's responsibility to maintain a student travel process that promotes safety, ensures accessibility, and provides for appropriate planning and coordination.
II.	Establishes that all participants are individually responsible for their personal conduct during College-sponsored travel, including compliance with College policies and procedures and applicable laws.
III.	Clarifies that all participants in College-sponsored activities requiring travel do so at their own risk.
IV.	Requires that employee oversight and supervision be provided for College-sponsored activities involving student travel.
V.	Establishes that the College will not schedule or approve student travel when it determines that unreasonable risks to health or safety exist.
VI.	Requires student travel for College-sponsored activities to be planned and approved as far in advance as possible.
VII.	Authorizes the president to establish procedures necessary to implement the policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 42005: Student Travel. This recommended action aligns with College Strategic Plan Goal 3: Enhance Educational and Organizational Effectiveness.

BACKUP INFORMATION

Policy 42005: Student Travel

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Ray-Patterson

RESOURCE PERSONS

Mr. Dietz
Dr. Van Camp

BOARD OF TRUSTEES
MONTGOMERY COLLEGE

Resolution Number: 26-05-068
Adopted on: 5/18/2026

Agenda Item Number: 8A
May 18, 2026

Subject: New Policy 42005: Student Travel

WHEREAS, The Board of Trustees and the president have identified the need for a policy to ensure that College-sponsored student travel is conducted in a safe, accessible, and coordinated manner; and

WHEREAS, The issues related to participant conduct, oversight, safety, planning, and approval requirements 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, This resolution aligns with Montgomery College Strategic Plan Goal 3: Enhance educational and organizational effectiveness; and

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

Resolved, That Policy 42005: Student Travel be adopted as indicated in the attachment; and be it further

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

POLICY Board of Trustees - Montgomery College <u>42005</u>

Chapter: Student Affairs Modification No. 001

Subject: **Student Travel**

I. Montgomery College recognizes the educational and enrichment value of activities occurring beyond the boundaries of College property. The College shall establish and maintain a process for student travel for College-sponsored activities that promotes safety, ensures accessibility, and provides for appropriate planning and coordination.

II. All participants are individually responsible for their personal conduct during College-sponsored travel and must comply with applicable College policies and procedures, as well as any applicable laws, throughout the duration of the activity. Participants who violate any of these while engaged in travel for College-sponsored activities may be subject to appropriate disciplinary action, and, where applicable, legal consequences.

III. All participants in College sponsored activities that require travel do so at their own risk.

IV. One or more College employees shall accompany and provide appropriate oversight for all College-sponsored activities involving student travel.

V. The College shall not schedule or approve student travel when it determines that unreasonable risks to health or safety exist.

VI. Student travel for College-sponsored activities shall be planned and approved in advance, considering the nature and complexity of the activity, to minimize interference with academic and other College obligations.

VII. The Board of Trustees authorizes the president to establish any procedures necessary to implement this policy.

____
Effective Date:

BOARD OF TRUSTEES
MONTGOMERY COLLEGE

Agenda Item Number: 8Bi
May 18, 2026

RETIREMENT OF POLICY 51003: COLLEGE OUT-OF-COUNTY INSTRUCTION

General Information

Policy Number:	51003
Contained in Chapter:	Chapter Five
Policy Title:	College Out-of-County Instruction
Policy Creation Date:	July 26, 1976
Most Recent Modification Date:	January 8, 2003

Reason for Policy Retirement

This policy is being retired because its provisions will be incorporated into the new Policy 42005: Student Travel, which consolidates the core principles governing all existing student travel activities into a single, comprehensive policy.

RECOMMENDATION

It is recommended that the Board of Trustees retire Policy 51003: College Out-of-County Instruction. This recommended action aligns with College Strategic Plan Goal 3: Enhance Educational and Organizational Effectiveness.

BACKUP INFORMATION

Policy 51003: College Out-of-County Instruction

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Price

RESOURCE PERSONS

Mr. Dietz
Dr. Van Camp

BOARD OF TRUSTEES
MONTGOMERY COLLEGE

Resolution Number: 26-05-069
Adopted on: 5/18/26

Agenda Item Number: 8Bi
May 18, 2026

Subject: Retirement of Policy 51003: College Out-of-County Instruction

WHEREAS, The Board of Trustees created Policy 51003: College Out-of-County Instruction in 1976; and

WHEREAS, The policy has served an important purpose in establishing requirements for out-of-county instructional activities; and

WHEREAS, The language, authorities, and expectations codified in College Policy 51003: College Out-of-County Instruction can be appropriately incorporated into other policies, procedures, and standard College operations; and

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

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

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

Resolved, That 51003: College Out-of-County Instruction be retired as indicated in the attached draft; and be it further

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

Chapter: Academic Affairs Modification No. 003

Subject: **College Out-of-County Instruction**

I. Montgomery College's commitment of service to the community is such that, from time to time, it offers educational courses or elements of courses outside Montgomery County. There are no territorial limitations for such offerings except that they may not take place in areas where there are abnormal hazards to health or safety, where needed insurance protections are unavailable, or where the applicable agency in the local jurisdiction objects. However, no classes or portions thereof, or field trips, may be conducted in areas which are greater than 200 miles from any facility of the College without prior approval of the appropriate Dean.

II. No classes or portions thereof, or field trips, may be conducted in areas outside of the territorial United States of America, without prior approval of the appropriate Vice President/Provost.

III. Courses for which it is appropriate for the College to conduct classes at sites outside the County boundaries include:

A. Credit Courses

1. Courses Offered to Regular Montgomery College Students

a. Credit courses, portions of which may include field trips of a short duration and distance to diverse locations outside the County for field observations, e.g., geology, botany.

b. Credit courses for which the achievement of educational goals may require the presence of students at a specific site outside the County for up to the full duration of the course, e.g., language study in a native setting or archeological field work.

2. Courses Offered in Response to Requests from Out-of-County Agencies or Groups

Credit courses which, upon request from out-of-county agencies or groups, and in unusual circumstances, are conducted at such out-of-county sites as Federal installations and other private and public facilities within the greater metropolitan Washington area.

B. Noncredit Courses

Noncredit courses which, upon request from out-of-county agencies or groups, are offered in order that outside agencies or groups may be provided with a specific educational experience not otherwise available under local sponsorship.

IV. Requests for approval of out-of-county noncredit courses conducted by Workforce Development/Continuing Education will be accompanied by an income-cost analysis. Normally, out-of-county courses in this category will not be approved unless the additional costs incurred, to include College overhead, are covered by additional revenue.

V. The College President is authorized to publish implementing procedural guidelines pertaining to the conduct of out-of-county instruction by the College. The President may delegate the authority to approve the conduct of courses, or portions thereof, outside Montgomery County and may also delegate responsibility for detailed supervision of the established procedures.

Board Approval: July 26, 1976; January 21, 1997; January 8, 2003.

BOARD OF TRUSTEES
MONTGOMERY COLLEGE

Agenda Item Number: 8Bii
May 18, 2026

RETIREMENT OF POLICY 51004: COLLEGE OUT-OF-COUNTY, NON-INSTRUCTIONALLY RELATED ACTIVITIES

General Information

Policy Number:	51004
Contained in Chapter:	Chapter Five
Policy Title:	College Out-of-County, Non-Instructionally Related Activities
Policy Creation Date:	March 17, 1981
Most Recent Modification Date:	January 8, 2003

Reason for Policy Retirement

This policy is being retired because its provisions will be incorporated into the new Policy 42005: Student Travel, which consolidates the core principles governing all existing student travel activities into a single, comprehensive policy.

RECOMMENDATION

It is recommended that the Board of Trustees retire Policies 51004: College Out-of-County, Non-Instructionally Related Activities. This recommended action aligns with College Strategic Plan Goal 3: Enhance Educational and Organizational Effectiveness.

BACKUP INFORMATION

Policy 51004: College Out-of-County, Non-Instructionally Related Activities

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Price

RESOURCE PERSONS

Mr. Dietz
Dr. Van Camp

BOARD OF TRUSTEES
MONTGOMERY COLLEGE

Resolution Number: 26-05-070
Adopted on: 5/18/2026

Agenda Item Number: 8ii
May 18, 2026

Subject: Retirement of Policy 51004: College Out-of-County, Non-Instructionally Related Activities

WHEREAS, The Board of Trustees created Policy 51004: College Out-of-County, Non-Instructionally Related Activities in 1981; and

WHEREAS, The policy has served an important purpose in establishing requirements for out-of-county non-instructional activities; and

WHEREAS, The language, authorities, and expectations codified in College Policy 51004: College Out-of-County, Non-Instructionally Related Activities can be appropriately incorporated into other policies, procedures, and standard College operations; and

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

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

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

Resolved, That 51004: College Out-of-County, Non-Instructionally Related Activities be retired as indicated in the attached draft; and be it further

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

POLICY Board of Trustees - Montgomery College 51004

Chapter: Academic Affairs — Modification No. 003

Subject: **College Out-of-County, Non-instructionally Related Activities**

I. Some non-instructionally related student activities of the College may involve out-of-county travel. This section applies to out-of-county travel by student groups not provided for in Board policy pertaining to College out-of-county Instruction. Also excepted are Workforce Development/Continuing Education activities and students or student groups officially representing the College (i.e., student government officers attending authorized conventions or workshops, or athletic teams).

II. The following limitations apply:

A. Activities may not be scheduled when or where there are abnormal hazards to health or safety;

B. Activities may not be scheduled when or where needed insurance protection is not available;

C. Activities may not be scheduled when or where applicable agencies in the local jurisdictions object;

D. Activities outside the territorial United States of America may be conducted only with the approval of the President of the College.

III. Participation in out-of-county, non-instructionally related College activities under this section is restricted to students officially enrolled in credit courses conducted by Montgomery College at the time the activity is scheduled and their bona fide guests. If the activity is scheduled between the fall and spring semesters (during the winter break), participants must have been enrolled in credit courses during the fall semester.

IV. Approval authority for College out-of-county, non-instructionally related activities is delegated to the College President and his/her designee.

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

Board Approval: March 17, 1981; April 21, 1986; January 8, 2003.

BOARD OF TRUSTEES
MONTGOMERY COLLEGE

Agenda Item Number: 8Biii
May 18, 2026

RETIREMENT OF POLICY 51005: FIELD TRIPS

General Information

Policy Number:	51005
Contained in Chapter:	Chapter Five
Policy Title:	Field Trips
Policy Creation Date:	January 24, 2018
Most Recent Modification Date:	January 24, 2018

Reason for Policy Retirement

This policy is being retired because its provisions will be incorporated into the new Policy 42005: Student Travel, which consolidates the core principles governing all existing student travel activities into a single, comprehensive policy.

RECOMMENDATION

It is recommended that the Board of Trustees retire Policies 51005: Field Trips. This recommended action aligns with Montgomery College Strategic Plan Goal 3: Enhance Educational and Organizational Effectiveness.

BACKUP INFORMATION

Policy 51005: Field Trips

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Price

RESOURCE PERSONS

Mr. Dietz
Dr. Van Camp

BOARD OF TRUSTEES
MONTGOMERY COLLEGE

Resolution Number: 26-05-071
Adopted on: 5/18/2026

Agenda Item Number: 8Biii
May 18, 2026

Subject: Retirement of Policy 51005: Field Trips

WHEREAS, The Board of Trustees created Policy 51005: Field Trips in 2018; and

WHEREAS, The policy has served an important purpose in establishing requirements for field trips; and

WHEREAS, The language, authorities, and expectations codified in College Policy 51005: Field Trips can be appropriately incorporated into other policies, procedures, and standard College operations; and

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

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

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

Resolved, That 51005: Field Trips be retired as indicated in the attached draft; and be it further

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

POLICY Board of Trustees - Montgomery College **51005**

Chapter: Academic Affairs Modification No. 001

Subject: **Field Trips**

I. Field trips are an important component of educational process. They can significantly enhance course content by providing experiential learning and information that is difficult to convey in a classroom setting. It is important to the educational mission of the College that field trips be planned in ways that maximize student learning and participation and minimize risk and disruption with other scheduled College activities.

II. For the purposes of this policy, a field trip is defined as an educational off-campus excursion that is part of a credit-bearing or non-credit course and is indicated on the course syllabus. Field trips do not include, for instance, internships, study abroad, service learning assignments for individual students, on-campus activities, or trips organized by co-curricular groups.

III. It is the policy of the Board of Trustees that students must be given prior notice that their class includes field trips and that participation is limited to students enrolled in Montgomery College as well as authorized faculty and staff.

IV. Field trips are College sponsored events and, as such, all relevant College policies and procedures, state, and federal laws apply to trip participants. All participants are individually responsible for their personal conduct while on field trips.

V. Individuals participating in field trips do so at their own risk. Participants who violate College policies and procedures while on the field trip may be subject to appropriate disciplinary action.

VI. The following limitations apply:

A. Field trips may not be scheduled when or where there are abnormal hazards to health or safety;

B. Field trips involving minors are subject to the provisions of the Protection of Minors policy;

C. Field trips outside the territorial United States of America may be conducted only with the approval of the President.

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

Board approval: January 24, 2018.

BOARD OF TRUSTEES
MONTGOMERY COLLEGE

Agenda Item Number: 8C
May 18, 2026

MODIFICATION OF POLICY 11001: BOARD OF TRUSTEES BYLAWS

General Information

Policy Number:	11001
Contained in Chapter:	Chapter One
Policy Title:	Board of Trustees Bylaws
Policy Creation Date:	October 15, 1984
Most Recent Modification Date:	April 15, 2024

Changes, Additions, Deletions

Line Number	**Purpose**
Lines 310-313	This modification updates the language to more clearly define the eligibility requirements for Board officers.

RECOMMENDATION

It is recommended that the Board of Trustees accept modifications to Policy 11001: Board of Trustees Bylaws.

BACKUP INFORMATION

Resolution
Policy 11001: Board of Trustees Bylaws

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Williams

RESOURCE PERSONS

Mr. Dietz
Ms. Lee
Dr. Van Camp

BOARD OF TRUSTEES
MONTGOMERY COLLEGE

Resolution Number: 26-05-072
Adopted on: 5/18/2026

Agenda Item Number: 8C
May 18, 2026

Subject: Modification of Policy 11001: Board of Trustees Bylaws

WHEREAS, The bylaws of the Board of Trustees provide the official framework for its scope of authority and responsibilities, legal obligations, and rules of meeting order; and

WHEREAS, The Board reviews its bylaws from time to time to ensure they are up-to-date and aligned with new practices, standards, laws, and regulations; and

WHEREAS, The Board has identified a need to modify 11001: Board of Trustees Bylaws to better define eligibility requirements for board officer candidates; and

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

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

Resolved, That the Board of Trustees adopts the revisions to its bylaws.

Chapter: Executive Leadership Modification No. 013

Subject: **Board of Trustees Bylaws**

Table of Contents

I. Board Structure and Operations

These Bylaws are hereby adopted pursuant to the powers vested in the Board of Trustees of Montgomery College under Title 16 of the Education Article of the Annotated Code of Maryland (the "Education Article").; In the event of any conflict between these Bylaws and the Education Article, the Education Article prevails.

1. Name of the College

The name of the College shall be "Montgomery Community College", authorized to do business as "Montgomery College" (and may hereafter be referred to as the "College").

2. Name of the Board

The Board of Trustees shall be styled as "The Board of Trustees of Montgomery Community College" (and may hereafter be referred to as the "Board") or as may be required by land recordation requirements.

A. Establishment

The Board is established pursuant to Sections 16-101 and 16-411 of the Education Article.

B. Composition and Appointment

1. Composition

The Board consists of 10 members.

One of the Trustees shall be an enrolled student in good standing at Montgomery Community College. The student Trustee:

a. shall be a resident of Montgomery County;

b. may not be employed by Montgomery College;

c. serves for a term of one year, beginning July 1 and ending on June 30;

d. shall have cumulative GPA and a current semester GPA of at least 2.0 during the entire term of office;

e. shall have successfully completed at least 18 credit hours at Montgomery College; and

f. at the time of appointment and during the term of office (the fall and spring semesters), shall be enrolled in at least six (6) credit hours at Montgomery College.

2. Appointment

All Trustees are appointed or reappointed by the governor from nominees submitted by the nominating committee.

Except for the student Trustee, the Trustees are appointed with the advice and consent of the State Senate.

Trustees serve without compensation but shall be entitled to reimbursement for their expenses that have been authorized by the Chair.

C. Term of Office and Vacancies

1. Term of Office

Except for the student Trustee and any Trustee completing an unexpired term, each Trustee serves for a term of six (6) years, from July 1 of the year the appointment is made and until a successor is appointed and qualified.

The student Trustee serves a one-year term, beginning July 1 and ending June 30.

A Trustee may be reappointed.

2. Vacancies

A member appointed to fill a vacancy in an unexpired term serves for the remainder of that term and until a successor is appointed and qualifies and may be reappointed.

D. Powers and Duties

1. General Statement of Powers and Duties

In addition to the other powers granted and duties imposed by State law, and subject to the authority of the Maryland Higher Education Commission, the Board has the powers and duties set forth in this section. The following list of powers and duties is not intended to be comprehensive and the failure to include a power or duty shall not affect the existence or exercise of that power or duty.

2. Authority to Operate

The Board shall exercise general control over the College, keep separate records and minutes, and adopt reasonable rules, regulations, or Bylaws to carry out the provisions of Title 16 of the Education Article of the Annotated Code of Maryland, determines how the statutory mandate and goals of the College are to be carried out, including but not limited to the functions and programs of the College, its overall budget, and its organizational structure.

3. Salaries and Terms of Employment

The Board shall fix the salaries and terms of employment of the President, faculty, and staff of the College.

4. Acquisition of Property

The Board has the authority under state law to purchase, lease, condemn, or otherwise acquire any property it considers necessary for the operation of the College.

5. Disposition of Property

The Board may sell, lease, or otherwise dispose of College assets or property.

The President of Montgomery College and the Chair of the Board of Trustees may execute a conveyance or other legal document pursuant to appropriate resolution of the Board.

6. Cooperative Use of Facilities

The Board may:

a. with the approval of the Maryland Higher Education Commission permit the County Board of Education to use the lands, buildings, or other facilities of the College; and

b. with the approval of the County Board of Education, use any land, buildings, assets, or other facilities of the County Board of Education.

7. Gifts and Grants

The Board may apply for and accept any gift or grant from the Federal government or any other appropriate source.

8. Student Entrance Requirements

Subject to the minimum standards of the Maryland Higher Education Commission, the Board may determine student entrance requirements.

9. Curriculum

Subject to the minimum standards of the Maryland Higher Education Commission, the Board may approve offerings that consist of:

a. transfer programs offering the equivalent of the first two years of a bachelor's degree program;

b. career programs offering technical, vocational, and semi-professional education; and

c. continuing education programs.

10. Tuition and Fees

The Board may set student tuition and fees with a view to making college education available to all qualified individuals at a reasonable cost.

11. Agreements

The Board may make agreements with the Federal government or any other appropriate source if the Board considers the agreement in the best interest or for the best operation of the College.

12. Appointment of President

The Board shall appoint the President of the College.

13. Budgetary Approval and Submission

Each year the Board and the President of the College shall direct the preparation, review, and submit to the county governing body:

a. an operating budget;

b. a capital budget; and

c. if required by local law, charter, or regulation, a long-term capital improvement program.

14. Suits

The Board may sue and be sued. In instances of legal action, the authority to accept service of process on behalf of the College, the President and the Board of Trustees, is hereby delegated to the Office of General Counsel of the College.

15. Seal

The Board may adopt a corporate seal from time to time and the Secretary/Treasurer shall have custody of the seal and shall have authority to affix the seal to all instruments where its use is required or appropriate.

E. Ethical Standards and Requirements

The ethics laws provisions of the Annotated Code of Maryland (the "Ethics law") are hereby adopted and made applicable to Montgomery College by the Board of Trustees of Montgomery College, including provisions for conflicts of interest and financial disclosure. This section is intended to be consistent with the Ethics Code requirements and address specific situations encountered in Montgomery College operations; in the event of any conflict between these Bylaws and the Ethics law, the Ethics law prevails.

1. Conduct

a. The Board of Trustees maintains high ethical standards for its members, for the President, and for the members of the College community.

b. Board members will not use their position to seek employment at Montgomery College or its associated foundations for themselves, family members, or close associates.

c. Members of the Board will submit financial disclosure statements to the Maryland State Ethics Commission as required by State law.

2. Conflict of Interest

a. Members of the Board shall refrain from engaging in any activity that is or could give the appearance of being a conflict of interest; this includes resigning from or refraining from accepting any leadership position of an organization or group within the College community that represents the interests of faculty, staff, or students.

b. In cases where the Board of Trustees is not involved in awarding a contract, the College staff will follow the standard Board policy on bidding and purchasing. In cases where the Board makes an award, if a Board member has a possible conflict of interest, he/she will so declare and will abstain from voting or participating in discussion of the matter. The Board minutes will reflect this abstention as well as the reason, if given.

c. A member of the Board of Trustees shall not participate in any Board proceedings if the result of which proceedings could accrue, to the best of his/her knowledge, to the direct or indirect benefit of the Board member or the members of his/her immediate family. This bylaw shall not act to disqualify the student member of the Board of Trustees for activities arising out of his or her status as a student at Montgomery College. Furthermore, this procedure shall not act to disqualify non-student members of the Board of Trustees in their capacity as occasional students of the College.

d. In any instance when an individual Board member has a personal or legal status that may be in conflict with the interests of the College, the Board member shall exclude himself/herself from attending any executive session at which the matter is discussed or voted on; he/she may attend public sessions on the matter, but may not participate in discussions or votes.

F. Officers

1. Officers of the Board

At or before the last regular meeting of the Board in each fiscal year, the Board shall elect the officers of the Board except for the Secretary/Treasurer. The elected officers of the Board are the Chair, a First Vice Chair and a Second Vice Chair. The College President serves as the Secretary/Treasurer of the Board, in accordance with State law. These officers also constitute the Board executive committee.

2. Special Election of Officers

In the event of a vacancy prior to the regular election, the Board shall conduct a special election for the vacant position of Chair, First Vice Chair, or Second Vice Chair.

3. Term of Office

Except for the Secretary/Treasurer, the officers are elected for a term of one year. The Chair and First Vice Chair positions shall be eligible for re-election for one additional consecutive term. The Second Vice Chair position shall not be eligible for re-election for a consecutive term in that position, but shall be eligible to be elected as First Vice Chair or Chair. A member who fills a partial term may fill that term either immediately before or after a full one-year term.

4. Qualifying Service Requirement

To qualify for service as a board officer, a Trustee should demonstrate leadership ability, exemplary governance philosophy and judgment, stellar past performance as a Trustee, and must have the availability of time and willingness to serve and commit the required time.

~~Prior to election~~To qualify for service as Chair or First Vice Chair of the Board, a member shall have served a minimum of two years on the Board. ~~Prior to election~~To qualify for service as Second Vice Chair of the Board, a member shall have served a minimum of one year on the Board.

5. Duties of Officers

a. Chair

The Board Chair presides at all meetings, signs authorized or approved contracts and other documents on behalf of the Board when required, has the right to vote on all questions, and performs such other duties as are prescribed by law or by the Board. The Chair ordinarily serves as the public spokesperson for the Board.

b. Vice Chairs

The vice chairs consist of the First Vice Chair and Second Vice Chair. In the absence of the Chair, the First Vice Chair performs the duties of the Chair and in the absence of the First Vice Chair, the Chair shall designate the Second Vice Chair to perform the duties of the Chair in his/her absence including the signing of various documents on behalf of the Chair.

c. Maryland Open Meetings Act Training

Upon election, any officer who has not previously completed the Maryland Open Meetings Act training provided by the Maryland Attorney General's Office shall complete such training prior to the first Board meeting of the subsequent fiscal year. Certificates of completion shall be submitted to and maintained by the Secretary/Treasurer.

d. Secretary/Treasurer

The Secretary/Treasurer:

(1) attends meetings of the Board. The President may not attend a meeting of the Board as Secretary/Treasurer when the meeting involves the personal position of the President. In the absence of the President, an administrator designated by the President attends as Secretary/Treasurer;

(2) maintains a record of the proceedings of each meeting of the Board and of all actions taken and is the official custodian of this record;

(3) in consultation with the Board Officers, prepares an agenda for each meeting and distributes it in advance to each Trustee of the Board;

(4) is general and official custodian of Board funds, signs checks as appropriate, and periodically reports to the Board on the financial standing of the College;

(5) submits to the Board, for its consideration and approval, by the late spring of each year, a calendar of meeting dates and major items of business for the ensuing College year to serve as a framework for planning Board agendas throughout the year. Other matters are scheduled during the year when monthly agendas are prepared;

(6) uses a signature facsimile stamp of the signature of the Chair of the Board on professional employment contract documents, diplomas, certificates of appreciation, and the official copy of the Board minutes when the President of the College countersigns each of the aforementioned documents with an original signature of his/her own. Also uses this stamp for the acknowledgment of such correspondence from the general public and for other specific purposes, as the Chair may direct and authorize;

(7) provides staff assistance for official Board business;

(8) acts as the official custodian of the Seal of the College and applies the Seal as authorized;

(9) certifies documents, resolutions, and actions of the Board as may be required for certain transactions; and

(10) performs other duties as assigned.

G. Committees

1. Audit Committee

a. Committee Structure

The Board shall constitute itself as a committee of the whole to perform the duties of the audit committee, which shall be a standing committee of the Board and be chaired by the First Vice Chair. The audit committee shall meet at least twice per year with the external auditors, once at the commencement of the annual audit, and once at the conclusion of said audit. The purpose of the meetings is:

(1) to review the scope of work for the independent audit; and

(2) to review the annual financial report and the results of the audit.

b. Committee Role

The Audit Committee will review the audit process, the financial reporting process, the system of internal control and management risks, and the process for monitoring compliance with laws and regulations. In performing its duties, the committee will maintain effective working and communications relationships with management and the internal and external auditors.

On or before September 30, or within three months after the close of the College's fiscal year, subject to certain extensions, the auditors shall submit the audited financial statement to the Board of Trustees.

2. Ad Hoc Committees

Ad hoc or special committees or subcommittees of two, three, or four Trustees may be formed by the Board Chair as necessary to consider and to report or recommend to the Board as a whole on particular areas of interest or concern.

H. Board Webpage

The College shall maintain on its website a webpage dedicated to the Board that will include a repository of information regarding the Board, including meeting notices, agendas and minutes as required by State law.

I. Meetings

Meetings of the Board of Trustees shall be held in accordance with the provisions in Title 3 of the General Provisions Article of the Annotated Code of Maryland (the "Open Meetings Act"). In the event of any conflict between these Bylaws and the Open Meetings Act, the Open Meetings Act prevails.

1. Regular Meetings

Regular monthly meetings of the Board are held at such time and date as the Board may determine. The Board does not normally hold regular meetings during July or August.

2. Notice of Meetings

The Board shall give written notice of the date, time, and place of any meetings by posting notice on the Board website or by any other reasonable method. If appropriate, such notice should include a statement that a part or all of a meeting may be conducted in closed session. A copy of any notice provided under this section shall be maintained for at least three years after the date of the meeting.

3. Location of Meetings

The Board normally holds its regularly scheduled monthly meetings in the Board Room of the College's Central Services Building located at 9221 Corporate Boulevard in Rockville, Maryland, but it may from time to time hold meetings on the campuses or at a designated site off campus.

4. Special Meetings

The Board may hold additional meetings, called "special meetings," which provide an opportunity for the Board to discuss and/or take action on unanticipated, important items. The need for special meetings is determined by the Board or by the Board Chair. Whenever possible, at least 24 hours public notice of a special meeting will be given.

5. Conference Sessions

A conference session is a meeting held to discuss general background information of interest to the Board. No official action is taken by the Board during these sessions. Conference sessions shall be called by the Board Chair at the request of any member or of the President of the College. The conduct of conference sessions shall conform to State law.

6. Closed Sessions

The Board may convene in closed sessions for the specified purposes and in accordance with the procedures set forth in State law.

Closed sessions are attended only by the Trustees, the President, and other persons invited to attend. Closed sessions shall be called by the Board Chair at the request of any Trustee or of the President of the College. Notice must be given of the closed session as required by State law.

Before the Board meets in closed session, the Board Chair or presiding officer shall conduct a recorded vote on closing the session and make a written statement of the reason for closing the session, including a citation of the authority for closing, and a listing of the topics to be discussed. A copy of the written statement shall be maintained for at least three years after the date of the closed session. To the extent practicable, a copy of the written statement shall be posted on the Board webpage.

Board members and any others invited to attend a closed session shall maintain the confidentiality of any matters discussed at a closed session.

7. Records of Meetings

The Board shall keep minutes of its proceedings. The minutes of open session meeting shall reflect each item considered by the Board, any action that the Board took on each item, and each vote that was recorded. When the Board meets in closed session, the minutes for its next open session shall include a statement of the time, place, and purpose of the closed session, a record of the vote of each member as to closing the session, a citation to the statutory authority for closing the session, and a listing of the topics of discussion, the persons present, and any action taken during the session. Minutes of public session meetings will be posted to the Board's webpage after approval by the Board, and shall be open to public inspection during ordinary business hours, except that the minutes of a closed session meeting shall be sealed and not open to public inspection in accordance with State law. The minutes are maintained by the Secretary/Treasurer for at least five (5) years after the date of the meeting.

8. Quorum and Adoption of Motions and Resolutions

A quorum shall consist of the number of trustees equal to half the number of duly appointed and serving members (and then rounded down if the calculation results in a fraction) plus one. Motions or resolutions of the Board are adopted by a majority vote of those present and voting after the establishment of a quorum.

9. Conduct of Meetings

Except as otherwise specifically provided by statute or by resolution of the Board, meetings of the Board, generally, shall be conducted in accordance with the most recently published edition of *Robert's Rules of Order.*

J. Public and College Personnel Attendance at Meetings

Regular and special meetings are open to the public as provided by law. Members of the staff, faculty, student body, and community are invited and encouraged to attend and observe open meetings of the Board. Except in instances where the public is invited by the Chair or presiding officer to provide testimony or other forms of participation, no member of the public attending an open meeting may participate in such meeting.

1. Written Testimony

Any member of the public may submit written testimony for consideration by the Board by submitting such testimony via email to trustees@montgomerycollege.edu.

2. Recording of Meetings

A member of the public, including any representative of the news media, may record, photograph, videotape, broadcast, televise, or webcast the proceedings of the Board at an open session by means of any type of recorder or camera, if these devices:

a. are operated without bright light that disturbs the Board or other persons attending the session; and

b. do not create excessive noise that disrupts the Board or other persons attending the session.

The presiding officer may restrict the movement of a person who is using a recording device, camera, broadcasting, televising, or webcasting equipment if it is necessary to maintain the orderly conduct of the session.

3. Meeting Decorum

If, in the judgment of the presiding officer, a person's behavior is disruptive to the meeting, that person may be asked to leave. If that person does not leave as requested, the person may be removed.

K. Agendas

1. Preparation of Agendas

The Secretary/Treasurer is responsible for preparation of the agenda.

The agenda may include a "consent agenda," which may contain routine actions, such as approval of Board meeting minutes, and other noncontroversial items that will be grouped together and decided by the Board under one motion without discussion or debate. Any board member can request that an item be removed from the consent agenda. No reason is required for such a request and no vote on the request shall be taken. Once removed, the item becomes a standard standalone agenda item.

2. Agenda

The regular agenda for each Board meeting shall include known items of business or topics for discussion and action at the portion of the meeting that is open, and indicate whether the Board expects to close any portion of the meeting in accordance with applicable State law.

New policy or significant policy modifications are normally first listed on an agenda as a discussion item and at a successive regular meeting for action. Policy modifications may be included on the consent agenda.

3. Distribution of Agendas to Trustees

Agendas and meeting materials shall be distributed to Board members on the Board's electronic portal. Distribution will normally occur one week, or as soon as practically possible, before the scheduled meeting.

4. Posting of Agendas

In accordance with State law, the agenda for regular and special public meetings shall be posted on the Board's website as soon as practicable after the agenda has been determined, but no later than 24 hours before the meeting.

L. Remote Meetings

The Board may conduct business remotely using audioconference or videoconference platforms. Such a meeting shall be conducted in accordance with State law. Participating Trustees must have simultaneous aural communication with one another and with the public, if required by law, by means of telephonic or Internet connection.

1. Quorum

Trustees participating in a meeting by audioconference or videoconference shall be considered present for purposes of determining a quorum.

2. Minutes

Meeting minutes shall indicate how Trustees, who were not in the meeting room, participated in the meeting.

3. Types of Remote Meetings

a. A "complete remote meeting" is one in which all Trustees participate and members of the public observe through an audioconference or videoconference platform.

b. A "hybrid remote meeting" is one in which one or more Trustees participate or members of the public observe through an audioconference or videoconference platform, while others convene in a meeting room.

4. Device and Communication Service

Trustees participating in meetings remotely will normally provide the device and communication service subscription necessary to connect to the meeting.

5. Method of Trustee Connection

a. Audioconference

The Secretary/Treasurer will designate a phone number or audioconference bridge for audioconference participants and, in the case of a hybrid remote meeting, will provide a speaker phone to be placed in the meeting room in such a way that Trustees there have simultaneous aural communication.

b. Videoconference

The Secretary/Treasurer will designate a system, typically a service operating on the Internet, for videoconference participants and, in the case of a hybrid remote meeting, a projection system to be placed in the meeting room in such a way that Trustees there can see the videoconferencing participant(s) and have simultaneous aural communication.

6. Notification

a. Trustee notification

When remote methods are an option, Trustees intending to participate remotely should notify the Secretary/Treasurer before the announcement is posted.

b. Public notification

When an open meeting is planned as a complete or hybrid remote meeting, the Secretary/Treasurer will announce it as such and provide a uniform resource locator (URL) web link for members of the public to observe the meeting.

7. Participation

a. Trustees

The Board chair shall provide full participation rights to Trustees participating by remote means.

b. Public observers

When the Board holds open meetings in a complete or hybrid remote format, public observers will be provided simultaneous aural communication.

8. Technical Malfunctions

a. Technical Support

The Secretary/Treasurer will provide for technical support during remote meetings for the portion of the communication system within the College's control.

b. Malfunctions Affecting Trustee Participants

In the event of a technical malfunction that prevents a Trustee participating remotely from hearing or being heard, at the discretion of the Chair, the meeting may be paused or suspended until the malfunction is corrected. If a remote participant's connection cannot be restored in a reasonable period, the chair can proceed if a quorum is otherwise established by Board members remaining in the meeting room plus other remote participants who have simultaneous aural communication.

c. Malfunctions Affecting Public Observers

During the conduct of a complete remote meeting open to the public, the Secretary/Treasurer will provide a means to monitor the conferencing platform. In the event of a malfunction preventing the public observers from hearing the proceedings, the Secretary/Treasurer will notify the Chair as soon as practically possible. The Chair must suspend the conduct of the meeting until the aural communication is restored.

M. Email Communications

1. Communications for Board Business

a. The College will provide each Trustee with a College email address for the duration of the Trustee's term. This will be the preferred account for email communications, though a Trustee may choose to use a forwarding configuration to a personal account.

b. Upon completion of a Trustee's term, the account and its contents will be deactivated.

c. All communications with and among Trustees shall be conducted in accordance with the Maryland Open Meetings Act. Trustees will refrain from engaging in discussions of substantive matters by email. Board members should not use email to interactively communicate among themselves concerning Board business and should avoid using the forward and reply-to-all functions.

d. Official communications with Trustees regarding Board business will be managed by the president or designee.

e. The Chair may set additional expectations or standards regarding email communications.

2. Communications with the Public, College Employees, and Students

a. The Board will provide an email address on its website for public comment. This is the official method for the public, employees, and students to communicate with the Board. The account will be monitored by the chief of staff or designee. These communications will be reported to the Board Chair on a regular basis, who will direct distribution to the board.

b. Trustees will not ordinarily conduct email communications directly with College employees or students. If a Trustee receives a communication on his/her College-provided email address from the public, employees, and/or students, the Trustee will not respond or participate in a discussion, but report the communication to the Board Chair.

N. Comprehensive Liability Insurance and Defense of Sovereign Immunity

The Board may carry comprehensive liability insurance to protect the Board, its agents and employees, and the agents and employees of any community college under its jurisdiction. The purchase of the insurance is for an educational purpose and is a valid educational expense. The Maryland Higher Education Commission may adopt standards for the policies, including a minimum liability coverage which may not be less than $100,000 per occurrence. Any policy purchased after the adoption of these standards shall conform to them.

The Board complies with this section if it is self-insured, for at least such amounts per occurrence as may be required by applicable State law and the rules and regulations of the State insurance commissioner.

This section does not prevent the Board, on its own behalf, from raising the defense of sovereign immunity in a proper case and to any amount of a claim in excess of the limits of an insurance policy or in excess of $100,000 in the case of self-insurance.

O. Trustee Emeritus/Emerita Recognition

1. Eligibility

a. Trustees completing at least one full six-year term of service are eligible for Trustee Emeritus/Emerita status at the time of their retirement from the Board. Granting of Trustee Emeritus/Emerita status will be determined by a majority affirmative vote of the current Trustees.

b. Trustees who do not complete a full six-year term may be nominated at the time of their departure from the Board for Trustee Emeritus/Emerita status by a current member of the Board of Trustees. A nominee may be designated as Trustee Emeritus/Emerita by a majority affirmative vote of the current Trustees.

2. Recognition

The recognition attending this title includes:

a. presentation of the recognition at a public board meeting,

b. a framed copy of the board resolution for the recognition,

c. a medallion to commemorate the recognition, and

d. listing of the recognition in the College Catalog and other publications.

II. Responsibilities and Obligations of the Board, Individual Trustees and the President

A. Board and Individual Trustees

There are a number of responsibilities and obligations of the Board which are the foundation of trusteeship. Some of these responsibilities and obligations must be observed by Board members from the standpoint of the Board as a whole and others must be observed from the standpoint of Board Trustees as individuals.

1. Board Responsibilities and Obligations

The Board shall:

a. define the role and mission of the College and establish institutional objectives;

b. be responsible for selecting, evaluating, and, if necessary, terminating the President;

c. demonstrate and ensure fiduciary responsibility and appropriate stewardship of College financial, physical, and human resources;

d. monitor the instructional programs including academic policy and the evaluation of current curricular offerings and consider recommendations for the addition of new programs and termination or major modification of existing programs;

e. ensure that comprehensive and continuous short and long-range institutional planning occurs;

f. maintain appropriate relationships with the associated foundations and other support organizations of the College;

g. ratify the conferral of degrees and certificates by the faculty;

h. approve all honorary degree recipients;

i. ensure that the College is managed in a professional and business-like manner;

j. engage in positive public relations for the College;

k. preserve institutional independence from encroachment of that independence from whatever source it might come;

l. evaluate periodically how well the institution is performing in relationship to the established role and mission of the College;

m. maintain an atmosphere that encourages innovation and change;

n. insist on being completely informed about all aspects of the College;

o. regularly engage in Board self-evaluation;

p. establish policies for the conduct of the activities of the College; and

q. establish and follow a communication protocol that ensures appropriate channels of communication between the Board and the faculty, students, staff and the surrounding community.

2. Individual Trustee Responsibilities and Obligations

Each Trustee shall:

a. prepare for Board meetings by reviewing materials furnished in advance of the meeting;

b. communicate recommended Board agenda items to the Board Chair in advance;

c. maintain confidentiality on all matters discussed at closed meetings of the Board;

d. participate in board development and continuing education functions and education conferences held by various professional organizations or as required by law;

e. attend at least fifty percent (50%) of the meetings of the Board during any consecutive 12-month period to appropriately perform the responsibilities of a trustee and to avoid the resignation provisions of Section 8-501, State Government Article;

f. request Board approval (through the Board Chair) before engaging in any individual activity (other than local travel) that will result in expenditure of College funds;

g. refrain from involving members of the College staff in Board, College or other activities without consultation with the College President and the Board Chair;

h. refrain from interfering in the day-to-day administration or activities of the College; and

i. speak and act only in the best interests of the College and in harmony with the Board chair.

B. The President

1. General Responsibilities and Obligations

There are a number of responsibilities and obligations of the President, not only to the Board, but also to the College as an institution and to the constituent parts of the College and the community. The President shall serve as the chief administrator of the College and the Secretary/Treasurer to the Board. In all of these capacities, the President shall seek to maintain and develop the College as an educational institution of superior quality instruction; as a community institution of higher education whose educational programs and services are responsive to the community; and as an effective and efficient institution within the role and scope of a community college in Maryland. The President shall seek to provide an environment of continuing renewal for the College so that its orientation is consciously to the future as well as the present. These responsibilities and obligations include the following:

a. oversight over the day-to-day operations of the College as the chief administrative officer of the institution. This includes responsibility for the conduct of the College and for the administration and supervision of its various components;

b. implementation of the policies of the Board through development and efficient, effective execution of procedures and processes;

c. leadership and vision to inspire and motivate positive, creative, student-centric results by faculty and staff for the benefit of students and the community; and

d. effective exercise of all executive and administrative authority and duties associated with the role and purposes of the College, as guided by its mission statement, by direct personal action or through delegation to those the President may designate from time to time.

2. <u>Administrative Structure; Advice</u>

a. The President shall develop and implement an appropriate organizational structure for the College and shall provide for the creation, maintenance, and when necessary, the abolishment of such College administrative offices as may be needed from time to time for the effective and efficient provision of academic, administrative, and student services for the campuses of the College, for the Workforce Development & Continuing Education operations of the College, and for the general functioning of the College as a community college under the laws of the State of Maryland.

b. The President, in developing recommendations for consideration of the Board, shall seek advice as appropriate from administrators and from such other persons as the President believes appropriate for the particular education or administrative matter under consideration. Such advice is intended to assist the President in making sound and wise decisions and recommendations relative to the College and its responsibilities.

3. <u>Roles and Duties</u>

The roles and duties of the President shall include the following:

a. To be concerned foremost with the overall functioning, development, and leadership of the College in its educational service to the community, within the role and scope of the College as defined by the Board and the appropriate State agencies;

b. Provide for the ongoing evaluation of the effectiveness of the College and the institutional responsiveness of the College to the community and to the requirements of appropriate groups and agencies;

c. To be responsible for planning and implementing administrative action supportive of and consistent with the policy determinations of the Board and for appropriate planning and servicing for the official conduct of the responsibilities of the Board, the legal governing board of the institution;

d. Provide direction and recommendations for the educational development of students and for the appropriate increased public awareness of and interest in the College;

e. Review the overall effectiveness and conformance of various College operations, programs and services, campus and community services administration, and central office functioning;

f. Provide for the general allocation, assignment, and reassignment of the resources of the College to attempt to achieve maximum utilization of institutional resources to serve the community, in response to changing conditions, within the fiscal limits of the Board's approved budgets;

g. Provide administrative assistance to the Board when the Board, as a corporate body, initiates or responds on behalf of the College to various governmental and policy regulating groups and organizations;

h. Recommend to the Board from time to time appropriate policies and modifications to policies that will provide for the effective and efficient operation of the College as a community higher educational institution;

i. Provide for orientation and ongoing development of Board members and officers relative to the nature and status of the College, trusteeship, and board leadership;

j. Recommend to the Board appropriate operating and capital budgets and long range plans, in conformance with the policies of the Board and the requirements of the law;

k. Provide for legal counsel to the Board in appropriate matters requiring Board consideration;

l. Provide for the coordination of the College with appropriate requirements of the local, State, and Federal governments;

m. Represent the College to and foster cooperation with the local, state, regional, and national communities and educational endeavors;

n. Provide appropriate coordination and management of the negotiations and contract administration associated with collective bargaining agreements; and

o. Perform such other duties as may be established or agreed upon.

4. <u>Delegation of Authority to the President</u>

The Board hereby delegates to the President the authority to execute all legal documents related to the administration and operation of the College. The Board also delegates to the President to authority to take personnel actions, including the authority to accept resignations of College employees, without prior Board approval, consistent with polices authorized by the Board. The President will provide a written report of all hirings and separations to the Board at each regularly scheduled meeting.

III. Amendment, Severability and Effective Date

A. Amendment to the Bylaws

These Bylaws may be amended at any regular meeting of the Board by the affirmative vote of the majority of the members present, provided a majority of the membership is present, and provided further that notice of the proposed change has been given at least seven days before the meeting, such notice to be given by the Secretary/Treasurer of the Board.

B. Bylaws Severability

If any provision of these Bylaws should be found contrary to law, the other provisions shall continue in full force and effect.

C. Effective Date and Repeal of Inconsistent Provisions

These Bylaws shall become effective July 1, 2022, and shall repeal, supersede, and replace any bylaws adopted prior to that date.

Effective Date: October 15, 1984
Modification Date(s): June 17, 1985; June 16, 1986; November 15, 1993; June 19, 2000; September 18, 2000; July 9, 2001; May 16, 2005; February 28, 2011; June 10, 2013; May 15, 2017; September 9, 2021; June 22, 2022; April 15, 2024; DATE.
Last Review Date: April, 15, 2024; DATE.

BOARD OF TRUSTEES
MONTGOMERY COLLEGE

Agenda Item Number: 09
May 18, 2026

MONTGOMERY COLLEGE REPORT ON SINGLE AUDIT YEAR ENDED JUNE 30, 2025

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, 2025, 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 year ended June 30, 2025.

BACKUP INFORMATION

Board Resolution
Report on Single Audit Year Ended June 30, 2025 (Board Members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Greaney

BOARD OF TRUSTEES
MONTGOMERY COLLEGE

Resolution Number: 26-05-073
Adopted on: 5/18/2026

Agenda Item Number: 09
May 18, 2026

Subject: Montgomery College Report on Single Audit Year Ended June 30, 2025

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, 2025, 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, 2025; and

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

Resolved, That the Board of Trustees accepts the report on single audit year ended June 30, 2025.

BOARD OF TRUSTEES
MONTGOMERY COLLEGE

Agenda Item Number: 10
May 18, 2026

MEMORANDUM OF AGREEMENT—COLLECTIVE BARGAINING AGREEMENT BETWEEN MONTGOMERY COLLEGE AND THE MONTGOMERY COLLEGE CHAPTER OF THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

BACKGROUND

Representatives of the Board of Trustees and the Montgomery College Chapter of the American Association of University Professors ("AAUP") reached an agreement on or about March 1, 2026, through reopener negotiations, resulting in no changes to the collective bargaining agreement ("CBA") other than the following:

- Effective the first day of the academic year, faculty who have been in the bargaining unit for at least one semester as of the beginning of the fiscal 2027 academic year will receive a two percent (2.0%) general wage adjustment (GWA) under Section 8.2(A) of the CBA;
- In addition, eligible faculty whose salary remains below the maximum of the scale after application of the GWA will receive an additional $1,225 added to base salary, provided that no faculty member's fiscal 2027 academic year salary exceeds $131,930 or is less than $64,519, under Section 8.2(A) of the CBA;
- Faculty eligible for a longevity adjustment under Section 8.2(D) will receive a one-time longevity step of $1,600 added to the maximum salary under Section 8.2(A), for a total salary of $133,530 for the fiscal 2027 academic year;
- Educational Assistance Program (EAP) funds under Section 9.4 of the CBA will continue in effect with a maximum individual benefit of $4,920, with total benefits not to exceed $675,372, and will be available for both professional development and travel expenses;
- The June 8, 2022 Memorandum of Agreement regarding a Leadership Increment will be extended to individuals identified in a revised Memorandum of Agreement dated March 12, 2026;

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution, approving the terms of the Memorandum of Agreement; authorizing the vice president and chief human resources officer to execute the memorandum of agreement as it has been ratified by AAUP, and delegating to the president the authority and responsibility to implement and administer such agreement.

BACKUP INFORMATION

Resolution
Memorandum of Agreement (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Ms. Kliever
Ms. Leitch Walker

BOARD OF TRUSTEES
MONTGOMERY COLLEGE

Resolution Number: 26-05-074
Adopted on: 5/18/2026

Agenda Item Number: 10
May 18, 2026

Subject: Memorandum of Agreement-Collective Bargaining Agreement Between Montgomery College and the Montgomery College Chapter of the American Association of University Professors

WHEREAS, The Montgomery College Chapter of the American Association of University Professors ("AAUP") is the exclusive representative authorized to negotiate on behalf of certain faculty members at Montgomery College; and

WHEREAS, A memorandum of agreement with proposed terms for the collective bargaining agreement ("CBA") with respect to the upcoming fiscal year, has been negotiated by teams representing the Board of Trustees and AAUP; and

WHEREAS, Such memorandum contains an agreement for a two percent (2.0%) general wage adjustment, an additional $1,225 added to base salary for eligible faculty, a revised salary scale under Section 8.2(A), a $1,600 longevity adjustment under Section 8.2(D), continuation of Educational Assistance Program benefits under Section 9.4, and extension of the Leadership Increment Memorandum of Agreement; and

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

Resolved, That the Board of Trustees approves the proposed agreements set forth in the attached memorandum of agreement, ratified by AAUP; and be it further

Resolved, That the Board of Trustees authorizes the vice president and chief human resources officer to execute the memorandum of agreement between the Board of Trustees of Montgomery College and AAUP; and be it further

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