



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

AUDIT COMMITTEE MEETING AGENDA

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

[Link to Join via Zoom](#) • Phone: 301-715-8592 • Meeting ID: 870 5011 2400

BOARD OF TRUSTEES

May 18, 2025
6:45 p.m.

Gloria Aparicio Blackwell
Chair
TERM ENDS JUNE 30, 2026

Annice Cody
First Vice Chair
TERM ENDS JUNE 30, 2028

Sheryl Brissett Chapman, Ed.D.
Second Vice Chair
TERM ENDS JUNE 30, 2029

Michael A. Brintnall, Ph.D.
TERM ENDS JUNE 30, 2029

Marvin Dickerson
TERM ENDS JUNE 30, 2030

David A. Hill
TERM ENDS JUNE 30, 2030

Omar A. Lazo
TERM ENDS JUNE 30, 2027

Jacqueline C. Manger
TERM ENDS JUNE 30, 2031

Marcia Brown Mintz
TERM ENDS JUNE 30, 2031

Renata Podlesny
Student Trustee
TERM ENDS JUNE 30, 2026

PRESIDENT AND
SECRETARY-TREASURER
Dr. Jermaine F. Williams

1. Call to Order of the Audit CommitteeProcedural
2. Roll Call.....Procedural
3. Approval of AgendaProcedural
4. Review of Single Audit for June 30, 2025.....Mr. Winter
5. Recommendation of the Audit Committee.....Action
6. Adjournment of the Audit CommitteeProcedural

Documents

Presentation of the Single Audit for Year Ended June 30, 2025
Single Audit for Year Ended June 30, 2025
Recommendation of the Audit Committee

Presenter

Mr. Luke Winter, Principal, CLA (CliftonLarsonAllen), LLC

NOTE: This is an action of the AUDIT COMMITTEE, a committee of the whole, to recommend that the Board accept the College's audit

**BOARD OF TRUSTEES
AUDIT COMMITTEE
MONTGOMERY COLLEGE**

Agenda Item Number: 5
May 18, 2026

**RECOMMENDATION OF THE AUDIT COMMITTEE
ON THE SINGLE AUDIT FOR 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 for review and comment.

RECOMMENDATION

It is recommended that the Board of Trustees accept the report on single audit year ended June 30, 2025. This recommended action is in alignment with the College's Strategic Plan Goal 3: Enhance Educational and Organizational Effectiveness.

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

NOTE: This is an action of the AUDIT COMMITTEE, a committee of the whole, to recommend that the Board accept the College's audit

**BOARD OF TRUSTEES
AUDIT COMMITTEE
MONTGOMERY COLLEGE**

Resolution Number:
Adopted on:

Agenda Item Number: 5
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 single audit for the year ended June 30, 2025, was conducted by CliftonLarsonAllen LLP (CLA), certified public accountants and consultants; and

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

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

WHEREAS, This recommended action is in alignment with the College's Strategic Plan Goal 3: Enhance Educational and Organizational Effectiveness; now therefore be it

Resolved, That the Audit Committee recommends that the Board of Trustees accept the report on single audit year ended June 30, 2025.



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

PUBLIC BOARD MEETING AGENDA

Central Services Building ▪ Board Room ▪ 9221 Corporate Boulevard, Rockville, Maryland
[Link to join via Zoom](#) ▪ By phone: 301-715-8592 ▪ Webinar ID: 870 5011 2400

BOARD OF TRUSTEES

**May 18, 2026
7:00 p.m.**

Gloria Aparicio Blackwell
Chair
TERM ENDS JUNE 30, 2026

Annice Cody
First Vice Chair
TERM ENDS JUNE 30, 2028

Sheryl Brissett Chapman, Ed.D.
Second Vice Chair
TERM ENDS JUNE 30, 2029

Michael A. Brintnall, Ph.D.
TERM ENDS JUNE 30, 2029

Marvin Dickerson
TERM ENDS JUNE 30, 2030

David A. Hill
TERM ENDS JUNE 30, 2030

Omar A. Lazo
TERM ENDS JUNE 30, 2027

Jacqueline C. Manger
TERM ENDS JUNE 30, 2031

Marcia Brown Mintz
TERM ENDS JUNE 30, 2031

Renata Podlesny
Student Trustee
TERM ENDS JUNE 30, 2026

PRESIDENT AND
SECRETARY-TREASURER
Dr. Jermaine F. Williams

1. Call to OrderProcedural
2. Roll Call Procedural
3. Approval of Agenda.....Procedural
4. ReportsInformation
 - A. President’s Report
 - B. Fiscal Year 2026 Third Quarter Financial Summary Report
 - C. Chair’s Report
5. Consent Agenda.....Action
 - A. Minutes
 - i. April 20, 2026 Public Vote and Closed Session Minutes
 - ii. April 20, 2026 Public Meeting Minutes
 - B. Personnel Actions Confirmation Report
6. Awards of Contract (Sole Source)Action
 - A. Sole Source Award of Contract, Continuation of Services for Inspection, Calibration, Repair and Replacement Services for HVAC Control Systems on the Germantown, Rockville, Takoma Park/Silver Spring Campuses and the East County Education Center (ECEC)
 - B. Sole Source Award of Contract, Continuation of Maintenance Services for Siemens Energy Management Systems Located on the Germantown and Rockville Campuses
7. Award of Contract (Competitive)Action
Award of Contract, Shuttle Bus Transportation Services, Bid e526-003
8. Policy MattersInformation and Possible Action
 - A. New College Policy 42005: Student Travel
 - B. Retirements of Policies
 - i. Retirement of College Policy 51003: College Out-of-County Instruction

ii. Retirement of College Policy 51004: College Out-of-County Non-Instruction Related Activities

iii. Retirement of College Policy 51005: Field Trips

C. Modification of Policy 11001: Board of Trustees Bylaws

9. Regulatory MatterAction

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

10. New BusinessProcedural

11. Trustee Comments.....Procedural

12. Adjournment.....Procedural

NOTICES

BOARD OF TRUSTEES INFORMATION. The Board's meeting schedule, agendas, meeting minutes, and records of resolutions are available at www.montgomerycollege.edu/bot.

WRITTEN COMMENTS. The Board of Trustees welcomes written comments, which can be sent to trustees@montgomerycollege.edu or to Montgomery College, 9221 Corporate Blvd, Rockville, Maryland 20850, ATTN: Board of Trustees.

ALTERNATIVE AGENDA FORMAT. This agenda is available in an alternative format upon request, in accordance with the Americans with Disabilities Act, by contacting 240-567-5272 or trustees@montgomerycollege.edu at least two weeks prior to the scheduled board meeting.

COMMUNICATIONS ACCOMMODATIONS. For special accommodations in communicating with the Board, contact 240-567-5272 or trustees@montgomerycollege.edu.

**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:
Adopted on:

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

¹ Less than one year

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 6A
May 18, 2026

**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, 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
MONTGOMERY COLLEGE**

Resolution Number:
Adopted on:

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:
Adopted on:

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
Date: 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:
Adopted on:

Agenda Item Number: 7
Date: 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:
Adopted on:

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.

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:
Adopted on:

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.

RETIRED

**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:
Adopted on:

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.

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:
Adopted on:

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.

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.

Chapter: Executive Leadership

Modification No. 013

Subject: **Board of Trustees Bylaws**

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29 I. Board Structure and Operations
30

31 These Bylaws are hereby adopted pursuant to the powers vested in the Board of Trustees of
32 Montgomery College under Title 16 of the Education Article of the Annotated Code of Maryland
33 (the "Education Article"); In the event of any conflict between these Bylaws and the Education
34 Article, the Education Article prevails.
35

36 1. Name of the College
37

38 The name of the College shall be "Montgomery Community College", authorized
39 to do business as "Montgomery College" (and may hereafter be referred to as the
40 "College").
41

42 2. Name of the Board
43

44 The Board of Trustees shall be styled as "The Board of Trustees of
45 Montgomery Community College" (and may hereafter be referred to as the
46 "Board") or as may be required by land recordation requirements.
47

48 A. Establishment
49

50 The Board is established pursuant to Sections 16-101 and 16-411 of the Education
51 Article.
52

53 B. Composition and Appointment
54

55 1. Composition
56

57 The Board consists of 10 members.
58

59 One of the Trustees shall be an enrolled student in good standing at Montgomery
60 Community College. The student Trustee:
61

- 62 a. shall be a resident of Montgomery County;
- 63 b. may not be employed by Montgomery College;
- 64 c. serves for a term of one year, beginning July 1 and ending on June 30;
- 65 d. shall have cumulative GPA and a current semester GPA of at least
66 2.0 during the entire term of office;
67
- 68 e. shall have successfully completed at least 18 credit hours at
69 Montgomery College; and
70
- 71 f. at the time of appointment and during the term of office (the fall and
72 spring semesters), shall be enrolled in at least six (6) credit hours at
73 Montgomery College.
74

75 2. Appointment
76

77 All Trustees are appointed or reappointed by the governor from
78 nominees submitted by the nominating committee.
79

80 Except for the student Trustee, the Trustees are appointed with the
81
82
83

84 advice and consent of the State Senate.

85
86 Trustees serve without compensation but shall be entitled to
87 reimbursement for their expenses that have been authorized by the
88 Chair.

89
90 C. Term of Office and Vacancies

91
92 1. Term of Office

93
94 Except for the student Trustee and any Trustee completing an unexpired term,
95 each Trustee serves for a term of six (6) years, from July 1 of the year the
96 appointment is made and until a successor is appointed and qualified.

97
98 The student Trustee serves a one-year term, beginning July 1 and
99 ending June 30.

100
101 A Trustee may be reappointed.

102
103 2. Vacancies

104
105 A member appointed to fill a vacancy in an unexpired term serves for the
106 remainder of that term and until a successor is appointed and qualifies and may
107 be reappointed.

108
109 D. Powers and Duties

110
111 1. General Statement of Powers and Duties

112
113 In addition to the other powers granted and duties imposed by State law, and
114 subject to the authority of the Maryland Higher Education Commission, the
115 Board has the powers and duties set forth in this section. The following list of
116 powers and duties is not intended to be comprehensive and the failure to
117 include a power or duty shall not affect the existence or exercise of that power
118 or duty.

119
120 2. Authority to Operate

121
122 The Board shall exercise general control over the College, keep separate
123 records and minutes, and adopt reasonable rules, regulations, or Bylaws to
124 carry out the provisions of Title 16 of the Education Article of the Annotated
125 Code of Maryland, determines how the statutory mandate and goals of the
126 College are to be carried out, including but not limited to the functions and
127 programs of the College, its overall budget, and its organizational structure.

128
129 3. Salaries and Terms of Employment

130
131 The Board shall fix the salaries and terms of employment of the President,
132 faculty, and staff of the College.

133
134 4. Acquisition of Property

135
136 The Board has the authority under state law to purchase, lease, condemn, or
137 otherwise acquire any property it considers necessary for the operation of the
138 College.

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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.

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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

249 an organization or group within the College community that represents
250 the interests of faculty, staff, or students.

251
252 b. In cases where the Board of Trustees is not involved in awarding a
253 contract, the College staff will follow the standard Board policy on
254 bidding and purchasing. In cases where the Board makes an award, if a
255 Board member has a possible conflict of interest, he/she will so declare
256 and will abstain from voting or participating in discussion of the matter.
257 The Board minutes will reflect this abstention as well as the reason, if
258 given.

259
260 c. A member of the Board of Trustees shall not participate in any Board
261 proceedings if the result of which proceedings could accrue, to the best
262 of his/her knowledge, to the direct or indirect benefit of the Board
263 member or the members of his/her immediate family. This bylaw shall not
264 act to disqualify the student member of the Board of Trustees for
265 activities arising out of his or her status as a student at Montgomery
266 College. Furthermore, this procedure shall not act to disqualify non-
267 student members of the Board of Trustees in their capacity as occasional
268 students of the College.

269
270 d. In any instance when an individual Board member has a personal or
271 legal status that may be in conflict with the interests of the College, the
272 Board member shall exclude himself/herself from attending any
273 executive session at which the matter is discussed or voted on; he/she
274 may attend public sessions on the matter, but may not participate in
275 discussions or votes.

276
277 F. Officers

278
279 1. Officers of the Board

280
281 At or before the last regular meeting of the Board in each fiscal year, the Board
282 shall elect the officers of the Board except for the Secretary/Treasurer. The
283 elected officers of the Board are the Chair, a First Vice Chair and a Second
284 Vice Chair. The College President serves as the Secretary/Treasurer of the
285 Board, in accordance with State law. These officers also constitute the Board
286 executive committee.

287
288 2. Special Election of Officers

289
290 In the event of a vacancy prior to the regular election, the Board shall conduct a
291 special election for the vacant position of Chair, First Vice Chair, or Second
292 Vice Chair.

293
294 3. Term of Office

295
296 Except for the Secretary/Treasurer, the officers are elected for a term of one
297 year. The Chair and First Vice Chair positions shall be eligible for re-election
298 for one additional consecutive term. The Second Vice Chair position shall not
299 be eligible for re-election for a consecutive term in that position, but shall be
300 eligible to be elected as First Vice Chair or Chair. A member who fills a partial
301 term may fill that term either immediately before or after a full one-year term.

302
303 4. Qualifying Service Requirement

304
305 To qualify for service as a board officer, a Trustee should demonstrate
306 leadership ability, exemplary governance philosophy and judgment, stellar past
307 performance as a Trustee, and must have the availability of time and
308 willingness to serve and commit the required time.
309

310 ~~Prior to election~~To qualify for service as Chair or First Vice Chair of the Board,
311 a member shall have served a minimum of two years on the Board. ~~Prior to~~
312 ~~election~~To qualify for service as Second Vice Chair of the Board, a member
313 shall have served a minimum of one year on the Board.
314

315 5. Duties of Officers
316

317 a. Chair
318

319 The Board Chair presides at all meetings, signs authorized or
320 approved contracts and other documents on behalf of the Board when
321 required, has the right to vote on all questions, and performs such
322 other duties as are prescribed by law or by the Board. The Chair
323 ordinarily serves as the public spokesperson for the Board.
324

325 b. Vice Chairs
326

327 The vice chairs consist of the First Vice Chair and Second Vice Chair.
328 In the absence of the Chair, the First Vice Chair performs the duties of
329 the Chair and in the absence of the First Vice Chair, the Chair shall
330 designate the Second Vice Chair to perform the duties of the Chair in
331 his/her absence including the signing of various documents on behalf
332 of the Chair.
333

334 c. Maryland Open Meetings Act Training
335

336 Upon election, any officer who has not previously completed the
337 Maryland Open Meetings Act training provided by the Maryland
338 Attorney General's Office shall complete such training prior to the first
339 Board meeting of the subsequent fiscal year. Certificates of completion
340 shall be submitted to and maintained by the Secretary/Treasurer.
341

342 d. Secretary/Treasurer
343

344 The Secretary/Treasurer:
345

- 346 (1) attends meetings of the Board. The President may not attend
347 a meeting of the Board as Secretary/Treasurer when the
348 meeting involves the personal position of the President. In the
349 absence of the President, an administrator designated by the
350 President attends as Secretary/Treasurer;
351
352 (2) maintains a record of the proceedings of each meeting of the
353 Board and of all actions taken and is the official custodian of
354 this record;
355
356 (3) in consultation with the Board Officers, prepares an agenda for
357 each meeting and distributes it in advance to each Trustee of
358 the Board;

- 359
- 360
- 361 (4) is general and official custodian of Board funds, signs checks
- 362 as appropriate, and periodically reports to the Board on the
- 363 financial standing of the College;
- 364
- 365 (5) submits to the Board, for its consideration and approval, by the
- 366 late spring of each year, a calendar of meeting dates and major
- 367 items of business for the ensuing College year to serve as a
- 368 framework for planning Board agendas throughout the year.
- 369 Other matters are scheduled during the year when monthly
- 370 agendas are prepared;
- 371
- 372 (6) uses a signature facsimile stamp of the signature of the Chair
- 373 of the Board on professional employment contract documents,
- 374 diplomas, certificates of appreciation, and the official copy of
- 375 the Board minutes when the President of the College
- 376 countersigns each of the aforementioned documents with an
- 377 original signature of his/her own. Also uses this stamp for the
- 378 acknowledgment of such correspondence from the general
- 379 public and for other specific purposes, as the Chair may direct
- 380 and authorize;
- 381
- 382 (7) provides staff assistance for official Board business;
- 383
- 384 (8) acts as the official custodian of the Seal of the College and
- 385 applies the Seal as authorized;
- 386
- 387 (9) certifies documents, resolutions, and actions of the Board as
- 388 may be required for certain transactions; and
- 389
- 390 (10) performs other duties as assigned.

391 G. Committees

392

393

394 1. Audit Committee

395

396 a. Committee Structure

397

398 The Board shall constitute itself as a committee of the whole to perform

399 the duties of the audit committee, which shall be a standing committee

400 of the Board and be chaired by the First Vice Chair. The audit

401 committee shall meet at least twice per year with the external auditors,

402 once at the commencement of the annual audit, and once at the

403 conclusion of said audit. The purpose of the meetings is:

- 404 (1) to review the scope of work for the independent audit; and
- 405
- 406 (2) to review the annual financial report and the results of the
- 407 audit.
- 408
- 409

410 b. Committee Role

411

412 The Audit Committee will review the audit process, the financial

413 reporting process, the system of internal control and management risks,

414 and the process for monitoring compliance with laws and regulations. In
415 performing its duties, the committee will maintain effective working and
416 communications relationships with management and the internal and
417 external auditors.

418
419 On or before September 30, or within three months after the close of
420 the College’s fiscal year, subject to certain extensions, the auditors
421 shall submit the audited financial statement to the Board of Trustees.
422

423 2. Ad Hoc Committees

424
425 Ad hoc or special committees or subcommittees of two, three, or four Trustees
426 may be formed by the Board Chair as necessary to consider and to report or
427 recommend to the Board as a whole on particular areas of interest or concern.
428

429 H. Board Webpage

430
431 The College shall maintain on its website a webpage dedicated to the Board that will
432 include a repository of information regarding the Board, including meeting notices,
433 agendas and minutes as required by State law.
434

435 I. Meetings

436
437 Meetings of the Board of Trustees shall be held in accordance with the provisions in
438 Title 3 of the General Provisions Article of the Annotated Code of Maryland (the “Open
439 Meetings Act”). In the event of any conflict between these Bylaws and the Open
440 Meetings Act, the Open Meetings Act prevails.
441

442 1. Regular Meetings

443
444 Regular monthly meetings of the Board are held at such time and date as the
445 Board may determine. The Board does not normally hold regular meetings during
446 July or August.
447

448 2. Notice of Meetings

449
450 The Board shall give written notice of the date, time, and place of any meetings
451 by posting notice on the Board website or by any other reasonable method. If
452 appropriate, such notice should include a statement that a part or all of a meeting
453 may be conducted in closed session. A copy of any notice provided under this
454 section shall be maintained for at least three years after the date of the meeting.
455

456 3. Location of Meetings

457
458 The Board normally holds its regularly scheduled monthly meetings in the Board
459 Room of the College’s Central Services Building located at 9221 Corporate
460 Boulevard in Rockville, Maryland, but it may from time to time hold meetings on
461 the campuses or at a designated site off campus.
462

463 4. Special Meetings

464
465 The Board may hold additional meetings, called “special meetings,” which
466 provide an opportunity for the Board to discuss and/or take action on
467 unanticipated, important items. The need for special meetings is determined by
468 the Board or by the Board Chair. Whenever possible, at least 24 hours public

469 notice of a special meeting will be given.

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5. Conference Sessions

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6. Closed Sessions

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7. Records of Meetings

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8. Quorum and Adoption of Motions and Resolutions

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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.

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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

579 is required for such a request and no vote on the request shall be taken.
580 Once removed, the item becomes a standard standalone agenda item.

581
582 2. Agenda

583
584 The regular agenda for each Board meeting shall include known items of
585 business or topics for discussion and action at the portion of the meeting
586 that is open, and indicate whether the Board expects to close any portion
587 of the meeting in accordance with applicable State law.

588
589 New policy or significant policy modifications are normally first listed on an
590 agenda as a discussion item and at a successive regular meeting for action.
591 Policy modifications may be included on the consent agenda.

592
593 3. Distribution of Agendas to Trustees

594
595 Agendas and meeting materials shall be distributed to Board members on the
596 Board’s electronic portal. Distribution will normally occur one week, or as soon as
597 practically possible, before the scheduled meeting.

598
599 4. Posting of Agendas

600
601 In accordance with State law, the agenda for regular and special public
602 meetings shall be posted on the Board’s website as soon as practicable after
603 the agenda has been determined, but no later than 24 hours before the
604 meeting.

605
606 L. Remote Meetings

607
608 The Board may conduct business remotely using audioconference or videoconference
609 platforms. Such a meeting shall be conducted in accordance with State law. Participating
610 Trustees must have simultaneous aural communication with one another and with the
611 public, if required by law, by means of telephonic or Internet connection.

612
613 1. Quorum

614
615 Trustees participating in a meeting by audioconference or videoconference shall
616 be considered present for purposes of determining a quorum.

617
618 2. Minutes

619
620 Meeting minutes shall indicate how Trustees, who were not in the meeting room,
621 participated in the meeting.

622
623 3. Types of Remote Meetings

624
625 a. A “complete remote meeting” is one in which all Trustees participate and
626 members of the public observe through an audioconference or
627 videoconference platform.

628
629 b. A “hybrid remote meeting” is one in which one or more Trustees
630 participate or members of the public observe through an
631 audioconference or videoconference platform, while others convene in a
632 meeting room.
633

- 634 4. Device and Communication Service
635
636 Trustees participating in meetings remotely will normally provide the device and
637 communication service subscription necessary to connect to the meeting.
638
- 639 5. Method of Trustee Connection
640
 - 641 a. Audioconference
642
643 The Secretary/Treasurer will designate a phone number or
644 audioconference bridge for audioconference participants and, in the case
645 of a hybrid remote meeting, will provide a speaker phone to be placed in
646 the meeting room in such a way that Trustees there have simultaneous
647 aural communication.
648
 - 649 b. Videoconference
650
651 The Secretary/Treasurer will designate a system, typically a service
652 operating on the Internet, for videoconference participants and, in the
653 case of a hybrid remote meeting, a projection system to be placed in the
654 meeting room in such a way that Trustees there can see the
655 videoconferencing participant(s) and have simultaneous aural
656 communication.
657
- 658 6. Notification
659
 - 660 a. Trustee notification
661
662 When remote methods are an option, Trustees intending to participate
663 remotely should notify the Secretary/Treasurer before the announcement
664 is posted.
665
 - 666 b. Public notification
667
668 When an open meeting is planned as a complete or hybrid remote
669 meeting, the Secretary/Treasurer will announce it as such and provide a
670 uniform resource locator (URL) web link for members of the public to
671 observe the meeting.
672
- 673 7. Participation
674
 - 675 a. Trustees
676
677 The Board chair shall provide full participation rights to Trustees
678 participating by remote means.
679
 - 680 b. Public observers
681
682 When the Board holds open meetings in a complete or hybrid remote
683 format, public observers will be provided simultaneous aural
684 communication.
685
- 686 8. Technical Malfunctions
687
 - 688 a. Technical Support

689
 690 The Secretary/Treasurer will provide for technical support during remote
 691 meetings for the portion of the communication system within the
 692 College's control.

693
 694 b. Malfunctions Affecting Trustee Participants

695
 696 In the event of a technical malfunction that prevents a Trustee
 697 participating remotely from hearing or being heard, at the discretion of
 698 the Chair, the meeting may be paused or suspended until the
 699 malfunction is corrected. If a remote participant's connection cannot be
 700 restored in a reasonable period, the chair can proceed if a quorum is
 701 otherwise established by Board members remaining in the meeting room
 702 plus other remote participants who have simultaneous aural
 703 communication.

704
 705 c. Malfunctions Affecting Public Observers

706
 707 During the conduct of a complete remote meeting open to the public, the
 708 Secretary/Treasurer will provide a means to monitor the conferencing
 709 platform. In the event of a malfunction preventing the public observers
 710 from hearing the proceedings, the Secretary/Treasurer will notify the
 711 Chair as soon as practically possible. The Chair must suspend the
 712 conduct of the meeting until the aural communication is restored.

713
 714 M. Email Communications

715
 716 1. Communications for Board Business

717
 718 a. The College will provide each Trustee with a College email address for
 719 the duration of the Trustee's term. This will be the preferred account for
 720 email communications, though a Trustee may choose to use a
 721 forwarding configuration to a personal account.

722
 723 b. Upon completion of a Trustee's term, the account and its contents will be
 724 deactivated.

725
 726 c. All communications with and among Trustees shall be conducted in
 727 accordance with the Maryland Open Meetings Act. Trustees will refrain
 728 from engaging in discussions of substantive matters by email. Board
 729 members should not use email to interactively communicate among
 730 themselves concerning Board business and should avoid using the
 731 forward and reply-to-all functions.

732
 733 d. Official communications with Trustees regarding Board business will be
 734 managed by the president or designee.

735
 736 e. The Chair may set additional expectations or standards regarding email
 737 communications.

738
 739 2. Communications with the Public, College Employees, and Students

740
 741 a. The Board will provide an email address on its website for public
 742 comment. This is the official method for the public, employees, and
 743 students to communicate with the Board. The account will be monitored

744 by the chief of staff or designee. These communications will be reported
745 to the Board Chair on a regular basis, who will direct distribution to the
746 board.
747

748 b. Trustees will not ordinarily conduct email communications directly with
749 College employees or students. If a Trustee receives a communication
750 on his/her College-provided email address from the public, employees,
751 and/or students, the Trustee will not respond or participate in a
752 discussion, but report the communication to the Board Chair.
753

754 N. Comprehensive Liability Insurance and Defense of Sovereign Immunity
755

756 The Board may carry comprehensive liability insurance to protect the Board, its agents
757 and employees, and the agents and employees of any community college under its
758 jurisdiction. The purchase of the insurance is for an educational purpose and is a valid
759 educational expense. The Maryland Higher Education Commission may adopt
760 standards for the policies, including a minimum liability coverage which may not be less
761 than \$100,000 per occurrence. Any policy purchased after the adoption of these
762 standards shall conform to them.
763

764 The Board complies with this section if it is self-insured, for at least such amounts per
765 occurrence as may be required by applicable State law and the rules and regulations of
766 the State insurance commissioner.
767

768 This section does not prevent the Board, on its own behalf, from raising the defense of
769 sovereign immunity in a proper case and to any amount of a claim in excess of the limits
770 of an insurance policy or in excess of \$100,000 in the case of self-insurance.
771

772 O. Trustee Emeritus/Emerita Recognition
773

774 1. Eligibility
775

776 a. Trustees completing at least one full six-year term of service are eligible
777 for Trustee Emeritus/Emerita status at the time of their retirement from
778 the Board. Granting of Trustee Emeritus/Emerita status will be
779 determined by a majority affirmative vote of the current Trustees.
780

781 b. Trustees who do not complete a full six-year term may be nominated at
782 the time of their departure from the Board for Trustee Emeritus/Emerita
783 status by a current member of the Board of Trustees. A nominee may be
784 designated as Trustee Emeritus/Emerita by a majority affirmative vote of
785 the current Trustees.
786

787 2. Recognition
788

789 The recognition attending this title includes:
790

- 791 a. presentation of the recognition at a public board meeting,
 - 792 b. a framed copy of the board resolution for the recognition,
 - 793 c. a medallion to commemorate the recognition, and
 - 794 d. listing of the recognition in the College Catalog and other publications.
- 795
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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;

- 854
- 855 p. establish policies for the conduct of the activities of the
- 856 College; and
- 857
- 858 q. establish and follow a communication protocol that ensures
- 859 appropriate channels of communication between the Board and the
- 860 faculty, students, staff and the surrounding community.
- 861

862 2. Individual Trustee Responsibilities and Obligations

863 Each Trustee shall:

- 864
- 865
- 866 a. prepare for Board meetings by reviewing materials furnished in
- 867 advance of the meeting;
- 868
- 869 b. communicate recommended Board agenda items to the Board
- 870 Chair in advance;
- 871
- 872 c. maintain confidentiality on all matters discussed at closed
- 873 meetings of the Board;
- 874
- 875 d. participate in board development and continuing education
- 876 functions and education conferences held by various professional
- 877 organizations or as required by law;
- 878
- 879 e. attend at least fifty percent (50%) of the meetings of the Board during
- 880 any consecutive 12-month period to appropriately perform the
- 881 responsibilities of a trustee and to avoid the resignation provisions of
- 882 Section 8-501, State Government Article;
- 883
- 884 f. request Board approval (through the Board Chair) before engaging
- 885 in any individual activity (other than local travel) that will result in
- 886 expenditure of College funds;
- 887
- 888 g. refrain from involving members of the College staff in Board, College
- 889 or other activities without consultation with the College President and
- 890 the Board Chair;
- 891
- 892 h. refrain from interfering in the day-to-day administration or activities of the
- 893 College; and
- 894
- 895 i. speak and act only in the best interests of the College and in
- 896 harmony with the Board chair.
- 897

898 B. The President

899

900 1. General Responsibilities and Obligations

901

902 There are a number of responsibilities and obligations of the President, not only

903 to the Board, but also to the College as an institution and to the constituent

904 parts of the College and the community. The President shall serve as the chief

905 administrator of the College and the Secretary/Treasurer to the Board. In all of

906 these capacities, the President shall seek to maintain and develop the College

907 as an educational institution of superior quality instruction; as a community

908 institution of higher education whose educational programs and services are

909 responsive to the community; and as an effective and efficient institution within
910 the role and scope of a community college in Maryland. The President shall
911 seek to provide an environment of continuing renewal for the College so that its
912 orientation is consciously to the future as well as the present. These
913 responsibilities and obligations include the following:

- 914
- 915 a. oversight over the day-to-day operations of the College as the chief
916 administrative officer of the institution. This includes responsibility for
917 the conduct of the College and for the administration and supervision
918 of its various components;
- 919
- 920 b. implementation of the policies of the Board through development and
921 efficient, effective execution of procedures and processes;
- 922
- 923 c. leadership and vision to inspire and motivate positive, creative,
924 student-centric results by faculty and staff for the benefit of students
925 and the community; and
- 926
- 927 d. effective exercise of all executive and administrative authority and
928 duties associated with the role and purposes of the College, as guided
929 by its mission statement, by direct personal action or through
930 delegation to those the President may designate from time to time.

931

932 2. Administrative Structure; Advice

933

- 934 a. The President shall develop and implement an appropriate
935 organizational structure for the College and shall provide for the
936 creation, maintenance, and when necessary, the abolishment of such
937 College administrative offices as may be needed from time to time for
938 the effective and efficient provision of academic, administrative, and
939 student services for the campuses of the College, for the Workforce
940 Development & Continuing Education operations of the College, and for
941 the general functioning of the College as a community college under
942 the laws of the State of Maryland.
- 943
- 944 b. The President, in developing recommendations for consideration of the
945 Board, shall seek advice as appropriate from administrators and from
946 such other persons as the President believes appropriate for the
947 particular education or administrative matter under consideration. Such
948 advice is intended to assist the President in making sound and wise
949 decisions and recommendations relative to the College and its
950 responsibilities.

951

952 3. Roles and Duties

953

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

- 955
- 956 a. To be concerned foremost with the overall functioning, development,
957 and leadership of the College in its educational service to the
958 community, within the role and scope of the College as defined by
959 the Board and the appropriate State agencies;
- 960
- 961 b. Provide for the ongoing evaluation of the effectiveness of the College
962 and the institutional responsiveness of the College to the community
963 and to the requirements of appropriate groups and agencies;

- 964
- 965
- 966 c. To be responsible for planning and implementing administrative action
- 967 supportive of and consistent with the policy determinations of the Board
- 968 and for appropriate planning and servicing for the official conduct of the
- 969 responsibilities of the Board, the legal governing board of the institution;
- 970
- 971 d. Provide direction and recommendations for the educational
- 972 development of students and for the appropriate increased public
- 973 awareness of and interest in the College;
- 974
- 975 e. Review the overall effectiveness and conformance of various
- 976 College operations, programs and services, campus and community
- 977 services administration, and central office functioning;
- 978
- 979 f. Provide for the general allocation, assignment, and reassignment of the
- 980 resources of the College to attempt to achieve maximum utilization of
- 981 institutional resources to serve the community, in response to changing
- 982 conditions, within the fiscal limits of the Board's approved budgets;
- 983
- 984 g. Provide administrative assistance to the Board when the Board, as a
- 985 corporate body, initiates or responds on behalf of the College to
- 986 various governmental and policy regulating groups and organizations;
- 987
- 988 h. Recommend to the Board from time to time appropriate policies and
- 989 modifications to policies that will provide for the effective and efficient
- 990 operation of the College as a community higher educational institution;
- 991
- 992 i. Provide for orientation and ongoing development of Board members
- 993 and officers relative to the nature and status of the College,
- 994 trusteeship, and board leadership;
- 995
- 996 j. Recommend to the Board appropriate operating and capital budgets
- 997 and long range plans, in conformance with the policies of the Board
- 998 and the requirements of the law;
- 999
- 1000 k. Provide for legal counsel to the Board in appropriate matters
- 1001 requiring Board consideration;
- 1002
- 1003 l. Provide for the coordination of the College with appropriate
- 1004 requirements of the local, State, and Federal governments;
- 1005
- 1006 m. Represent the College to and foster cooperation with the local, state,
- 1007 regional, and national communities and educational endeavors;
- 1008
- 1009 n. Provide appropriate coordination and management of the
- 1010 negotiations and contract administration associated with
- 1011 collective bargaining agreements; and
- 1012
- 1013 o. Perform such other duties as may be established or agreed upon.

4. Delegation of Authority to the President

1016 The Board hereby delegates to the President the authority to execute all legal
1017 documents related to the administration and operation of the College. The Board
1018 also delegates to the President to authority to take personnel actions, including

1019 the authority to accept resignations of College employees, without prior Board
1020 approval, consistent with polices authorized by the Board. The President will
1021 provide a written report of all hirings and separations to the Board at each
1022 regularly scheduled meeting.

1023 III. Amendment, Severability and Effective Date

1024
1025 A. Amendment to the Bylaws

1026
1027 These Bylaws may be amended at any regular meeting of the Board by the affirmative
1028 vote of the majority of the members present, provided a majority of the membership is
1029 present, and provided further that notice of the proposed change has been given at least
1030 seven days before the meeting, such notice to be given by the Secretary/Treasurer of the
1031 Board.

1032
1033 B. Bylaws Severability

1034
1035 If any provision of these Bylaws should be found contrary to law, the other provisions
1036 shall continue in full force and effect.

1037
1038 C. Effective Date and Repeal of Inconsistent Provisions

1039
1040 These Bylaws shall become effective July 1, 2022, and shall repeal, supersede, and
1041 replace any bylaws adopted prior to that date.

1042
1043
1044
1045

Effective Date: October 15, 1984

1046 Modification Date(s): June 17, 1985; June 16, 1986; November 15, 1993; June 19, 2000;
1047 September 18, 2000; July 9, 2001; May 16, 2005; February 28, 2011; June 10, 2013; May 15,
1048 2017; September 9, 2021; June 22, 2022; April 15, 2024; DATE.

1049 Last Review Date: April, 15, 2024; DATE.

**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:
Adopted on:

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.

**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:
Adopted on:

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.