



BOARD OF TRUSTEES  
MONTGOMERY COLLEGE

# RECORD OF RESOLUTIONS

Central Services Building • Room CT S109 • 9221 Corporate Blvd, Rockville, MD 20850

This meeting was held via Zoom webinar  
Call-in: 1-301-715-8592 • Webinar ID: 979 0130 5879

**January 26, 2022 • 6:30 p.m.**

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

Agenda Item Number: 7A  
January 26, 2022

**PERSONNEL ACTIONS CONFIRMATION REPORT**

**BACKGROUND**

The Board of Trustees by state law has the authority and the responsibility for appointments to the College. Each month the Board receives a summary of personnel actions from the Office of Human Resources and Strategic Talent Management on new hires and employees who have separated from the College.

**RECOMMENDATION**

It is recommended that the Board adopt the attached report.

**BACKUP INFORMATION**

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

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Collette

**RESOURCE PERSON**

Ms. Leitch Walker

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

Resolution Number: **22-01-033**  
Adopted on: **1/26/2022**

Agenda Item Number: 7A  
January 26, 2022

**Subject: Personnel Actions Confirmation**

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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 November 1, 2021, through November 30, 2021; 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 November 1, 2021, through November 30, 2021**

**STAFF**

**STAFF EMPLOYMENTS**

Effective Date	Name	Position Title	Grade	Department
11/15/2021	Ahsan, Nabila	Student Services Coord	17	WDCE Central Administration
11/13/2021	Amalage Don, Chinthaka	Public Safety Officer II (CPL)	15	Public Safety – RV
11/15/2021	Anaya, Katherine I	Enroll & Student Access Specialist	23	CW Raptor Central
11/15/2021	Aultman, Amber	Library Access Serv Spec I	17	Library – RV
11/15/2021	Bangura, Mohamed	Building Services Worker	11	Facilities Operations – RV
11/15/2021	Brown, Lesley J	Interim Library Assoc Director	33	Library – TP/SS
11/15/2021	Castellon, Maria E	Building Services Worker	11	Facilities Operations – RV
11/15/2021	Farahati, Amanda	Library Access Serv Spec I	17	Library – GT
11/15/2021	Hagos, Girma A	MCTV Producer Director I	25	MCTV10 – MCTV
11/15/2021	Lee Marquis	Program Coordinator	23	CEELS Dean WDCE
11/15/2021	Loy, Julie A	Librarian I	27	Library – TP/SS
11/15/2021	Lubkans, Nick	Grounds Maintenance Worker	15	Facilities Operations – RV
11/15/2021	Pajak, Jessica	Instructional Associate	25	ELAP, Linguistics & Comm Studies
11/15/2021	Persaud, Devika	Building Services Worker	11	Facilities Operations – GT
11/15/2021	Pullum, Stephen J	Grounds Maintenance Worker	15	Facilities Operations – GT
11/15/2021	Seamans, Everett W	Library Access Serv Spec I	17	Library – RV
11/18/2021	Smith, Michael J	Director II	37	VP/Provost – STEM
11/15/2021	Villatoro, Ney Esperanza	Building Services Worker	11	Facilities Operations – GT
11/01/2021	Williams, Shandra E	Enroll & Student Access Spec	23	Records & Registration
11/15/2021	Yost, Kayla	Event Coordinator	23	Student Life - GT

**STAFF SEPARATIONS**

Effective Date	Name	Position Title	Grade	YOS	Department
11/02/2021	Adams, Chrishelle C	Facilities Materials Spec	21	2	Facilities Operations – RV
11/19/2021	Andre, Jerome	Financial Records Supervisor	23	16	WDCE Central Administration
11/26/2021	Bonvillain, Christopher	Public Safety Shift Supv (SGT)	25	4	Public Safety – Central
11/19/2021	Bright, Debra A	Assoc Dean of Student Affairs	35	14	CW Dean Stu Success-RV
11/05/2021	Doye, Roxanne <sup>1</sup>	Library Access Services Spec I	17	16	Library – TP/SS
11/12/2021	Granados, Oscar	Financial Aid Assistant	21	3	Financial Aid
11/05/2021	Hernandez, Rosa A	Accountant II	27	2	Business Services
11/30/2021	Liverpool-Davis, Paula <sup>1</sup>	Administrative Aide II	19	28	Business/Computer Appl Dean
11/26/2021	Moore, Thomas <sup>1</sup>	Network Services Specialist	23	23	OIT Engineering Services
11/30/2021	Ray, James A <sup>1</sup>	Mgr, Pubic Safety & Emer Mgmt	31	26	Public Safety - GT
11/30/2021	Robertson, Jodi R <sup>1</sup>	Administrative Aide II	19	24	CW Dean Stu Success – RV Stu Services
11/12/2021	Moyer, Alexander M	Librarian LL	29	10	Library – GT
11/12/2021	Tzortzinis, Christina	Academic Coach	27	2	ACES-Achiev College Excell & Success

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw-PI	<b>TOTAL</b>
Female	4	2	3	3	0	0	<b>12</b>
Male	4	3	0	1	0	0	<b>8</b>
<b>TOTAL</b>	<b>8</b>	<b>5</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>20</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw-PI	<b>TOTAL</b>
Female	2	4	1	0	0	0	<b>7</b>
Male	5	0	1	0	0	0	<b>6</b>
<b>TOTAL</b>	<b>7</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>

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<sup>1</sup> Retirement

**MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From November 1, 2021, through November 30, 2021**

**FACULTY**

**FACULTY EMPLOYMENTS: NONE**

**FACULTY SEPARATIONS: NONE**

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Agenda Item Number: 7B  
January 26, 2022

**THE ANNUAL STATUS REPORT OF THE CAPITAL IMPROVEMENT PROJECTS AND  
TECHNICAL UPDATE TO THE 2013 TO 2023 FACILITIES MASTER PLAN FOR THE  
MARYLAND HIGHER EDUCATION COMMISSION**

**BACKGROUND**

The Board of Trustees approved and adopted the 2013 to 2023 Collegewide Facilities Master Plan (FMP) and approved its transmittal on February 1, 2016, under resolution 16-01-003 to the Maryland Higher Education Commission (MHEC), the Department of Budget and Management (DBM), the Department of General Services (DGS), and the Department of Planning (MDP). On December 12, 2016, the Board approved resolution 16-12-139, which included the acquisition of a building to centralize and consolidate Central Services (CT) in a new location, and, on June 25, 2018, the Board approved resolution 18-06-042, to report on the status of projects in the current Capital Improvements Program (CIP). This approval included several deferred maintenance projects deemed eligible for the Facilities Renewal Grant Program signed in to law by the Governor of Maryland on May 15, 2018.

Montgomery College did not submit an update for fiscal year 2019 because the 2013 to 2023 FMP was still on track.

The Board of Trustees approved and adopted an Annual Status Report of the CIP and Technical Update to the 2013 to 2023 FMP on January 29, 2020, under resolution 20-01-009 to report on the status of the projects in the current CIP, updates to deferred maintenance projects, and proposed changes to accommodate new programs in partnership with Montgomery County Public Schools (MCPS).

The Board of Trustees approved and adopted an Annual Status Report of the CIP and Technical Update to the 2013 to 2023 FMP on February 1, 2021, under resolution 21-01-003, to report on the status of the projects in the current CIP, provide updates to deferred maintenance projects, and proposed changes to include the Pinkney Innovation Complex for Science and Technology on the Germantown Campus, Rockville Macklin Tower Library Renovation on the Rockville Campus and, the Takoma Park/Silver Spring Resource Center Library Renovation on the Takoma Park/Silver Spring Campus.

The approved and adopted plan must be updated annually per Code of Maryland Regulations (COMAR) 13B.07.04.02, which states “Each college shall develop and submit by February 1 of each year a facilities master plan or update to the current facilities master plan which supports the college's role and mission.”

This update to the plan serves a dual purpose. First, it is a report on the status of the projects in the current CIP and second, it includes proposed changes to the FMP.

Status of the Plan Projects includes: (a) Phase 1 – Science and Applied Studies Building

Renovation and Addition (new name: Dr. DeRionne P. Pollard Student Affairs and Science Building), the New Student Services Center, and the Pinkney Innovation Complex for Science and Technology (PIC MC) on the Germantown Campus; (b) the Long Nguyen and Kimmy Duong Student Services Center, and Macklin Tower Library Renovation on the Rockville Campus; (c) the Math and Science Center Building (new name: Catherine and Isiah Leggett Math and Science Building); and, (d) the Resource Center Library Renovation on the Takoma Park/Silver Spring Campus.

Proposed changes to the FMP include the East County Education Center and New Campus, the IgnITE Hub located in the Mannakee Building, and the Theatre Arts Building Renovation, which are located on the Rockville Campus.

### RECOMMENDATION

It is recommended that the Board of Trustees approve the update to the approved and adopted 2013 to 2023 Collegewide FMP, and that the interim president or her designee transmit it to MHEC, DBM, DGS, and MDP on or before February 1, 2022.

### BACKUP INFORMATION

Board Resolution  
2013 to 2023 Collegewide FMP Update

### RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

### RESOURCE PERSON

Mr. Mills

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

Resolution Number: **22-01-034**  
Adopted on: **1/26/2022**

Agenda Item Number: 7B  
January 26, 2022

**Subject: The Annual Status Report of the Capital Improvement Projects and Technical Update to the 2013 to 2023 Facilities Master Plan for the Maryland Higher Education Commission**

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WHEREAS, In accordance with COMAR, MHEC requires (COMAR 13B.07.04.02) that each community college prepare a facilities master plan as the foundation of a sound capital budget process for the purpose of establishing a framework for the orderly development of all capital improvements to support the role and mission of the institution, and that institutions regularly review the plans and update them “whenever major changes occur to the role and mission statements, or other plan components which have significant facilities implications”; and

WHEREAS, The update to the plan is a report on the status of the projects in the current CIP, which includes several deferred maintenance projects and introduces proposed changes to accommodate new programs in partnership with MCPS; and

WHEREAS, On February 1, 2016, under resolution 16-01-003, the Board of Trustees approved and adopted the 2013 to 2023 Collegewide FMP that has guided the development of the College since that time; and

WHEREAS, On December 12, 2016, under resolution 16-12-139, the Board of Trustees approved and adopted an amendment to the 2013 to 2023 Collegewide FMP to include the acquisition of a building to centralize and consolidate Central Services in a new location – Central Services (CT); and

WHEREAS, On June 25, 2018, under resolution 18-06-042, the Board of Trustees approved and adopted an Annual Status Report of the CIP and Technical Update to the 2013 to 2023 FMP to report on the status of the projects in the current CIP and to include several deferred maintenance projects so that they may be deemed eligible for the Facilities Renewal Grant Program that was signed into law by the Governor of Maryland on May 15, 2018; and

WHEREAS, Montgomery College did not submit an update for fiscal year 2019 because the 2013 to 2023 FMP was still on track; and

WHEREAS, On January 29, 2020, under resolution 20-01-009, the Board of Trustees approved and adopted an Annual Status Report of the CIP and Technical Update to the 2013 to 2023 FMP to report on the status of the projects in the current CIP, updates to deferred maintenance projects, and to include proposed changes to accommodate new programs in partnership with MCPS; and

WHEREAS, On February 1, 2021, under resolution 21-01-003, to report on the status of the projects in the current CIP, to provide updates to deferred maintenance projects, and to include

proposed changes to include the Pinkney Innovation Complex for Science and Technology on the Germantown Campus, Rockville Macklin Tower Library Renovation on the Rockville Campus and, the Takoma Park/Silver Spring Resource Center Library Renovation on the Takoma Park/Silver Spring Campus; and

WHEREAS, The vice president of facilities requests approval of the update to the approved and adopted 2013 to 2023 Collegewide FMP; and

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

Resolved, That the Board of Trustees approves the update to the approved and adopted 2013 to 2023 Collegewide FMP; and be it further

Resolved, That the interim president or her designee are authorized to transmit the update to the 2013 to 2023 Collegewide FMP to MHEC and other state agencies as required.

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

Agenda Item Number:  
January 26, 2022

**THE F23 CURRENT, ENTERPRISE, AND OTHER FUND BUDGETS**

BACKGROUND

On December 13, 2021 during the public meeting of the Board of Trustees, the interim president presented the proposed FY23 Current, Enterprise, and Other fund budgets. The Board expressed its recognition of the need for the College to meet its mission by (a) protecting and enhancing student access; (b) providing a quality education through programs and services; (c) maintaining reasonable tuition and fee rates; and, (d) providing the necessary workforce training for county residents. The proposed budget expresses the Board's and the interim president's desire and commitment to student learning, access, completion, and support of employees.

The Current Fund budget, the largest of the operating fund budgets, is \$274,009,984 which represents an increase of approximately 3.5 percent compared to the FY22 Current Fund budget. This budget assumes \$208,347,016 in support from the county and state.

The table below summarizes the proposed FY23 budget by fund.

Current Fund	\$ 274,009,984
Workforce Development & Continuing Education	\$ 20,286,957
Auxiliary Enterprises Fund	\$ 1,823,008
Cable Television	\$ 1,856,800
Emergency Plant Maintenance and Repair	\$ 350,000
Transportation Fund	\$ 4,200,000
Major Facilities Reserve Fund	\$ 2,000,000
Federal, State and Private Grants	\$ 16,724,000

RECOMMENDATION

It is recommended that the Board of Trustees adopt the proposed FY23 Current, Enterprise, and Other fund budgets.

BACKUP INFORMATION

Board Resolutions

Part A: The FY23 Current and Enterprise Budgets

Part B: The FY23 Other Fund Budgets

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Greaney

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

Resolution Number: **22-01-035**  
Adopted on: **1/26/2022**

Agenda Item Number:  
January 26, 2022

**Subject: The FY23 Current and Enterprise Budgets**

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WHEREAS, During the December 13, 2021, meeting of the Board of Trustees, the interim president presented the proposed FY23 Current, Enterprise, and Other fund budgets; and

WHEREAS, The Board also recognizes the College's need to meet its mission by (a) protecting and enhancing student access; (b) providing a quality education through programs and services; (c) maintaining reasonable tuition and fee rates; and, (d) providing the necessary workforce training for county residents; and

WHEREAS, These budgets express the Board's and the interim president's desire and commitment to student learning, access, completion, and their support of employees; and

WHEREAS, The Current Fund budget assumes \$208,347,016 in support from the county and state; and

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

Resolved, That the Board of Trustees adopts the FY23 operating budget in the amount of \$274,009,984 for the Current Fund, \$20,286,957 for the Workforce Development & Continuing Education Fund, and \$1,823,008 for the Auxiliary Enterprises Fund; and be it further

Resolved, That the budgeted amounts are subject to funding and appropriate action by the Montgomery County Government, and the amounts are subject to further technical refinement before the budget is submitted for recommendation to the county executive and the county council.

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

Resolution Number: **22-01-035**  
Adopted on: **1/26/2022**

Agenda Item Number:  
January 26, 2022

**Subject: The FY23 Other Funds Budgets**

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WHEREAS, The College endeavors to obtain funding from external sources for specific purposes in keeping with its mission and goals; and

WHEREAS, The exact funding of special College projects and/or proposals is not certain at this time; and

WHEREAS, Amounts shown in the budget document for cable television, emergency plant maintenance and repair fund, major facilities reserve fund, transportation fund, and federal, state, and private grants and contracts are the best estimates at this time and actual amounts may be more or less than the budgeted amounts; and

WHEREAS, It is essential to the success of these special programs for the interim president to have flexibility to deal with the changing external circumstances associated with these programs; now therefore be it

Resolved, That the Board of Trustees hereby approves the aforementioned sections of the budget as presented with the understanding that these amounts are estimates; and be it further

Resolved, That the interim president is hereby authorized to negotiate for, accept, and expend such "other funds" as indicated in the budget and as may become available during FY23, provided expenditures do not exceed revenues.

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

Agenda Item Number: 9A  
January 26, 2022

**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 December 22, 2021, through negotiations, resulting in the following changes to the faculty collective bargaining agreement (“CBA”). The memorandum of agreement explicitly states the following:

- The number of equivalent semester hours for nursing clinical practica assigned to nursing faculty shall be one hundred percent (1.00) per clinical hours pursuant to Section 5.4(C) of the CBA; and
- For faculty members who undertake certification, undergraduate or graduate coursework relevant to their discipline and work at the College, the maximum EAP benefit can exceed the specified dollar amount for that year such that total reimbursement would be equal to the University of Maryland College Park rate for in-state tuition and fees for the level of coursework up to a maximum of twelve (12) credits per academic year pursuant to Section 9.4 (A) of the CBA; and
- Effective the first day of the academic year, the salary of any faculty member who has been in the bargaining unit for at least one semester as of the beginning of the fiscal 2023 academic year shall be increased by \$3,270.00, except that no faculty member’s fiscal 2023 salary under this Section 8.2(A) shall exceed \$120,117 or be less than \$62,319.00.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution, approving the terms of the memorandum of agreement that were agreed to on December 22, 2021, 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 interim 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. Leitch Walker

Ms. Kliever

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

Resolution Number: **22-01-036**  
Adopted on: **1/26/2022**

Agenda Item Number: 9A  
January 26, 2022

**Subject: Memorandum of Agreement—Collective Bargaining Agreement between Montgomery College and the Montgomery College Chapter of the American Association of University Professors**

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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, have been negotiated by teams representing the Board of Trustees and AAUP; and

WHEREAS, Such memorandum contains an agreement for salary rates to remain unchanged, for educational assistance program funds to remain unchanged, and for overload rates to remain unchanged; and

WHEREAS, The Board’s negotiating team recommends approval of the memorandum of agreement by the Board; and

WHEREAS, The interim 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 interim president the responsibility and authority to implement and administer the memorandum of agreement and associated collective bargaining agreement.

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

Agenda Item Number: 10  
January 26, 2022

**THE MONTGOMERY COLLEGE AUDITED FINANCIAL  
STATEMENTS FOR JUNE 30, 2021 AND 2020**

**BACKGROUND**

Montgomery College is required to conduct an annual audit of the College's financial statements and to prepare and have audited statutory financial statements included in the Annual Financial Report to the Maryland Higher Education Commission (MHEC-CC-4).

These audits of financial statements for June 30, 2021 and 2020 and MHEC-CC-4 were conducted by CliftonLarsonAllen LLP CLA, certified public accountants and consultants.

The annual audit reports were 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 audited financial statements for June 30, 2021 and 2020.

It is further recommended that the Board of Trustees accept the Annual Financial Report to the Maryland Higher Education Commission (MHEC-CC-4) from Montgomery College for June 30, 2021.

**BACKUP INFORMATION**

Board Resolution

Audited Financial Statements for June 30, 2021 and 2020 (Board Members only)

Annual Financial Report to the Maryland Higher Education Commission (MHEC-CC-4) (Board Members only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Collette

**RESOURCE PERSON**

Ms. Greaney

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

Resolution Number: **22-01-037**  
Adopted on: **1/26/2022**

Agenda Item Number: 10  
January 26, 2022

**Subject: The Montgomery College Audited Financial Statements for June 30, 2021  
and 2020**

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WHEREAS, Montgomery College is required to conduct an annual audit of the College's financial statements; and

WHEREAS, The audit of financial statements for June 30, 2021 and 2020, was conducted by CliftonLarsonAllen LLP CLA, certified public accountants and consultants, and certified by the senior vice president for administrative and fiscal services and by the interim president; and

WHEREAS, The audit report was conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards, issued by the comptroller general of the United States; and

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's financial statements present fairly in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of Montgomery College as of June 30, 2021 and 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the years ended in accordance with accounting principles generally accepted in the United States of America; and

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

Resolved, That the Board of Trustees accepts the audited financial statements for June 30, 2021 and 2020.