



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

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

This meeting was held in-person and via Zoom webinar
Call-in: 1-301-715-8592 • Webinar ID: 995 0657 1938

October 13, 2025, 7:00 p.m.

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**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 5B
October 13, 2025

PERSONNEL ACTIONS CONFIRMATION REPORT

BACKGROUND

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

RECOMMENDATION

It is recommended that the board adopt the attached report.

BACKUP INFORMATION

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

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Leitch Walker

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **26-10-008**
Adopted on: **10/13/2025**

Agenda Item Number: 5B
October 13, 2025

Subject: Personnel Actions Confirmation

WHEREAS, By state law the Board of Trustees has the authority and responsibility for appointments to the College; and

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period August 1, 2025, through August 31, 2025; and

WHEREAS, The president of the College recommends that the Board adopt the following resolution; now therefore, be it

Resolved, That the Board of Trustees accepts the attached reports and confirms the actions of the president.

Attachments

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

STAFF

STAFF EMPLOYMENTS

Effective Date	Name	Position Title	Grade	Department
08/02/2025	Adelakun, Olalekan	Public Safety Officer II	15	Public Safety-RV
08/04/2025	Armijo, Joan	HVAC Mechanic III	25	Facilities Operations-GT
08/04/2025	Oney, Shelby	Instructional Lab Coordinator	27	Biology and Chemistry Dean
08/04/2025	Solorzano, Joel	ACES Student Success Coordinator	27	ACES-Achiev Colleg Excell & Success
08/18/2025	Jean-Louis, Magda	Library Access Services Specialist II	19	Library-Central
08/18/2025	Mejia, Jennifer	Enrollment and Student Access Specialist	23	CW Dean Stu Access-GT Stu Affairs
08/18/2025	Neal, Jodi	Executive Director for Brand and Creative	37	Advancement-Media/Public Relation
08/30/2025	Khourri, Joyce	Digital Learning Center Specialist	23	CW Learning Centers

STAFF SEPARATIONS

Effective Date	Name	Position Title	Grade	YOS	Department
08/01/2025	Wenz, Adam	Instructional Lab Coordinator	27	0*	Biology and Chemistry Dean
08/04/2025	McGilvary, Ohniece	Program Manager I	27	0*	BITS Dean WDCE
08/04/2025	Mezui, Davy	Building Services Worker	11	1	Facilities Operations-GT
08/08/2025	Alexander, Mary	Accountant II	27	3	Business Services
08/08/2025	Kann, Julia	Food Security & Basic Needs Program Coord	27	1	CW Dean Stu Success-RV Stu Services
08/12/2025	Caudillo, Jose	Building Services Worker	11	1	Facilities Operations-RV
08/14/2025	Davis, Monique	Dean of Instruction	37	17	Health Sciences Dean
08/15/2025	Benhaim, Brian	Project Manager II	35	3	Facilities-Central Admin
08/20/2025	Wilmanowicz, Anna	Instructional Associate	25	1	CW Learning Centers
08/22/2025	Jayasinghe, Sai	Administrative Aide II	19	1	Student Life-RV
08/22/2025	Sin, Pannara	Campus Cashier	17	0*	Business Services
08/29/2025	Mann, Joanne ¹	Enrollment and Student Access Specialist	23	36	Raptor Central
08/29/2025	Novak, Christopher ¹	Dir of Infrastructure & Network Engineering	39	23	OIT Engineering Services

STAFF EMPLOYMENTS: Ethnicity and Gender

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

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	3	1	1	1	0	1	7
Male	3	1	1	1	0	0	6
TOTAL	6	2	2	2	0	1	13

¹ Retirement

* Less than one year

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

FACULTY

FACULTY EMPLOYMENTS

Effective Date	Name	Position Title	Department
08/16/2025	Abdullah-Aziz, Nzinga	Assistant Professor	Health Sciences
08/16/2025	Ao, Siqiao	Associate Professor	Fine Perform Visual Arts
08/16/2025	Canady, Marjuan	Associate Professor	Fine Perform Visual Arts
08/16/2025	Carey, Indira	Associate Professor	Biology and Chemistry
08/16/2025	Cornish, Ricky	Associate Professor	Humanities
08/16/2025	Crump, Evan	Professor	Humanities
08/16/2025	Darko, Delphina	Instructor	Health Sciences
08/16/2025	Ehrhardt, Kristel	Professor	Mathematics
08/16/2025	Golcuk, Kurtulus	Professor	Engineering/Computer Science
08/16/2025	Hodges, Jenny	Associate Professor	ELAP, Linguistics and Comm Studies
08/16/2025	Joyner, Shekesia	Associate Professor	GITE-Gudelsky Inst Tech Educ
08/16/2025	Kisalu, Sharron Rose	Instructor	Health Sciences
08/16/2025	Malhotra, Sakshi	Assistant Professor	Mathematics
08/16/2025	McElrath, Connie	Associate Professor	Biology and Chemistry
08/16/2025	Mitchell, Lorraine	Professor	Business and Hospitality
08/16/2025	Moore, Geoffrey	Assistant Professor	GITE-Gudelsky Inst Tech Educ
08/16/2025	Obasi, Chinyere	Assistant Professor	Health Sciences
08/16/2025	Ocran, Joycelyn	Assistant Professor	Health Sciences
08/16/2025	Provost, Victor	Assistant Professor	Fine Perform Visual Arts
08/16/2025	Reznikov, Gayle	Associate Professor	Health Sciences
08/16/2025	Tareen, Shamyla	Associate Professor	CW Dean Stu Access-GT Stu Affairs
08/16/2025	Toporski, Katja	Associate Professor	Fine Perform Visual Arts
08/16/2025	Wolfensberger, Joseph	Instructor	Humanities

FACULTY SEPARATIONS

Effective Date	Name	Position Title	YOS	Department
08/15/2025	Dong, Zhou	Professor	14	Mathematics
08/15/2025	Sanderman, Alicia	Professor	16	ELAP, Linguistics and Comm Studies
08/15/2025	Witherspoon, Tonya	Professor	12	Health Sciences
08/18/2025	Golcuk, Kurtulus	Professor	0*	Engineering/Computer Science
08/22/2025	MacKinlay, Hillary	Assistant Professor	1	Humanities
08/22/2025	Rastogi, Soumya	Associate Professor	3	Biology and Chemistry
08/25/2025	Marshall, Barbara	Associate Professor	14	Social Science

* Less than one year

FACULTY EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	5	7	0	3	0	1	16
Male	5	1	0	1	0	0	7
TOTAL	10	8	0	4	0	1	23

FACULTY SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	3	1	0	2	0	0	6
Male	1	0	0	0	0	0	1
TOTAL	4	1	0	2	0	0	7

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **26-10-009**
Adopted on: **10/13/2025**

Agenda Item Number: 5C
October 13, 2025

Subject: Retirement Resolution for Full-Time Faculty, Regular Administrative, Associate, and Support Staff

WHEREAS, Full-time faculty, regular administrative, associate, and support staff listed on the attached page(s) have retired from Montgomery College, and are being recognized for their years of service and dedication to the mission of the College; and

WHEREAS, These employees served Montgomery College with enthusiasm and dedication by making a significant contribution in empowering, and enriching the lives of our students, and the College community; and

WHEREAS, These employees have cumulatively provided 397 years of service and dedication to the College; now therefore be it

Resolved, That members of the Board of Trustees and the president of the College express their sincere appreciation to these employees for their outstanding service to the College and the community, and extend to them their best wishes that their retirement years be fulfilling and productive; and be it further

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution be presented to the employees on the attached list.

**RETIREMENT RESOLUTION FOR FULL-TIME FACULTY,
REGULAR ADMINISTRATIVE, ASSOCIATE, AND SUPPORT STAFF**

NAME/JOB TITLE/ RETIREMENT DATE	CAMPUS/DEPARTMENT	YEARS OF SERVICE
Don Deabreau Electrician June 1, 2025	Rockville Facilities Operations-RV	31
Scott Burnett Analyst-Programmer July 1, 2025	Central Services OIT Application Services	39
Jill Fitzgerald Comm Project Manager July 1, 2025	Central Services Adv-Media/Public Relations	35
Belva Hill Administrative Aide II July 1, 2025	Rockville Fine Perform Visual Arts Dean	21
Teri Hurst Department Chair July 1, 2025	Rockville English and Reading Dean	20
Jill Kephart Program Assistant July 1, 2025	Germantown CEELS Dean WDCE	15
James Sniezek Dean of Instruction July 1, 2025	Takoma Park/Silver Spring Biology & Chemistry Dean	27
Joanne Bagshaw Professor August 1, 2025	Germantown Social Science Dean	14
Michael Berman Professor August 1, 2025	Germantown ELAP, Linguistics & Comm Studies	25
Ida Britton Administrative Manager August 1, 2025	Rockville ASVP-Oper Effec & Strat. Initiatives	15
Cynthia Lee Mauris Training & Dev. Coordinator August 1, 2025	Rockville Center for Teaching & Learning	22

Zdeno Mayercak Professor August 1, 2025	Rockville Fine Perform Visual Arts Dean	20
Joan Naake Professor August 1, 2025	Germantown English & Reading Dean	32
Donna Pina Director of Foundation Finance August 1, 2025	Central Services Advancement/Comm Engagement	22
Joanne Mann Enroll & Stu Access Specialist September 1, 2025	Rockville Raptor Central	36
Christopher Novak Dir of Infrastructure & Network Engineering September 1, 2025	Central Services OIT Engineering Services	23

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 7
October 13, 2025

**MODIFICATION OF POLICY 63001: PROCUREMENT, CONTRACTS, AND
CONSULTANT SERVICES**

General Information

Policy Number:	63001
Contained in Chapter:	Chapter Six
Policy Title:	Procurement, Contracts, and Consultant Services
Policy Creation Date:	November 19, 1984
Most Recent Modification Date:	January 29, 2020

Changes, Additions, Deletions

Line Number	Purpose
Lines 6-55	These modifications restructure, add, and delete language in order to modify section II to better reflect the principles underlying the policy.
Lines 57-61	This modification serves to clarify which contracts require approval by Board resolution.
Lines 63-68	These modifications improve clarity of meaning and readability.
Lines 74-89	These modifications add language to offer enhanced guidance on the administration of multi-year contracts.
Lines 95-113	These modifications add language to include provisions identifying terms and conditions that are prohibited in contractual agreements.
Lines 122-129	This modification serves to clarify which contracts require approval by Board resolution.
Lines 138-140	This deletion removes language that no longer needed following other edits.
Line 142-143	This modification reflects standardized language being implemented across all policies.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 63001: Procurement, Contracts, and Consultant Services.

BACKUP INFORMATION

Resolution

Policy 63001: Procurement, Contracts, and Consultant Services.

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Mr. Dietz

Ms. Greaney

Dr. Van Camp

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **26-10-010**
Adopted on: **10/13/2025**

Agenda Item Number: 7
October 13, 2025

Subject: Modification of Policy 63001: Procurement, Contracts, and Consultant Services

WHEREAS, The Board of Trustees created Policy 63001: Procurement, Contracts, and Consultant Services in 1984; and

WHEREAS, The policy has served an important purpose in providing guidance for how the College will enter into contracts for goods and services to carry out the College's mission; 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; and

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

Resolved, That Policy 63001: Procurement, Contracts, and Consultant Services is amended as indicated in the attached draft; and be it further

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

Chapter: Fiscal and Administrative Affairs

Modification No. 0189

Subject: Procurement, Contracts, and Consultant Services

I. The Board of Trustees has authority to enter into ~~e~~C Contracts for goods and services to carry out the College's mission. The Board of Trustees expects that the College's procurement processes will be consistent with all applicable laws, regulations and ethical standards.

II. ~~This policy serves several T~~the following purposes: ~~of this policy creating a procurement system for the College include:~~

~~A. Providing for confidence in College procurements;~~

A. To govern procurements by the College to facilitate the educational mission of the College through the acquisition of goods and services.

B. To apply best procurement methods and practices that provide for a clear procurement process, broad-based competition, and public confidence through standard procurement policies and procedures.

C. Ensuring that the College utilizes and leverages its purchasing power directly, and through other governmental entities, to meet educational and institutional needs in a timely, economical, effective and responsible way.

D. Providing safeguards for maintaining a College procurement system of quality and integrity, consistent with conflicts of interests' requirements and other requirements of law, regulations, and grant governing documents.s;

E. Fostering effective broad-based competition to the extent practicable.;

F. Supporting governmental priorities and responsibilities, including appropriate encouragement and support for minority contracting in accordance with MD Code Education Article §16-311(c)(7)(ii), and the use of environmentally conscientious responsible materials and services.; and

~~B-G.~~ Ensuring fair and equitable treatment of all persons who deal with the College procurement system.;

~~C-D.~~ Providing safeguards for maintaining a College procurement system of quality and integrity, consistent with conflicts of interests requirements and other requirements of law, regulations and grants;

~~D.~~ Fostering effective broad-based competition to the extent practicable;

~~E.~~ Obtaining maximum benefit from the public funds available to the College to purchase necessary and beneficial College mission-related materials and services;

~~F.~~ Providing increased efficiency and timeliness in College procurements;

~~G.~~ Assuring compliance with changing requirements of law and regulations;

- 48
49 ~~H. Supporting governmental priorities and responsibilities, including appropriate~~
50 ~~encouragement and support for minority contracting and use of environmentally~~
51 ~~conscientious materials and services; and~~
52 ~~*~~
53 ~~I. Ensuring that the College utilizes and leverages its purchasing power directly,~~
54 ~~and through other governmental entities, to meet educational and institutional~~
55 ~~needs in a timely, economical, effective and responsible way.~~
56
- 57 III. The Board of Trustees must authorize by resolution all competitively bid ~~e~~CContracts that
58 exceed \$~~24~~50,000.~~00~~ (full-term) and all sole source contracts that exceed \$100,000 (full-
59 term). The Board delegates to the ~~P~~resident, or designee, the authority to procure and
60 enter into agreements for materials and services that do not exceed these stated
61 thresholds.
62
- 63 IV. All ~~e~~CContracts shall be awarded by ~~e~~CCompetitive ~~s~~Sealed ~~s~~Solicitation unless such
64 ~~e~~CContract is below the threshold required, the ~~e~~CContract is a Special Procurement, the
65 ~~P~~resident, or designee, deems that an ~~e~~Emergency ~~p~~Procurement or ~~s~~Sole ~~s~~Source
66 award is appropriate, or under other circumstances when alternative authorized
67 procurement methods are there is some other reason deemed to be in the best interest of
68 the College. ~~to use another authorized method.~~
69
- 70 V. The College may enter into multi-year ~~e~~CContracts for goods and services pursuant to any
71 procedures that may specify or limit terms of such agreements that extend beyond the
72 current fiscal year.
73
- 74 A. A multi-year Contract must not obligate the College to allocate funding in
75 subsequent fiscal years.
76
- 77 B. Each year of the term shall be subject to appropriation, and a determination by
78 the College that funds are sufficient for the then current fiscal year and to meet all
79 of the College's anticipated needs, including the subject Contract.
80
- 81 C. The sufficiency determination is at the sole discretion of the College and for any
82 fiscal year in which the College determines that funding is not adequate to meet
83 all of the College's needs, the College may terminate the Contract and the
84 Contractor and the College will then be discharged from future performance of
85 the Contract, but not from their rights and obligations existing up to the time of
86 termination.
87
- 88 D. The College will reimburse Contractor for the reasonable value of any non-
89 recurring costs incurred but not amortized in the price of the Contract.
90
- 91 E. The College shall not enter into a ~~e~~CContract where any part of the compensation
92 is based on a cost-plus-a-percentage-of-cost of the work performed or goods
93 provided. ~~All multi-year contracts are issued subject to available funding.~~
94
- 95 VI. College Contracts should not include the following provisions:
96
- 97 A. A provision that requires the College to indemnify, defend, or hold harmless
98 another person beyond the limits of MD Code, Courts and Judicial Proceedings
99 Article, Title 5, Subtitle 3 and Section 5-519, or beyond the amount of an express
100 appropriation of funds for that purpose.

- B. A provision that requires the College to submit to binding arbitration or any other binding extrajudicial dispute resolution process.
- C. A provision that names a jurisdiction or venue for any action or dispute against the College other than a court of proper jurisdiction in the State of Maryland.
- D. A provision that requires the College to be bound by a term or condition that (1) is unknown to the College at the time of signing a Contract, (2) may be unilaterally changed by the other party.
- E. A provision for automatic renewal that obligates the College to allocate funding in subsequent fiscal years.
- VII. Except as otherwise provided, a ~~e~~CContract which is entered into in violation of this Policy is void, unless it is determined, upon review, that good faith has been shown by all parties, and that there has been substantial compliance with these policies and procedures. If a ~~e~~CContract is void, any ~~e~~CContractor who entered the agreement in good faith and without knowledge of any violation or contribution to any violation prior to award may be compensated for actual costs incurred.
- VIII. The Board of Trustees authorizes the President to modify ~~e~~CContracts or to enter into Contract Amendments for Contracts previously approved by the Board of Trustees so long as the total modifications or Contract Amendments ~~does~~ not exceed 25 percent over the life of the initial ~~e~~CContract award amount. ~~The Board of Trustees delegates to the President or designee the authority to enter into contracts for goods and services up to \$250,000 using competitive procurement processes, and award sole source contracts up to \$100,000, consistent with procedures.~~ In the event that College Policy 61001: Fiscal Control is contradictory to this policy, where applicable, this policy shall prevail.
- ~~VII. The College encourages participation in the procurement process from Montgomery County-based firms, minority businesses, and contractors who can provide goods and services to the College in an environmentally sustainable manner. Consistent with applicable procedures, the President or designee must maintain a minority business program to facilitate the participation of responsible certified minority business enterprises.~~
- ~~VIII. Nothing in this policy should be construed to authorize contract awards that are fiscally disadvantageous or that confer any special privilege or status upon any business or group or individual representing a business.~~
- IX. The Board of Trustees authorizes the President ~~is authorized~~ to establish any procedures necessary to implement this policy.

Board Approval: November 19, 1984; June 16, 1986; July 20, 1987; May 16, 1988; July 17, 1989, effective July 1, 1989; October 16, 1989; June 18, 1990; December 16, 1991; November 15, 1993; February 26, 1996; June 17, 1996; June 15, 1998; December 10, 2001; June 18, 2012; December 14, 2015; June 25, 2018; January 29, 2020: DATE.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 8A
October 13, 2025

MODIFICATION OF POLICY 31009: EMPLOYEE INDEBTEDNESS

General Information

Policy Number:	31009
Contained in Chapter:	Chapter Three
Policy Title:	Employee Indebtedness
Policy Creation Date:	October 28, 1991
Most Recent Modification Date:	May 16, 2016

Changes, Additions, Deletions

Line Number	Purpose
Line 5	This revision modifies the language regarding employee indebtedness recovery.
Line 11	This modification reflects standardized language being implemented across all policies.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 31009:
Employee Indebtedness

BACKUP INFORMATION

Resolution
Policy 31009: Employee Indebtedness (redline version)

RESPONSIBLE SENIOR ADMINISTRATORS

Mr. Collette
Ms. Leitch Walker

RESOURCE PERSON

Mr. Dietz
Dr. Van Camp

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **26-10-011**
Adopted on: **10/13/2025**

Agenda Item Number: 8A
October 13, 2025

Subject: Modification of Policy 31009: Employee Indebtedness

WHEREAS, The Board of Trustees created Policy 31009: Employee Indebtedness in 1991; and

WHEREAS, The policy has served an important purpose in ensuring that employee indebtedness is promptly identified, appropriately managed, and collected in a fair and transparent manner; 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 2: Cultivate a sense of belonging for everyone at the College and Goal 3: Enhance educational and organizational effectiveness; and

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

Resolved, That Policy 31009: Employee Indebtedness is amended as indicated in the attached draft; and be it further

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

Chapter: Personnel

Modification No. 0023

Subject: **Employee Indebtedness**

I. The Board of Trustees recognizes that prudent fiscal control includes the active collection of all indebtedness, including employee indebtedness.

II. If an employee or former employee has been overpaid by the College, the overpayment is a legal debt and must be repaid in full. ~~It is the policy of~~ Montgomery College ~~may~~ to initiate recovery efforts on all employee indebtedness as soon as the debt is discovered.

III. In all cases, College employees will be notified of any indebtedness and given the available options for repayment and an opportunity to rebut the College's claim.

IV. The Board of Trustees authorizes the President ~~is authorized~~ to establish any procedures necessary to implement this policy.

Effective Date: October 28, 1991.

Modifications Date(s): May 16, 2016: DATE.

Last Review Date: DATE.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 8B
October 13, 2025

MODIFICATION OF POLICY 37001: PERSONNEL FILES

General Information

Policy Number:	37001
Contained in Chapter:	Chapter Three
Policy Title:	Personnel Files
Policy Creation Date:	September 21, 1987
Most Recent Modification Date:	September 21, 1987

Changes, Additions, Deletions

Line Number	Purpose
Title	This modification changes the policy title from Personnel Files to Employment Records.
Lines 1-2	This addition affirms the College's commitment to maintaining confidential employment records.
Lines 4-8	These modifications simplify language and improve clarity.
Lines 10-20	These modifications standardize terminology to align with the new title, simplify language, and improve clarity.
Lines 20-21	This addition references the College's record maintenance processes.
Lines 23-25	This addition aligns the policy with current record-keeping practices in the HRIS system.
Lines 27-28	This modification reflects standardized language being implemented across all policies.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 37001: Personnel Files, subsequently to be known as Policy 37001: Employment Records.

BACKUP INFORMATION

Resolution
Policy 37001: Personnel Files

RESPONSIBLE SENIOR ADMINISTRATORS

Mr. Collette
Ms. Leitch Walker

RESOURCE PERSON

Mr. Dietz
Dr. Van Camp

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **26-10-012**
Adopted on: **10/13/2025**

Agenda Item Number: 8B
October 13, 2025

Subject: Modification of Policy 37001: Personnel Files

WHEREAS, The Board of Trustees created Policy 37001: Personnel Files in 1987; and

WHEREAS, The policy has served an important purpose in establishing clear standards for the confidentiality, access, and maintenance of employee records at the College; 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 2: Cultivate a sense of belonging for everyone at the College and Goal 3: Enhance educational and organizational effectiveness; and

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

Resolved, That Policy 37001: Employment Records is amended as indicated in the attached draft and subsequently hereafter named Policy 37001: Employment Records; and be it further

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

Chapter: Personnel

Modification No. 0042

Subject: ~~Personnel Files~~ Employment Records

- I. The College is committed to maintaining accurate, secure, and confidential employment records in accordance with applicable laws and institutional standards.
- II. In the course of day-to-day daily operations of the College, employees may be required to access or manage ~~must often utilize information of a confidential nature in order~~ confidential or sensitive information to carry out their jobs. ~~All employees have a~~ It is a major responsibility both ethically and legally responsibility for all employees to safeguard and appropriately ~~properly~~ use this information.
- III. The ~~personnel~~ employment record of any past or present employee of the College is considered a confidential record of the College. ~~It is the College's policy to safeguard the privacy of its employees by restricting access to~~ the files that make up the employment records ~~personnel files and records~~ when access is restricted or denied by law. To the extent permitted by law, employees have the right to examine their employment ~~personnel files~~ records ~~and other records concerning their employment~~; the right to submit materials to correct, rebut, or clarify any information contained in those ~~files or~~ records; and the right to have materials not related to employment or official duties excluded from their records. ~~Only information which is relevant and necessary to~~ carry out the daily operations ~~accomplish the purpose~~ of the College may be maintained in these ~~personnel files and~~ records and their maintenance must be in accordance with the College's record management processes.
- IV. Effective January 1, 2022, employment records will be maintained in the HR Information System (HRIS). Digital files for employment records prior to January 1, 2022, are maintained electronically.
- VIII. The Board of Trustees authorizes the P ~~resident is authorized~~ to establish any procedures necessary to implement this policy.

Effective Date: September 21, 1987.

Modification Date(s): DATE.Last Review Date: DATE.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 8C
October 13, 2025

NEW POLICY 91000: PUBLIC HEALTH AND ENVIRONMENTAL SAFETY

General Information

Policy Number:	91000
Contained in Chapter:	Chapter Nine
Policy Title:	Public Health and Environmental Safety

Reason for Policy

This policy establishes a comprehensive framework to promote public health and environmental safety at Montgomery College. It codifies the responsibilities of the Office of Public Safety, Health, and Emergency Management; affirms the Board's authority by making compliance with applicable laws and regulations a condition of employment, enrollment, and presence at the College; and encourages individuals to report concerns so that timely corrective and preventative action can be taken. The policy aligns with current College practices and enables the retirement of outdated policies.

Purpose of Each Policy Element

Section	Purpose
I	Overarching policy statement highlighting the College's commitment to public health and environmental safety
II	This section establishes that compliance with all applicable laws and regulations is a condition of employment, enrollment, and presence at College locations.
III	This section codifies the responsibilities of the Office of Public Safety, Health, and Emergency Management.
IV	This section establishes the College's expectation that individuals promptly report public health and environmental safety concerns so that corrective and preventative action can be taken.
V	Standard policy statement authorizing the president to establish and implement procedures necessary to implement the policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 91000: Public Health and Environmental Safety

BACKUP INFORMATION

Resolution

Policy 91000: Public Health and Environmental Safety

RESPONSIBLE SENIOR ADMINISTRATORS

Mr. Collette
Mr. Reid

RESOURCE PERSONS

Mr. Dietz
Dr. Van Camp

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **26-10-013**
Adopted on: **10/13/2025**

Agenda Item Number: 8C
October 13, 2025

Subject: New Policy 91000: Public Health and Environmental Safety

WHEREAS, The Board of Trustees and the president have identified the need for a policy support public health and environmental safety, ensure compliance with applicable laws and regulations, and establish clear oversight responsibilities; and

WHEREAS, The issues related to public health and environmental safety compliance and oversight 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 2: Cultivate a sense of belonging for everyone at the College and Goal 3: Enhance educational and organizational effectiveness; and

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

Resolved, That 91000: Public Health and Environmental Safety be adopted as indicated in the attachment; and be it further

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

Chapter: Public Safety, Health, and Emergency Management

Modification No. 001

Subject: **Public Health & Environmental Safety**

- 1 I. Montgomery College is committed to promoting public health and environmental safety at
2 College-owned and operated locations and in the communities that it serves.
3
4 II. The College views compliance with all applicable laws and regulations as a condition of
5 employment, enrollment, and presence at any College location. Violation of such
6 requirements may be considered grounds for disciplinary action, including termination of
7 employment, academic suspension, and removal from College property.
8
9 III. The Office of Public Safety, Health and Emergency Management has primary
10 responsibility for developing, implementing, and maintaining public health and
11 environmental safety compliance programs; auditing college operations to ensure health
12 and safety compliance across the college; advising and communicating with the college
13 community on matters related to public health and environmental safety; and meeting
14 internal and external reporting requirements.
15
16 IV. It is the policy of the College to encourage individuals to report any public health and
17 environmental safety concerns immediately so that prompt corrective and preventative
18 action can be taken.
19
20 V. The Board of Trustees authorizes the president to establish any procedures necessary to
21 implement this policy.

Effective Date:

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 8D
October 13, 2025

RETIREMENT OF POLICY 41004: STUDENT HEALTH AND SAFETY

General Information

Policy Number:	41004
Contained in Chapter:	Chapter Four
Policy Title:	Student Health and Safety
Policy Creation Date:	December 17, 1984
Most Recent Modification Date:	December 17, 1984

Reason for Policy Retirement

This policy is being retired because its provisions are outdated and have been subsumed into the new Policy 91000: Public Health and Environmental Safety. The retirement ensures that expectations for health and safety are captured in a modernized framework that reflects current practices and regulations.

RECOMMENDATION

It is recommended that the Board of Trustees retire Policy 41004: Student Health and Safety.

BACKUP INFORMATION

Resolution
Policy 41004: Student Health and Safety

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Tiffany Ray-Patterson

RESOURCE PERSONS

Mr. Dietz
Dr. Van Camp

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **26-10-014**
Adopted on: **10/13/2025**

Agenda Item Number: 8D
October 13, 2025

Subject: Retirement of Policy 41004: Student Health and Safety

WHEREAS, The Board of Trustees created Policy 41004: Student Health and Safety in 1984; and

WHEREAS, The policy has served an important purpose in safeguarding the health and safety of the College community by establishing health requirements for students and requiring prompt reporting of health and safety concerns; and

WHEREAS, The language, authorities, and expectations codified in College Policy 41004: Student Health and Safety can be appropriately incorporated into other policies 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 Policy 41004: Student Health and Safety be retired as indicated in the attached draft; and be it further

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

Chapter: Student Affairs

Modification No. 001

Subject: **Student Health and Safety**

- 1 I. It is the policy of the College to be responsive to the health and safety of the College
2 community. Any problem concerning the health and safety of College students,
3 employees, or members of the public on campus should be reported promptly to the
4 appropriate College official, as set forth in procedures approved by the President.
5
6 II. All students enrolled in programs or courses which require the handling of food are
7 required to be free from active tuberculosis and other communicable diseases.
8
9 III. Students in clinical or other instructional settings may be required to provide certain
10 health information in order to enroll in a particular program or course.
11
12
13

14

Board Approval: December 17, 1984.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 8E
October 13, 2025

**RETIREMENT OF POLICY 75003: RESTRICTIONS ON SMOKING, TOBACCO, AND
SALE OF TOBACCO PRODUCTS**

General Information

Policy Number:	75003
Contained in Chapter:	Chapter Seven
Policy Title:	Restrictions on Smoking, Tobacco, and Sale of Tobacco Products
Policy Creation Date:	June 16, 2003
Most Recent Modification Date:	June 16, 2015

Reason for Policy Retirement

This policy is being retired because its provisions are outdated, overly operational, and have been subsumed into the new Policy 91000: Public Health and Environmental Safety. The retirement ensures that expectations for health and safety are captured in a modernized framework that reflects current practices and regulations.

RECOMMENDATION

It is recommended that the Board of Trustees retire Policy 75003: Restrictions on Smoking, Tobacco, and Sale of Tobacco Products.

BACKUP INFORMATION

Resolution

Policy 75003: Restrictions on Smoking, Tobacco, and Sale of Tobacco Products.

RESPONSIBLE SENIOR ADMINISTRATORS

Mr. Collette

Mr. Reid

RESOURCE PERSONS

Mr. Dietz

Dr. Van Camp

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Resolution Number: **26-10-015**
Adopted on: **10/13/2025**

Agenda Item Number: 8E
October 13, 2025

Subject: Retirement of Policy 75003: Restrictions on Smoking, Tobacco, and Sale of Tobacco Products

WHEREAS, The Board of Trustees created Policy 75003: Restrictions on Smoking, Tobacco, and Sale of Tobacco Products in 2003; and

WHEREAS, The policy has served an important purpose in promoting the health and safety of the College community by establishing Montgomery College as a tobacco- and smoke-free institution; and

WHEREAS, The language, authorities, and expectations codified in College 75003: Restrictions on Smoking, Tobacco, and Sale of Tobacco Products can be appropriately incorporated into other policies 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 Policy 75003: Restrictions on Smoking, Tobacco, and Sale of Tobacco Products be retired as indicated in the attached draft; and be it further

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

Chapter: Facilities

Modification No. 003

Subject: **Restrictions on Smoking, Tobacco, and Sale of Tobacco Products**

- I. Montgomery College recognizes its leadership role in promoting and maintaining a tobacco and smoke-free environment. Therefore, in compliance with all applicable county regulations and in conjunction with its efforts to educate students, faculty, staff and the community about the importance of health and safety, Montgomery College is a tobacco and smoke-free institution. Enforcing a tobacco and smoke-free policy is possible because the College places value on individual responsibility and leadership. As such, every member of the Montgomery College community shares equally in the responsibility for adhering to and respectfully enforcing the smoke and tobacco-free policy.
- II. For the purposes of this policy,
- Electronic cigarettes are defined as any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
- Smoking is defined as the act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind, including electronic cigarettes.
- Tobacco use is defined as the lighting, burning, oral use, or ingestion of any tobacco product.
- Vaping is defined as the act of using an electronic cigarette.
- III. Specifically, smoking and tobacco use:
- A. is prohibited in or on all College-owned property and within leased College office and classroom space;
- B. is prohibited in all indoor and outdoor facilities, including athletic fields, amphitheaters, entrance steps and ramps, restrooms, pedestrian walkways, entryways, portable buildings, terraces, in privately owned vehicles and campus bus stops;
- C. is prohibited in College-owned or leased vehicles; and
- D. is prohibited at meetings or conferences sponsored by Montgomery College.
- IV. Smoking and tobacco products will not be sold in College facilities.
- IV. The President is authorized to develop and implement procedures to implement this policy.

Board Approval: June 16, 2003; April 28, 2008; June 16, 2015