



BOARD OF TRUSTEES  
MONTGOMERY COLLEGE

# RECORD OF RESOLUTIONS

Room 205 • Cultural Arts Center • 7600 Takoma Avenue • Takoma Park/Silver Spring Campus

This meeting was held in-person and via Zoom webinar  
Call-in: 1-301-715-8592 • Webinar ID: 917 3984 5346

**April 21, 2025, 7:00 p.m.**

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**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Agenda Item Number: 6B  
April 21, 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

Ms. Mason

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Resolution Number: **25-04-048**  
Adopted on: **4/21/2025**

Agenda Item Number: 6B  
April 21, 2025

**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 February 1, 2025, through February 28, 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 February 1, 2025, through February 28, 2025**

**STAFF**

**STAFF EMPLOYMENTS**

Effective					
Date	Name	Position Title	Grade	Department	
2/03/2025	Herry, Tabitha	Director of Enterprise Services	39	OIT Central Administration	
2/03/2025	Pena Acuirre, Jose	Painter	19	Facilities Operations-GT	
2/17/2025	Forsythe, Dwight	Campus Police Officer	19	Public Safety-TP/SS	
2/17/2025	Masse, Ketsia	Instructional Designer	31	ELITE Distance Learning	
2/17/2025	Massey, Tina	Public Safety Dispatcher	15	Public Safety-Central	
2/17/2025	Mengesha, Hermela	Digital Learning Center Specialist	23	CW Learning Center	
2/17/2025	Stansberry, Ayrianna	Financial Aid Assistant	21	Financial Aid	

**STAFF SEPARATIONS**

Effective					
Date	Name	Position Title	Grade	YOS	Department
2/03/2025	Haddad, Suhad <sup>1</sup>	Associate Dean of Student Affairs	35	23	CW Dean Stu Success-RV Stu Services
2/14/2025	Isaia, Alejandra	WDCE Program Manager	27	8	BITS Dean WDCE
2/21/2025	Rhyne, Tilandra	Executive Associate I	25	13	Health Sciences Dean
2/28/2025	Camara, Lucien	Building Services Worker	11	2	Facilities Operations-RV
2/28/2025	Standing, Christopher <sup>1</sup>	Employee and Labor Relations Specialist II	29	29	Human Resources/Strategic Talent Mgt

<sup>1</sup> Retirement

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Other/2 or More	TOTAL
Female	0	5	0	0	0	0	5
Male	0	1	1	0	0	0	2
<b>TOTAL</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

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

**MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From February 1, 2025, through February 28, 2025**

**FACULTY**

**FACULTY EMPLOYMENTS: None**

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**FACULTY SEPARATIONS: None**

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**FACULTY EMPLOYMENTS: Ethnicity and Gender**

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

**FACULTY SEPARATIONS: Ethnicity and Gender**

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

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**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Agenda Item Number: 6C  
April 21, 2025

**GRADUATES RECEIVING ASSOCIATE DEGREES AND  
PROGRAM CERTIFICATES IN SPRING 2025**

BACKGROUND

The Board of Trustees is required to ratify the conferral of degrees and certificates by the faculty, as certified by the College registrar, each semester.

RECOMMENDATION

The Board of Trustees is asked to ratify the conferral of degrees and certificates by the faculty on the list of proposed graduates who have successfully completed the requirements of a program, subject to certification by the College registrar.

BACK-UP INFORMATION

Board Resolution  
List of Graduates (Board members only)

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Cabellon  
Dr. Price

RESOURCE PERSONS

Mr. Cartledge  
Mr. Dietz

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Resolution Number: **25-04-049**  
Adopted on: **4/21/2025**

Agenda Item Number: 6C  
April 21, 2025

**Subject: Graduates Receiving Associate Degrees and Program Certificates in Spring 2025**

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WHEREAS, It is necessary that the board take action on the list of certified candidates attached herewith; and

WHEREAS, The college registrar (“the registrar”) has certified that the students of Montgomery College, as listed on the attachment, are expected to complete successfully in the spring 2025 semester, the courses and curricula prescribed by the faculty, and to meet all other requirements of the College, for the degrees and certificates that those students are seeking; and

WHEREAS, The faculty has thereby conferred upon the students of Montgomery College, as listed on the attachment, their respective associate’s degrees and certificates, subject to certification by the College registrar that such students have met all applicable requirements; and

WHEREAS, The president recommends that the board approve the following resolution; now therefore be it

Resolved, That the Board of Trustees ratifies the faculty’s conferral upon the students of Montgomery College, as listed on the attachment, of their respective associate’s degrees and certificates, subject to certification by the College registrar that such students have met all applicable requirements.

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Agenda Item Number: 7  
April 21, 2025

**SOLE SOURCE AWARD OF CONTRACT,  
CONTINUATION OF TOUCHNET COMMERCE MANAGEMENT SYSTEM, CASHIERING  
SERVICES MODULE, AND PROFESSIONAL SERVICES**

BACKGROUND

Request:	Continuation of TouchNet commerce management system.
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services
Award Type:	Sole Source
Bid Number:	N/A
Explanation of Request:	<p>The senior vice president for administrative and fiscal services is requesting a sole source award of contract to continue the TouchNet Commerce Management System. This includes the annual subscription, hosting services, maintenance and support for the software, the cashiering services module, and professional services.</p> <p>In June 2001, the Board of Trustees approved a sole-source award of contract for the purchase of a commerce management system from TouchNet Information Systems under resolution 01-93. This system included voice portals, cashiering services, software subscriptions and licenses, hosting services, and professional services. Subsequent resolutions were also approved by the Board of Trustees for the purchase of additional modules, expanded product capabilities, and the continued use of the TouchNet solution, under resolutions 06-06-055, 08-01-10, 09-06-067, 10-10-077, and 15-09-075.</p> <p>In June 2017, the Board of Trustees consolidated all of the previous resolutions into a single resolution under 17-06-076, to streamline and improve management of services provided, and during their June 22, 2020 meeting, approval was also granted for the continued use of the TouchNet solution under resolution 20-06-063.</p> <p>This solution is used by cashiers to take payments from</p>

	<p>student's and is also the application behind our portal, which allows students to make payments online. In addition, it is the payment gateway that supports the Foundation's alumni donation site and ticket sales for The Performing Arts and Cafritz Arts Centers. The payment gateway ensures that all payments comply with the Payment Card Industry Data Security Standards. The system is also used to expedite the processing of refunds to students, specifically eRefund processing.</p> <p>The TouchNet product has been embedded at the College for many years, and moving to another platform would involve a lengthy and disruptive process. In addition, any replacement would have to integrate with Banner and other applications currently in place at the College.</p>
Reason Being Brought to Board:	Board approval is required for sole source awards valued at \$100,000 and above.
Certification:	The director of procurement affirms that the TouchNet Commerce Management System, which includes the annual subscription, hosting services, maintenance and support for the software, the cashiering services module, and professional services, can only be obtained from TouchNet Information Systems due to the proprietary nature of its software. The chief business/financial strategy officer certifies that funds are planned for and budgeted in the FY26 operating budget, subject to County Council and Board of Trustees funding approval.
Annual Estimated Dollar Amount:	\$350,000
Vendor Name:	TouchNet Information Systems, Inc.
Address:	Lenexa, Kansas
Minority Status:	N/A
Contract Term:	One year, with four one-year renewal options

### RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract for the continuation of the TouchNet Information Systems, Inc., of Lenexa, Kansas, for the TouchNet Commerce Management System that includes the annual subscription, hosting services, maintenance and support for the software, the cashiering services module, and professional services, for a total not-to-exceed annual amount of \$350,000.

It is further recommended that the sole source award of 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, funding is available, and renewals are in the best interest of the College. The total five-year contract estimated amount is \$1,750,000.

### BACKUP INFORMATION

Board Resolution  
Board Resolution 20-06-063  
Policy 41000: Student Success

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Johnson

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Resolution Number: **15-04-050**  
Adopted on: **4/21/2025**

Agenda Item Number: 7  
April 21, 2025

**Subject: Sole Source Award of Contract, For the Continuation of TouchNet Commerce Management System, Cashiering Services Module, and Professional Services**

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WHEREAS, The senior vice president for administrative and fiscal services is requesting the continuation of the TouchNet Commerce Management System that includes the annual subscription, hosting services, maintenance and support for the software, the cashiering services module, and professional services; and

WHEREAS, The Board of Trustees approved the following sole source awards of contract for the purchase of a commerce management system including voice portals, cashiering services, software subscription and license fees, hosting services, and professional services from TouchNet Information Systems: resolution 01-93 in June 2001; resolution 06-06-055 in June 2006; resolution 08-01-10 in January 2008; resolution 09-06-067 in June 2009; resolution 10-10-077 in October 2010; and resolution 15-09-075 in September 2015; and

WHEREAS, In June 2017, the Board of Trustees approved the consolidation of all resolutions into a single resolution under 17-06-076, to align and better manage provided services, and during their June 22, 2020 meeting, approval was also granted for the continued use of the TouchNet solution under resolution 20-06-063; and

WHEREAS, Continued use of the TouchNet product will allow the College's electronic payment option for student credit card and debit card transactions to run efficiently and effectively; and

WHEREAS, The director of procurement affirms that the TouchNet software subscription and hosting, maintenance, and support services can only be obtained from TouchNet Information Systems, due to the proprietary nature of its software; and

WHEREAS, The chief business/financial strategy officer certifies that funds are planned for and budgeted in the FY26 operating budget, subject to County Council and Board of Trustees funding approval; and

WHEREAS, College policy states that the formal bidding process may be dispensed with in the event of a sole source procurement; and

WHEREAS, Board approval is required for sole source awards of contract valued over \$100,000; and

WHEREAS, This resolution aligns with Montgomery College Strategic Plan Goal 3: Enhance educational and organizational effectiveness; 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 for the continuation of the TouchNet Information Systems, Inc., of Lenexa, Kansas, for one year, for TouchNet commerce management system that includes the annual subscription, hosting services, maintenance and support for the software, the cashiering services module, and professional services, for a not-to-exceed annual amount of \$350,000; and be it further

Resolved, That the sole source award of 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, funding is available, 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: 8  
April 21, 2025

**CONTRACT CHANGE ORDER, AWARD OF CONTRACT FOR THE  
CONTINUATION OF SERVICE OF STUDENT SUCCESS TRACKING SOFTWARE LICENSE  
(STARFISH)**

BACKGROUND

Request:	Continuation of student success tracking software license, Starfish
Office/SVP Originating Request:	Interim Senior Vice President for Student Affairs
Award Type:	Continuation of Award of Contract
Bid Number:	NA
Explanation of Request:	<p>The interim senior vice president for student affairs is requesting continued usage of Starfish advising and student success software license. During its June 18, 2012 meeting, the Board of Trustees approved a competitive award of contract for Starfish advising and student success software license under resolution 12-06-048, and approved the continued use of the software license under resolutions 17-06-071, and 22-06-102 respectively.</p> <p>Starfish software is used to organize and track student academic progress and help students successfully navigate to completion of their academic goals. This software allows students to sign up for appointments with course instructors, counselors, and advisors; view support networks; obtain electronic referrals and other important time sensitive messages; and view and follow educational plans to completion.</p> <p>Continuing the Starfish software license ensures that the College remains in compliance with College and Career Readiness and College Completion Act of 2013 (CCRCCA.)</p>
Reason Being Brought to Board:	Board approval is required for all contract change orders that exceed \$100,000 in value.

Certification:	The director of procurement certifies that the Starfish advising and student success software can only be obtained from EAB Global, Inc., and the chief business/financial strategy officer certifies that funds are planned for and budgeted in the FY26 operating budget, subject to County Council and Board of Trustees funding approval.
Annual Dollar Amount:	Year one: \$275,000
Vendor Name:	EAB Global Inc. (Formerly Hobsons, Inc./Starfish Retention Solutions)
Vendor Address:	Washington, D.C.
Minority Status:	Non-minority
Contract term:	One year, with four one-year renewal options

**RECOMMENDATION**

It is recommended that the Board of Trustees approve a one-year award of contract for the continuation of Starfish advising and student success software system to EAB Global, Inc. of Washington, D.C., for an annual, not-to-exceed amount of \$275,000.

It is further recommended that the contract be renewed for four additional one-year terms, as long as service is satisfactory, funds are available, and renewals are in the best interest of the College. The total three-year estimated contract award amount shall not exceed \$1,375,000.

**BACKUP INFORMATION**

Board Resolution  
Board Resolution 22-06-102  
Policy 41000: Student Success

**RESPONSIBLE SENIOR ADMINISTRATOR**

Dr. Cabellon

**RESOURCE PERSON**

Mr. Johnson

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Resolution Number: **25-04-051**  
Adopted on: **4/21/2025**

Agenda Item Number: 8  
April 21, 2025

**Subject: Contract Change Order, Award of Contract for the Continuation of Service of Student Success Tracking Software License**

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WHEREAS, The interim senior vice president for student affairs is requesting the continued use of Starfish advising and student success software system; and

WHEREAS, Starfish service tracking software is used to organize and track student academic progress, help students successfully navigate to completion of their academic goals, and ensures compliance with the College and Career Readiness and College Completion Act of 2013; and

WHEREAS, The Board of Trustees approved a competitive award of contract for the Starfish advising and student success software license under resolution 12-06-048, and approved the continued use of the software license under resolutions 17-06-071 and 22-06-102 respectively; and

WHEREAS, The director of procurement certifies that Starfish advising and student success software can only be obtained from EAB Global, Inc. of Washington, D.C., and the chief business/financial strategy officer certifies that funds are planned for and budgeted in the FY26 operating budget, subject to County Council and Board of Trustees funding approval; and

WHEREAS, Board approval is required for all contract change orders that exceed \$100,000 in value; and

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

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

Resolved, That the contract change order to the award of contract for the continued use of the Starfish software system to EAB Global, Inc. of Washington, D.C., be approved for one year, for an annual not-to-exceed amount of \$275,000; and be it further

Resolved, That the contract be renewed for four additional one-year terms, as long as the software and service is satisfactory, funds are available, and renewals are in the best interest of the College, with the total five-year estimated contract award not to exceed \$1,375,000; and be it further

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

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Agenda Item Number: 9Ai  
April 21, 2025

**MODIFICATION OF POLICY 58002: ASSESSMENT TESTING AND APPROPRIATE  
COURSE PLACEMENT**

General Information

Policy Number:	58002
Contained in Chapter:	Chapter Five
Policy Title:	Assessment Testing and Appropriate Course Placement
Policy Creation Date:	July 19, 1982
Most Recent Modification Date:	May 16, 2016

Changes, Additions, Deletions

Line Number	Purpose
Header	This modification changes the policy title to incorporate reference to credit for prior learning.
Lines 1-6	These modifications to language improve clarity, meaning, and focus.
Lines 8-9	This deletion removes language not relevant to the scope of the policy.
Lines 11-13	This addition incorporates reference to credit for prior learning.
Line 14	This modification reflects standardized language being implemented across all policies.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 58002: Assessment Testing and Appropriate Course Placement, subsequently to be known as Policy 58002: Assessment Testing, Course Placement, and Credit for Prior Learning.

BACKUP INFORMATION

Resolution

Policy 58002: Assessment Testing and Appropriate Course Placement (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Price

RESOURCE PERSONS

Mr. Dietz

Dr. Terry

Dr. Van Camp

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Resolution Number: **25-0-40-052**  
Adopted on: **4/21/2025**

Agenda Item Number: 9Ai  
April 21, 2025

**Subject: Modification of Policy 58002: Assessment Testing and Appropriate Course Placement**

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WHEREAS, The Board of Trustees created Policy 58002: Assessment Testing and Appropriate Course Placement in 1982; and

WHEREAS, The policy has served an important purpose in the assessment of student academic skills and the placement of students in appropriate courses; and

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

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

Resolved, That Policy 58002: Assessment Testing and Appropriate Course Placement be amended as indicated in the attached draft and be subsequently hereafter named 58002: Assessment Testing, Course Placement, and Credit for Prior Learning; and be it further

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

Chapter: Educational Program

Modification No. 0045

Subject: **Assessment Testing, ~~and Appropriate~~ Course Placement, and Credit for Prior Learning**

- 1 I. Student success for all students is the primary goal of Montgomery College. ~~and the~~  
2 ~~driving force behind everything related to the College. We further acknowledge that~~  
3 ~~among the ways to facilitate student success and allow them to progress through their~~  
4 ~~chosen pathway is through the a~~Assessment of student academic skills and the  
5 placement of students in appropriate courses is an important mechanism by which the  
6 College supports student success.  
7
- 8 II. ~~Program quality, student completion, and student retention are important outcome~~  
9 ~~measures by which the College holds itself accountable.~~The Board of Trustees of  
10 Montgomery College endorses a process of assessment and placement so that students  
11 are able to enroll in courses for which they demonstrate academic readiness. The Board  
12 of Trustees further endorses a process through which students may ~~and receive credit~~  
13 for prior learning. ~~which will enable them to move through their program pathway.~~  
14
- 15 III. The Board of Trustees authorizes the president ~~is authorized~~ to establish any develop  
16 procedures necessary to implement this policy.  
17  
18

19 Board Approval: July 19, 1982; May 16, 1988; July 18, 1994; May 16, 2016; DATE.

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Agenda Item Number: 9Aii  
April 21, 2025

**MODIFICATION OF POLICY 66001: ACCEPTABLE USE OF INFORMATION TECHNOLOGY**

General Information

Policy Number:	66001
Contained in Chapter:	Chapter Six
Policy Title:	Acceptable Use of Information Technology
Policy Creation Date:	July 21, 1997 (Interim Policy)
Most Recent Modification Date:	April 28, 2014

Changes, Additions, Deletions

Line Number	Purpose
Lines 1-8	These modifications to language improve clarity, meaning, and focus.
Lines 17-23	This deletion removes reference to resources not covered by this policy.
Lines 29-31	These modifications to language add specificity.
Lines 33-25	This additional language makes it clear that the policy applies to the use of informational technology resources regardless of location.
Lines 37-38	This modification reflects standardized language being implemented across all policies.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the modifications to Policy 66001: Acceptable Use of Information Technology.

**BACKUP INFORMATION**

Resolution  
Policy 66001: Acceptable Use of Information Technology (revised version)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Collette

## RESOURCE PERSONS

Mr. Dietz  
Dr. Gregory  
Dr. Van Camp

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Resolution Number: **25-04-053**  
Adopted on: **4/21/2025**

Agenda Item Number: 9Aii  
April 21, 2025

**Subject: Modification of Policy 66001: Acceptable Use of Information Technology**

WHEREAS, The Board of Trustees created 66001: Acceptable Use of Information Technology in 1997; and

WHEREAS, The policy has served an important purpose in outlining the acceptable standards for all users with regard to the use of technology facilities, equipment, and tools; and

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

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

Resolved, That Policy 66001: Acceptable Use of Information Technology be 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. 0034Subject: **Acceptable Use of Information Technology**

1 I. ~~Information technology is critical to carrying out the~~ ~~To provide adequate and continuing~~  
 2 ~~support of the instructional~~ mission of the College. ~~This~~, ~~it is the intent of the Board of~~  
 3 ~~Trustees to provide a~~ policy, ~~and its associated procedures, establish~~ for acceptable use  
 4 of information technology resources made ~~available by the Board to~~ available to students,  
 5 faculty, and staff, and any non-College individuals and entities specifically authorized to  
 6 use these resources.

7  
 8 II. The same ~~acceptable~~ standards for all Uusers ~~with regard to~~ regarding the acceptable  
 9 use of facilities, equipment and tools, as well as acceptable standards of behavior toward  
 10 individuals while using these resources, apply to the use of information technology  
 11 resources as well. The ability to use these resources is a privilege, not a right or  
 12 guarantee, based on Board of Trustees' priorities and available funding. No one can or  
 13 should assume that because this policy is silent on a particular act or behavior, or that  
 14 just because one is capable of doing something, that it is then acceptable, condoned, or  
 15 legal.

16  
 17 ~~The College, through policies, procedures, and regulations has already established~~  
 18 ~~acceptable uses of College resources. The College has also defined and established~~  
 19 ~~processes available to all students, faculty and staff regarding such issues as~~  
 20 ~~harassment, standards of behavior, plagiarism, conflict of interest and unethical conduct,~~  
 21 ~~as evidenced in the Board of Trustees' policies and the Montgomery College Student~~  
 22 ~~Handbook. There already exist federal, state, and local laws, rules and regulations~~  
 23 ~~regarding theft, copyright infringements and other unlawful acts.~~ These same  
 24 disciplinary actions that apply to the misuse of other resources and behaviors may be  
 25 applied to misuse of information technology resources.

26  
 27 III. All Uusers who request and/or are given access to College-owned and operated  
 28 information technology resources agree to use those resources in a manner consistent  
 29 with the mission of the College and in compliance with this and other Board of Trustees'  
 30 policies, as well as all applicable federal, state, and local laws, procedures, rules and  
 31 regulations.

32  
 33 IV. This policy and its associated procedures apply to use of the College's informational  
 34 technology resources regardless of location i.e. on site, at a remote work location, or  
 35 while travelling domestically or internationally.

36  
 37 V.H. The Board of Trustees authorizes the pPresident ~~is authorized~~ to establish any  
 38 procedures necessary to ~~to~~ implement this policy.

Board Approval: July 21, 1997\_(Interim Policy); February 19, 2001; April 28, 2014; DATE.

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Agenda Item Number: 9Bi  
April 21, 2025

**RETIREMENT OF POLICY 61006: FIXED ASSET MANAGEMENT**

General Information

Policy Number:	61006
Contained in Chapter:	Chapter Six
Policy Title:	Fixed Asset Management
Policy Creation Date:	May 15, 2006
Most Recent Modification Date:	May 15, 2006

Reason for Policy Retirement

This policy was written to comply with specific government accounting pronouncements, which are now outdated. The volume and value of College transactions have changed. The College has evolved how it approaches asset management, including the accounting and valuation of assets. A new policy 61010: Asset Management will incorporate fixed asset management and so this policy can be retired.

RECOMMENDATION

It is recommended that the Board of Trustees retire Policy 61006: Fixed Asset Management.

BACKUP INFORMATION

Resolution  
Policy 61006: Fixed Asset Management

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Dietz  
Ms. Greaney  
Dr. Van Camp

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Resolution Number: **25-04-054**  
Adopted on: **4/21/2025**

Agenda Item Number: 9Bi  
April 21, 2025

**Subject: Retirement of Policy 61006: Fixed Asset Management**

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WHEREAS, The Board of Trustees created Policy 61006: Fixed Asset Management in 2006;  
and

WHEREAS, The policy has served an important purpose in establishing guidance for the  
appropriate management of capital and non-capital fixed assets; and

WHEREAS, The language, authorities, and expectations codified in College Policy 61006: Fixed  
Asset Management can be appropriately incorporated into Policy 61010: Asset Management;  
and

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

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

Resolved, That Policy 61006: Fixed Asset Management be retired as indicated in the attached  
draft; and be it further

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

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Chapter: Fiscal and Administrative Affairs Modification No. 001

Subject: Fixed Asset Management

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I. Capital Assets, Capitalization Policy and Capital Asset Management

A. Definition – Capital vs. Non-Capital

1. Capital Assets (Moveable Item)

Capital assets shall be any unit of equipment, furniture, instrument, machine, apparatus, personal computer and related equipment that is non-expendable, has a durable life expectancy of at least two years, is complete in itself, does not lose its identity or become a component of the building where it resides, and has a unit acquired cost of \$5,000 or greater.

2. Non Capital Asset

In the following circumstances tangible personal property with a unit cost of \$1,000 to \$4,999 (non-capital items) such as desktops, laptops, servers, workstations (including routine operating systems software installed by the manufacturer), printers, and scanners will be classified as equipment for tracking purposes only in the Information Technology's Asset Management System even though they do not meet the criteria for capitalization. This is done because of the quantity and overall College-wide dollar value of such items. These items will be considered expendable on the College's financial records and reported as such in the College's Financial Statements. These items are not capitalized and are not subject to depreciation charges.

B. Capitalization Policy

The College will capitalize all acquisitions which meets the criteria of a capital asset with a unit value of \$5,000 or greater and has a useful life of at least two years. With the exception of donated assets, capital assets are accounted for at the original acquisition cost which includes the purchase price and/or constructed cost, plus any incidental costs incurred to place an asset in service. Donated assets are recorded at fair market value at the date of donation. All items deemed to be capital assets will be tagged with an appropriate property control tag and placed in the property control inventory system to be depreciated in accordance with Generally Accepted Accounting Principles (GAAP). Capitalized items and their related depreciation are recorded as assets in the Fixed Asset Plant Fund. Other capital assets which include acquisitions of land, buildings and improvements (including alterations, renovations, renewals, replacement, construction in progress, and infrastructure) are identified through the capital project process and are capitalized for inclusion in the Fixed Asset Plant Fund.

C. Capital Asset Inventory Management

1. Property Control

- a. The Office of Business Services will maintain a property control system of all capital assets which have met the capitalization criteria. The property control system will be managed in accordance with Federal, State and College Policies and Procedures. All equipment shall be used for Board of Trustees' purposes only.
  - b. Equipment acquired through governmental grants must be maintained in accordance with grant guidelines. Additionally, a unique numbering system will be used to identify those items.
  - c. Whenever it is determined that equipment has become surplus, obsolete, unusable or scrap, the Chief Business/Financial Strategy Officer may recommend disposal by trade-in, sale by formal bid procedures, direct sale, spot bid, donation to tax exempt institutions, or public auction or enter into a contractual agreement with another governmental unit for disposal where the cost for storage and disposal exceeds the estimated sale amount. If the Director determines that the property has no real or scrap value, it may be disposed of at a public refuse facility.
2. Asset Management for Information Technology Equipment
- The Office of Asset Management under the direction of the Chief Information Officer will be responsible for maintaining an asset management system that will track all Information Technology tangible equipment purchases whether the item is deemed a capital asset or not.
3. Authority
- a. Only the Board of Trustees may authorize disposal of property when sale is expected to exceed the amount that qualifies as a "Small Procurement" (\$25,000).
  - b. Chief Business/Financial Strategy Officer may authorize disposal of property when sale is expected to qualify as a "Small Procurement" (\$10,000 - \$25,000).

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Board Approval: May 15, 2006.

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Agenda Item Number: 9Bii  
April 21, 2025

**RETIREMENT OF POLICY 61007: INTANGIBLE ASSET MANAGEMENT**

General Information

Policy Number:	61007
Contained in Chapter:	Chapter Six
Policy Title:	Intangible Asset Management
Policy Creation Date:	March 19, 2012
Most Recent Modification Date:	March 19, 2012

Reason for Policy Retirement

This policy was written to comply with specific government accounting pronouncements, which are now outdated. The volume and value of College transactions have changed. The College has evolved how it approaches asset management, including the accounting and valuation of assets. A new policy 61010: Asset Management will incorporate intangible asset management and so this policy can be retired.

RECOMMENDATION

It is recommended that the Board of Trustees retire Policy 61007: Intangible Asset Management.

BACKUP INFORMATION

Resolution  
Policy 61007: Intangible Asset Management

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Mr. Dietz  
Ms. Greaney  
Dr. Van Camp

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Resolution Number: **25-04-055**  
Adopted on: **4/21/2025**

Agenda Item Number: 9Bii  
April 21, 2025

**Subject: Retirement of Policy 61007: Intangible Asset Management**

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WHEREAS, The Board of Trustees created Policy 61007: Intangible Asset Management in 2012; and

WHEREAS, The policy has served an important purpose in establishing guidance for the appropriate management and control of intangible assets; and

WHEREAS, The language, authorities, and expectations codified in Policy 61007: Intangible Asset Management can be appropriately incorporated into Policy 61010: Asset Management; and

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

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

Resolved, That Policy 61007: Intangible Asset Management be retired as indicated in the attached draft; and be it further

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

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Chapter: Fiscal and Administrative Affairs

Modification No. 001

Subject: **Intangible Asset Management**

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I. Definition – Intangible Asset vs. Tangible Asset

A. Intangible Asset

An intangible asset is an asset that lacks physical substance, is nonfinancial in nature, and has a useful life of two or more years. An intangible asset is identifiable when either of the following conditions is met:

1. Separable (capable of being sold or transferred)
2. Arises from contractual or legal rights

B. Tangible Asset

A tangible asset is one that has a physical form and has a useful life of two or more years.

II. Capitalization Policy

The College will capitalize all acquisitions which meets the criteria of an intangible asset with a purchase price of \$100,000. For internally generated assets the total project value has to be \$200,000 or greater. Included in this \$200,000 is any purchased software that is then configured for College use. For internally generated software the only project costs to be capitalized are the costs that fall into the application development stage as defined in GASB 51. These costs include the design of the chosen path, including software configuration, and software interfaces, coding, installation to hardware, and testing, including the parallel processing phase and data conversion. All labor cost associated with this phase will be supplied to The Office of Business Services by the area(s) implementing the software. Costs expended for internally generated software are all cost that fall into the Preliminary Project Stage and the Post-Implementation/Operation Stage. Examples of these costs are conceptual formulation, evaluation of alternatives, application training and software maintenance. All items deemed to be intangible assets will be amortized in accordance with Generally Accepted Accounting Principles (GAAP). Capitalized items and their related amortization are recorded as assets in the Fixed Asset Plant Fund for tracking and reporting purposes.

III. Capital Inventory Management

A. Property Control

The Office of Business Services will maintain a property control systems of all capital assets including intangible assets. The property control system will be managed in accordance with Federal, State, and College Policies and Procedures. All intangible assets shall be used pursuant to Board policy and College procedures.

- B. Authority – Disposal
1. Only the Board of Trustees may authorize a disposal when the value is \$25,000 or greater.
  2. The Senior Vice President of Administrative and Fiscal Services or their assigned person may authorize a disposal when the value is less than \$25,000.
- IV. The President is authorized to establish procedures to implement this policy.

Board Approval: March 19, 2012.

RETIRED

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Agenda Item Number: 9C  
April 21, 2025

**NEW POLICY 61010: ASSET MANAGEMENT**

General Information

Policy Number:	61010
Contained in Chapter:	Chapter Six
Policy Title:	Asset Management

Reason for Policy

This new policy will replace 61006: Fixed Assets and 61007: Intangible Assets, which are now out-of-date. Policy 61010: Asset Management states that the College will manage its assets to ensure optimal service delivery. Specifically, the College’s assets will be accurately identified, maintained, disclosed, and reported in the College’s financial records through a system of internal controls. The policy aligns with current operations, and provides guiding principles for the College’s asset management, using policy-level language to ensure resilience and adaptability to change.

Purpose of Each Policy Element

Section	Purpose
I.	This paragraph states that the board recognizes that asset management is important in ensuring optimal service delivery for student success.
II.	Defines the purpose of the policy, which is to ensure assets are accurately identified, maintained, disclosed, and reported.
III.	States that asset management will be achieved with a system of internal controls pursuant to federal, state, and College compliance guidelines.
IV.	This statement confirms at the policy and all associated procedures and guidelines shall comply with government relations and accounting standards.
V.	This section specifies that the associated procedures of this policy shall establish authority and responsibilities.

Section	Purpose
VI.	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 61010: Asset Management

**BACKUP INFORMATION**

Resolution  
Policy 61010: Asset Management

**RESPONSIBLE SENIOR ADMINISTRATOR**

Mr. Collette

**RESOURCE PERSONS**

Mr. Dietz  
Ms. Greaney  
Dr. Van Camp

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Resolution Number: **25-04-056**  
Adopted on: **4/21/2025**

Agenda Item Number: 9C  
April 21, 2025

**Subject: New Policy 61010: Asset Management**

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WHEREAS, The Board of Trustees and the president have identified the need for a policy to articulate and establish clear and consistent guidelines for the management of both fixed and intangible assets; and

WHEREAS, The issues related to the accurate identification, maintenance, disclosure, and reporting of assets using a system of internal controls have been researched under the direction of the president; and

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

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

Resolved, That Policy 61010: Asset Management be adopted as indicated in the attachment; and be it further

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

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Chapter: Fiscal and Administrative Services

Modification No. 001

Subject: **Asset Management**

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- 1 I. The Board of Trustees recognizes the importance of ensuring accurate records of assets whose  
2 value and useful life meet the definition for capital assets. Asset management ensures adequate  
3 resources are allocated to invest in and maintain college resources for optimal service delivery for  
4 student success.  
5
- 6 II. The purpose of this policy is to ensure that assets are accurately identified, maintained,  
7 disclosed, and reported in the college's financial records.  
8
- 9 III. The college will maintain a system of internal controls for asset identification and recordkeeping,  
10 asset handling, and timely accounting and reporting pursuant to federal, state, or college  
11 compliance guidelines.  
12
- 13 IV. All policies, procedures, and guidelines shall comply with government regulations and accounting  
14 industry standards.  
15
- 16 V. This policy and its associate procedures establish the scope, authority, responsibilities, and  
17 reporting requirements for capital assets that have a physical substance and those that do not,  
18 including but not limited to, tangible assets (equipment, buildings) and intangible assets (licenses,  
19 software subscriptions).  
20
- 21 VI. The Board of Trustees authorizes the president to establish any procedures necessary to  
22 implement this policy.

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Board Approval:

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Agenda Item Number: 10  
April 21, 2025

**MEMORANDUM OF AGREEMENT,  
COLLECTIVE BARGAINING AGREEMENT BETWEEN MONTGOMERY COLLEGE AND THE  
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 500**

**BACKGROUND**

Representatives of the Board of Trustees and of Local 500, Service Employees International Union (SEIU) reached an agreement on or about January 27, 2025, through reopener negotiations, resulting in no changes to the Collective Bargaining Agreement (“CBA”) other than the following changes to Appendix One:

**Pay per Equivalent Semester Hour (“ESH”)**

	<b>FY 2025-2026</b>
<b>Lecturer</b>	\$1583
<b>Adjunct I</b>	\$1713
<b>Adjunct II</b>	\$1832
<b>Adjunct II+</b>	\$1850

**+An employee who has been employed at the Adjunct II level for three (3) Academic Years (whether for one or both semesters) and who has completed nine (9) hours of professional development training while at the Adjunct II level will receive an additional one percent (1%) in pay rate beginning in the fourth (4th) Academic Year of service at the Adjunct II level.**

**Employees may elect to, but cannot be required to, perform duties for which they are not compensated.**

**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 or about January 27, 2025; authorizing the senior vice president for fiscal and administrative services and vice president/chief human resources officer to execute the Memorandum of Agreement, as it has been ratified by SEIU and delegating to the president the authority and responsibility to implement and administer such agreement.

**BACKUP INFORMATION**

Resolution  
Memorandum of Agreement (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSONS

Ms. Kliever

Ms. Leitch Walker

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Resolution Number: **25-04-057**  
Adopted on: **4/21/2025**

Agenda Item Number: 10  
April 21, 2025

**Subject: Memorandum of Agreement, Collective Bargaining Agreement Between Montgomery College and the Service Employees International Union, Local 500**

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WHEREAS, Local 500, Service Employees International Union (SEIU), 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 SEIU, Local 500; and

WHEREAS, Such Memorandum contains recommendations around the issue of eligible faculty increase of Pay per Equivalent Semester Hour (ESH); and

WHEREAS, The Board’s negotiating team recommends approval of the Memorandum of Agreement by the board; and

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

Resolved, That the Board of Trustees approves the proposed agreements set forth in the attached Memorandum of Agreement, ratified by SEIU Local 500; and be it further

Resolved, That the Board of Trustees delegates to the president the responsibility and authority to implement and administer the Memorandum of Agreement and associated Collective Bargaining Agreement.

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Agenda Item Number: 11  
April 21, 2025

**TUITION RATES FOR FISCAL YEAR 2026**

BACKGROUND

The Board of Trustees adopted the College's FY26 operating budget during its meeting on January 22, 2025, under resolution 25-01-034. The adopted budget prioritized fiscal restraint while maximizing existing resources to protect affordability. The president recommends no increase in the in-county, in-state, and out-of-state hourly tuition rates for FY26. Additionally, the current mandatory fees will remain at their FY25 levels. Students will pay \$134 per credit hour tuition rates for in-county; \$273 per credit hour tuition rates for in-state; and \$380 per credit hour tuition rates for out-of-state.

RECOMMENDATION

It is recommended that the Board of Trustees approve the current hourly tuition rates as outlined above beginning with the fall 2025 semester.

BACKUP INFORMATION

Board Resolution  
Policy 45001: Tuition, Fees, and Refunds

RESPONSIBLE SENIOR ADMINISTRATOR

Mr. Collette

RESOURCE PERSON

Ms. Greaney

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Resolution Number: **25-04-058**  
Adopted on: **4/21/2025**

Agenda Item Number: 11  
April 21, 2025

**Subject: Tuition Rates for Fiscal Year 2026**

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WHEREAS, The Board of Trustees adopted the FY26 operating budget on January 22, 2025, under resolution 25-01-034; and

WHEREAS, The adopted budget prioritized fiscal restraint while maximizing existing resources to protect affordability; and

WHEREAS, The president recommends no increases in the per-hour rates for in-county, in-state and out-of-state tuition, and that fees remain at their current FY25 levels; and

WHEREAS, With no increases in tuition or fees, in-county students will pay \$134 per credit hour, in-state students will pay \$273 per credit hour, and out-of-state students will pay \$380 per credit hour beginning in the fall 2025 semester; and

WHEREAS, The Board of Trustees has a deep commitment to keeping Montgomery College affordable to all students; and

WHEREAS, This resolution aligns with Montgomery College Strategic Plan Goal 4: Increase Economic Impact for Our Students and Community; and

WHEREAS, The Board of Trustees has the authority to set tuition; now therefore be it

Resolved, That the Board of Trustees adopts the recommendation to maintain hourly tuition rates and fees at FY25 levels for in-county, in-state, and out-of-state students beginning with the fall 2025 semester; and be it further

Resolved, That this action re-establishes the per credit hour tuition rates at \$134, \$273, and \$380 for in-county, in-state, and out-of-state students, respectively.