

To: Shakena Adams-Gormley, College Council Chair

From: Dr. Jermaine F. Williams, President

Subject: College Council Recommendation 25-01: Recommendation for Changes to Policy and Procedures 38001CP

Date: April 2, 2025

I want to thank the College Council for its leadership in considering issues of importance to the MC community. I have reviewed Recommendation 25-01, *Recommendation for Changes to Policy and Procedures 38001CP*, which the Council voted to move forward to me at its February 25, 2025, meeting. The document presented to me by the College Council is attached.

I appreciate the suggestions posed by the Council to modify sections II, III, and IV in Procedure 38001CP. The proposal would change the role of the outstanding employee of the year award winners (full-time faculty member, part-time faculty member, and staff member) on the respective award committee in the year after they receive the award.

Based on my review of the proposal with Cabinet, I am supporting this concept and have asked Dr. Debbie Van Camp, director of planning and policy, to develop appropriate language for the procedure and share it with the College community for feedback. This is a regular step in the P&P modification process. Once feedback is received and considered, a new final version of 38001CP will be posted on the College's website.

Thank you for your service to Montgomery College's governance system and the work you do to support Montgomery College's mission and vision.

Attachment

cc: Cabinet Members
Director of Planning and Policy
Governance Director



Governance Recommendation

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| Title: Recommendation for changes to Policy and Procedures 38001CP |
| Council Name submitting the recommendation: Faculty Council and Staff Council Council Chair: Amanda Darr, Anestine Theophile-LaFond, and Nghi Nguyen |
| Date of Approval by the Individual Council: December 6, 2024 Date Recommendation Review by College Council: February 11, 2025 Recommendation Presenter(s): Amanda Darr/Nghi Nguyen |
| Recommendation Issue or Concern: <p>The Outstanding Faculty (FT and PT) and Staff Awards provide the College community with an opportunity to recognize excellence in a variety of positions at the College and add a special dimension to the awards the College provides. Therefore, it is imperative that there is integrity in the structure of the Awards Committee to ensure a fair process for choosing award recipients.</p> <p>It is important that the committee be composed of individuals with relevant knowledge and experience allowing for a well-rounded evaluation of nominees. Well-designed committees actively work to mitigate implicit bias by carefully analyzing nominations to strive for fairness in selecting awardees.</p> <p>Faculty Council and Staff Council were tasked to review the current Montgomery College Outstanding Faculty Awards Committee processes and procedures and provide recommendations for revisions in order to provide greater transparency, accountability, and consistency. The review included both the Outstanding Faculty Awards Committee, the Outstanding Part-Time Faculty Awards Committee, and the Outstanding Staff Awards Committee.</p> <p>The drafted changes to P&P 38001CP ensure a diverse committee, minimize any conflicts of interest, and ensure members match the needs and requirements of the committee in order to be effective in the awardee selection process. The changes also provide consistent language among both the Full-time and Part-time Faculty and Staff Awards Committees. In addition, they allow for administrative representation from both Academic Affairs and Student Affairs.</p> |

Resolution:

We hereby move that the drafted changes to P&P 38001CP regarding the Outstanding Full-Time, Part-Time Faculty, and Staff Awards Committees be adopted and approved by the College Council.

See attached statement of the drafted changes.

Student Impact: The Outstanding Faculty and Staff Awards provide students and employees an opportunity to testify about the effectiveness of instructions and College services to all College stakeholders.

Economic Impact:

There is no additional or inherent cost associated with these P&P 38001CP drafted changes.

Equity and Inclusion Impact:

The Outstanding Full-Time Faculty, Part-Time Faculty, and Staff Awards process is dedicated to creating an inclusive committee that reflects the diversity of our faculty and staff. Ensuring that the committee members are selected from representation across various demographics, campuses, and academic and student services departments fosters an equitable and inclusive process.

Proposed Motion: The motion is to approve and adopt the draft of changes to P&P 38001CP as attached.

Final Disposition/Recommendation: *(Complete once College Council makes decision)*