

To: Dr. Paul Miller, College Council Chair
From: Dr. Jermaine F. Williams, President
Date: March 11, 2026
Subject: College Council Recommendation 25-02: Recommendation for Changes to Policy and Procedures 38001CP

I want to thank the College Council for its leadership in considering issues of importance to the MC community. I have reviewed Recommendation 25-02, Recommendation for Changes to Policy and Procedures 38001CP, which the Council voted to move forward to me at its December 16, 2025, meeting.

The document presented to me by the College Council is attached. I appreciate the suggestions posed by the Council to modify section IV.F.1.a. in Procedure 38001CP. The proposal would change the criteria of the Staff Distinguished Service Award such that staff members would be eligible to receive the award more than once, provided that at least 5 years have intervened since the previous award.

Based on my review of the proposal with Cabinet, I am supporting this concept and have asked Dr. Debbie Van Camp, chief planning, policy, and governance officer, 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
Chief Planning, Policy, and Governance Officer
Governance Director



Governance Recommendation Form

Title: 25:02 Recommendation for change to Policy and Procedures 38001CP
Council Name submitting the recommendation: Staff Council Council Chair: Nghi Nguyen
Date of Approval by the Individual Council: November 20, 2025 Recommendation Review by College Council: December 16, 2025 Recommendation Presenter(s): Nghi Nguyen, Staff Council Chair
Recommendation Issue or Concern: <p>The Staff Distinguished Service Award is a cash award established from an endowment fund left by Ms. Peggy Bebee, former special assistant for staff concerns. The award is presented yearly to a deserving staff employee as determined by their peers. Currently, the Staff Distinguished Award does not specify how often a staff member may receive the award. For comparison, staff are eligible to receive the Staff Recognition Award once per year, and one of the four Outstanding Staff Awards every two years—or every seven years if they have previously received the Staff of the Year Award. Additionally, there are time limits for the Special Recognition Award.</p> <p>The Staff Council recommends establishing clear eligibility guidelines for recipients of the Staff Distinguished Award to ensure consistency and equitable recognition across all staff awards.</p> <p>For additional information about College Staff Awards, refer to: https://info.montgomerycollege.edu/offices/human-resources/awards-staff.html</p>
Resolution: <p>We hereby move that the drafted change to P&P 38001CP regarding the Staff Distinguished Award be adopted and approved by the College Council.</p> <p>A staff member may receive the award more than one time as long as at least 5 years have intervened.</p> <p>See attached statement of the drafted changes.</p>

Student Impact:

The Staff Distinguished Award provides staff with an opportunity to share their experiences and highlight the effectiveness of instruction and College services with the broader College community. It serves as a platform to showcase and celebrate the outstanding work our staff do each day to support student success and advance the College's mission.

Economic Impact:

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

Equity and Inclusion Impact:

The Staff Distinguished Award is presented each March during Staff Enrichment Day to an outstanding staff member selected by their peers. Since many of our staff go above and beyond in their roles, this award serves to recognize and celebrate an employee whose exceptional contributions support fellow staff, students, and faculty across the College. The award guidelines should be inclusive of similar timeframes that apply to all other awards.

Proposed Motion: The motion is to approve and adopt the change to P&P 38001CP as stated a staff member may receive the award more than one time as long as at least 5 years have intervened.

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

On December 16, 2025, The College Council voted unanimously to move the above recommendation forward to the President for his consideration.

E. Other Staff Awards

1. Staff Distinguished Service Award

The Staff Distinguished Service Award is an award established from an Endowment Fund left by Ms. Peggy Beebe, former special assistant for staff concerns, to be presented yearly to a deserving staff employee as determined by their peers.

a. Eligibility and Criteria

A nominee must be a regular staff employee with a minimum of five (5) years of service and have demonstrated or performed a high degree of service for the benefit of staff employees at Montgomery College to one or more of the following:

- (1) Served as a staff representative in the governance system.
- (2) Served as a committee chair or member on standing governance committee representing staff concerns.
- (3) Served as a committee chair on a college/campus-wide committee representing staff.
- (4) Nominee would have performed a high degree of service affecting staff within a College unit.
- (5) Nominee would have performed a distinguished service or implemented a plan or idea which would positively impact on staff at Montgomery College.

A staff member may receive the award more than one time as long as at least 5 years have intervened.

b. Award

Awards are lump sum cash awards according to the dollar amounts authorized annually and subject to the availability of funds.

c. Staff Distinguished Award Committee

Members of the Staff Enrichment Day Committee are charged with reviewing all applications, in consultation with Human Resources and Strategic Talent Management (HRSTM) to ensure employee eligibility, and selecting the recipient of the Staff Distinguished Award.

d. Announcement of Award

The recipient of this award will be announced during the Staff Enrichment Day celebrations. Such award (and reasons therefore) shall be made a part of the employee's personnel file.