

To: Ms. Cathy Giovannetti, College Council Chair

From: Dr. Stephen D. Cain, Acting President *sdc*

Subject: **College Council Recommendation 18-08: Modification to Procedure 38001 CP**

Date: October 11, 2018

Thank you and all the members of the College's participatory governance system for your leadership in considering issues of importance to the Montgomery College community. I have received and reviewed the College Council's recommendation 18-08: Modification to Policy and Procedure 38001 CP related to the Staff Distinguished Service Award. The Council's full recommendation is attached.

On April 26, 2018, the College Council voted to move recommendation 18-08 forward to the president. In order to locate official eligibility criteria and guidelines for the Staff Distinguished Services Award endowed by Ms. Peggy Bebee, Staff Council and the Staff Enrichment Day Committee are asking that this award be included in Policy and Procedure 38001 so information could be formally documented and readily available to others.

Based on my review, I am approving this recommendation. This recommendation is assigned to Dr. Kevin Long, director of planning and policy, and has been referred to President's Executive Council policy and procedure process for action.

Any further questions concerning this matter should be directed to Dr. Long or the Office of the Director of Governance.

Thank you for your dedicated service to Montgomery College's governance system and all of the work you do to support Montgomery College's mission and vision. Please do not hesitate to contact me if you have further questions or concerns.

Attachment

cc: Senior Administrative Leadership Team
Director of Governance (Administrative Associates)
Director of Planning and Policy