

To: Dr. Tracey Smith-Bryant, College Council Chair

From: Dr. DeRionne P. Pollard, President

Subject: **College Council Recommendation 19-10: Civility Norms Added to Employee Standards of Conduct Handbook**

Date: June 28, 2019

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 19-10: Civility Norms Added to Employee Standards of Conduct Handbook. The document presented to me by the College Council is attached.

On May 14, 2019, the College Council voted to move recommendation 19-10 forward to the president. This action recommends that the College add the Equity and Inclusion civility norms, created by the President's Advisory Committee on Equity and Inclusion, to the Employee Standards of Conduct Handbook.

Based on my review, I am approving this recommendation and assigning it to Ms. Donna Schena, senior vice president for administrative and fiscal services for implementation.

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)
2018-2019 College Council Chair, Ms. Catherine Giovannetti

Staff Council Recommendation Adding Civility Norms to Employee Handbook

Background:

At the beginning of the academic year, the Office of Equity and Inclusion gave a presentation to the Staff Council that included a set of “civility norms.” The norms were still a work in progress, and the Council made one of its goals for the year to recommend adding the civility norms to the Employee Standards of Conduct Handbook when finalized.

The civility norms are attached to this document.

Whereas:

The Office of Equity and Inclusion has finalized and published the civility norms for the College.

Be it Resolved:

That the Staff Council recommends incorporating the civility norms into the Employee Standards of Conduct Handbook.

Purpose:

To memorialize the standards of conduct exemplified by the civility norms in the Employee Handbook as a guide for all employees.

Student Impact:

There is no direct student impact of this recommendation.

Economic Impact:

The council does not foresee any significant economic impact of this recommendation.