

# BOT Resolution Sample- Staff

## BOARD OF TRUSTEES MONTGOMERY COLLEGE

Resolution Number:  
Adopted on:

Agenda Item Number:  
Month Day, year

**Subject: Award of Bronze Medallion to Ms. Jane C. Doe**

### Standard first clause

WHEREAS, Ms. Jane C. Doe served Montgomery College as a full-time staff member in the College library system, previously named Educational Support Services, for 40 years, and retired on June 30, 2011; and

### Work history

WHEREAS, Ms. Doe began her employment at Montgomery College as a clerk typist in the Rockville library, later progressing from a library assistant position to faculty librarian, after having earned her master's degree in library science from the University of Maryland, to head librarian, and assistant director of Montgomery College libraries prior to her being named director in February 2005; and

### Accomplish- ments

WHEREAS, Ms. Doe utilized her vast experience both in the College's libraries and at Montgomery College to serve in the collegewide capacity, facilitating the work of these important centers for student learning, and easing the transition of the College libraries into the Offices of Information Technology; and

WHEREAS, Ms. Doe's commitment to students and to the goals of information literacy enriched the College's provision of services, and culminated toward the end of her career in her unit's embracing of the College completion agenda and the creation of an online guide of associated literature that continues to be shared broadly throughout the College community; and

### Honors, awards, and prof dev.

WHEREAS, throughout her lengthy career at Montgomery College, Ms. Doe pursued professional development by enrolling in library courses relating to health literature and librarianship practices, while also serving as a volunteer intern with the Veterans Administration Hospital Library in Washington, D.C. for XX years; and

WHEREAS, Ms Doe is a graduate of the College's Leadership Development Institute, was the recipient of the Staff Distinguished Service award in XX, and received an Outstanding Service Award in XX in recognition of her exceptional service to the College; and

### Service

WHEREAS, she fostered among the campus libraries a climate of student service and an interest in utilizing technology to make learning more accessible; and

### Leadership

WHEREAS, through her leadership, Ms. Doe fostered collaboration between the campus libraries and the campus instructional faculty, providing for accessible bibliographic instruction to students, both in a classroom environment, as well as through workshops and other programs; and

WHEREAS, Ms. Doe actively participated in College governance, having served on the Staff Senate, on the Rockville Campus Staff Council as Chairperson, and as a resource person for the Academic Assembly; and

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Appreciation,  
esteem

WHEREAS, her colleagues who held her in high esteem will miss her ever-present spirit of engaging new library concepts and principles such as the learning commons concept of academic support; and

Standard  
recommenda-  
tion clauses

WHEREAS, College policy provides for the awarding of a Bronze/Silver Medallion to recognize distinguished/outstanding service to the College; and

WHEREAS, the senior vice president for academic affairs and the president of the College recommend this public recognition of Ms. Doe on the occasion of her retirement; now therefore be it

Standard  
board  
appreciation

Standard  
Medallion  
resolution

Resolved, That the members of the Board of Trustees express their sincere appreciation to Ms. Jane C. Doe for her distinguished service to the College and extend to her their best wishes that her retirement years be fulfilling and productive; and be it further

Resolved, That Ms. Jane C. Doe is awarded the Bronze/Silver Medallion in recognition of her distinguished/outstanding to the College, and as an expression of gratitude for her dedication and professional commitment to the College; and be it further

Standard  
minutes and  
presentation

Resolved, That this resolution become a part of the minutes of this Board of Trustees meeting, and a copy of this resolution and the Bronze/Silver Medallion be presented to Ms. Jane C. Doe.