

**To:** Montgomery College Employees and Contractors

**From:** Krista Leitch Walker, Vice President/Chief Human Resources Officer  
Susan V. Watson, Chief Compliance, Risk, and Ethics Officer

**Subject:** **Equal Employment and Education Non-Discrimination Notice**

**Date:** September 5, 2024

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Greetings and welcome to the 2024-25 academic year!

Montgomery College is a great place to work and learn. A key activity in supporting and protecting a sense of belonging for all employees and students is ensuring equal employment and education opportunities. College leadership has prioritized cultivating a sense of belonging in the Strategic Plan (Goal 2), and we would like to remind the community of the College's commitment to sustaining this culture through important policies and support services.

At Montgomery College, we demonstrate our commitment to diversity in several ways, which includes ensuring an inclusive environment where all persons are provided opportunities for employment and/or participation in academic programs, including in its Career and Technology Education programs (CTE programs), and other College activities free from discrimination. The Montgomery College Board of Trustees has established policies to assure the College maintains educational and employment environments free from ethnic, cultural, and racial hostility, violence, or harassment. It is the policy and practice of the College to prohibit discrimination in its programs and activities against a qualified individual with a disability or on the basis of age, citizenship status, color, covered veteran status, gender identity, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or any other characteristic protected by applicable law. This policy is consistent with Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments Act of 1972; the Rehabilitation Act of 1973, Section 504; the ADA Amendments Act (ADAAA 2008); and other applicable laws and regulations. Information about MC's notice of non-discrimination regarding CTE programs can be found on the [CTE website](#).

Questions about these laws and concerns about discriminatory conduct may be directed to the following.

#### Internal Montgomery College Resources

- For employees: Carol Kliever, director of employee engagement and labor relations, 9221 Corporate Blvd., CT/E101, Rockville, MD 20850, [Carol.Kliever@montgomerycollege.edu](mailto:Carol.Kliever@montgomerycollege.edu), 240-567-4435
- For students: Kristen Roe, director of ADA compliance & Title IX coordinator, 9221 Corporate Blvd., CT Bldg., Rockville, MD 20850, [Kristen.Roe@montgomerycollege.edu](mailto:Kristen.Roe@montgomerycollege.edu), 240-567-4279

External Reporting

- U.S. Department of Education, Office for Civil Rights  
<https://www2.ed.gov/about/offices/list/ocr/index.html>

The College's policies and procedures which prohibit discrimination based on the above-listed characteristics which are protected by applicable laws are as follows.

[Sexual Misconduct Policy and Procedure \(31001\)](#)

[Hate/Violence Activity Policy and Procedure \(31002\)](#)

[Equal Employment Opportunity and Non-Discrimination Policy and Procedure \(31006\)](#)

[Affirmative Action Policy \(31007\)](#)

[Employment of Individuals with Disabilities Policy and Procedure \(32106\)](#)

[Equal Education Opportunity and Non-Discrimination Policy and Procedure \(41002\)](#)

Individuals with disabilities who are in need of accommodations for accessibility should contact the following.

For Employees	For Students
<p><a href="#">ADA Accommodations</a> Rowena D'Souza <a href="mailto:ADAaccommodations@montgomerycollege.edu">ADAaccommodations@montgomerycollege.edu</a></p> <p>Guidance for employees on how to request accommodations is available <a href="#">here</a>.</p>	<p><a href="#">Disability Support Services</a> <a href="mailto:dss@montgomerycollege.edu">dss@montgomerycollege.edu</a></p> <p>Guidance for students on how to request accommodations is available <a href="#">here</a>. Students should contact the <a href="#">DSS Office on their campus</a>.</p>

In addition, employees may report concerns to the College's confidential EthicsPoint reporting line: 844-572-2198 or [www.montgomerycollege.ethicspoint.com](http://www.montgomerycollege.ethicspoint.com).

Under provisions of the Americans with Disabilities Act, this material is available in alternative formats by contacting the Disability Support Services Office at 240-567-5058.