

**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, 2023

Greetings and welcome to the start of the fall semester!

As we enter the new academic year, the Office of Human Resources and Strategic Talent Management and the Office of Compliance, Risk, and Ethics would like to remind the community of the College's commitment to diversity, inclusion, equal employment, and equal education opportunities. This is in alignment with Goal 2 of the Strategic Plan: Cultivate a sense of belonging for everyone at the College.

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 at the [CTE website](#).

Inquiries regarding compliance with these laws may be directed to the following:

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;

Kristen Roe, director of ADA compliance & Title IX coordinator, 9221 Corporate Blvd., CT/C418, Rockville, MD 20850, [Kristen.Roe@montgomerycollege.edu](mailto:Kristen.Roe@montgomerycollege.edu), 240-567-4279; or

U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Ave. SW, Washington, DC 20202-1100, [OCR@ed.gov](mailto:OCR@ed.gov), 800-421-3481.

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.

The College's policies and procedures which prohibit discrimination based on the above-listed characteristics that 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 \(31007\)](#)
- [Consensual Relationships Policy and Procedure \(31106\)](#)
- [Employment of Individuals with Disabilities Policy and Procedure \(32106\)](#)
- [Equal Education Opportunity and Non-Discrimination Policy and Procedure \(41002\)](#)

Individuals in need of accommodations to address access issues are encouraged to 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).