

MC GOVERNANCE

Montgomery College Employee Services Council

Meeting #8 Minutes

Thursday, May 5, 2022

1 – 3 PM

Attendees

Members Present: *(Chair), Kimberly Robinson (Vice Chair), Zenobia Garrison, Leslie Jones, Krista Leitch Walker, Victoria Lees, Atul N. Roy, Jin Choi, William Dunn, Jin Khademi, Ali Fadl*

Absent: Thomas K. Chen, Charles Cornish, Cullinna Cornish

Proxies: None.

Guests: *Yvette Taylor, Executive Associate I, Clevette M. Ridguard, Governance Director, Paul D. Miller, Nadine Hayles*

Call to Order

There is a quorum to conduct business. Chair Kimberly Robinson, called the meeting to order at 1:01 pm. The meeting was recorded for internal use only.

Approval of Agenda and Minutes

The minutes were approved with minor grammatical changes and revision of the MC Staff/Admin Evaluation due date.

Employee Services Council Constituent Concerns

No constituent concerns.

Chair's Report (Kimberly Robinson, ESC Chair)

- Spring Closing Meeting – Wednesday, May 18th, 2022 at 9:00 a.m. in Globe Hall on the Germantown Campus.
- Volunteers still needed for Commencement
 - Volunteer will have a choice of one or both days - Thursday, May 19th or Friday, May 20th. College services will be suspended until 2 p.m. both days.
<https://www.montgomerycollege.edu/events/commencement/commencement-assignments.html>
- Time Off for Election Day Judge/Worker
 - the College will grant **Civic/Court Time Off** to regular employees who become trained and serve as an election judge (referred to as an election worker) regardless of the jurisdiction.
 - This applies to Primary Election Day, the General Election Day on November 8, 2022, and any early voting dates

- 2022 Gubernatorial Election Dates and Resources

Voter Empowerment: 2022 Gubernatorial Elections

The Maryland gubernatorial elections are almost here and if you wish to exercise your rights, here are important deadlines you need to know.

Primary Election

Registration deadline: Tuesday, June 28, 2022

Early voting: Thursday, July 7, 2022 through Thursday, July 14, 2022

Election day: Tuesday, July 19, 2022

General Election

Registration deadline: Tuesday, October 18, 2022

Early voting: Thursday, October 27, 2022 through Thursday, November 3, 2022

Election day: Tuesday, November 8, 2022



- MC Votes is a working group of faculty, staff, and students who promote voter education and engagement. If interested in joining send an e-mail to mcvotes@montgomerycollege.edu. There are also a wealth of resources available on the MC Votes website. <https://www.montgomerycollege.edu/life-at-mc/mc-votes/index.html>
- Resources for information regarding your registration status or the issues your candidates stand on, visit the [Maryland Board of Elections](#) and [Vote411](#).
- Blood Drive – May 31, 2022, 10am – 3:30pm, Germantown Campus, High Tech Bldg., Room 216. Register at www.redcrossblood.org and enter Sponsor ID: "MC Germantown" or call 1-800-733-2767.
- Bleeding Control Kits now available on all campuses. Kits are located near AED devices and/or fire extinguishers. Training on use of Bleeding Control Kits will be available summer 2022.
- WDCE Presents: Disney Institute on Friday, June 24th, 2022, 8am – 4:30pm, Germantown Campus, Globe Hall. Workshop focus: Disney's Approach to Leadership Excellence. Cost: \$399. EAP funds may be used to cover workshop cost. <https://www.montgomerycollege.edu/wdce/professional-development>
- Campus food pantries, mobile markets, and refueling stations are still up and running. Mobile markets are open to faculty, staff, students, and the community. Pantries and refueling stations are for students only. <https://www.montgomerycollege.edu/life-at-mc/student-health-and-wellness/fuel-for-success-food-campaign.html>
 - 2021-2022 Mobile Market Dates- Wednesdays from 2 – 4 p.m.; TP/SS May 11.
 - Campus Pantries – check website for updates.
- Interpretation and Translation Services are available at Montgomery College
 - 24/7 phone interpretation, as well as in-person interpretation, interpretation via Zoom, and document translation for College related activities.
 - Contacts: Karla Silvestre at karla.silvestre@montgomerycollege.edu or Katie Nguyen at katie.nguyen@montgomerycollege.edu
- Required Training Reminder
 - Relevant Workday Trainings (varies by position type and job function)
 - Ethics and Code of Conduct
 - DataSecurity@MC: Annual Review<https://info.montgomerycollege.edu/offices/human-resources/training.html>
- May MC Celebrations
 - Commencement – May 19th and 20th <https://www.montgomerycollege.edu/events/commencement/index.html>
 - Asian Pacific Heritage Month <https://www.montgomerycollege.edu/events/asian-pacific-heritage/asian-pacific-month-festival.html>

New Business

Welcome and Elections – Paul D. Miller will be joining ESC for FY23. No other new members were present for this meeting. Elections were held, the Chair and Vice-Chair positions were filled. The council will work to fill the secretary position during 1st fall term meeting.

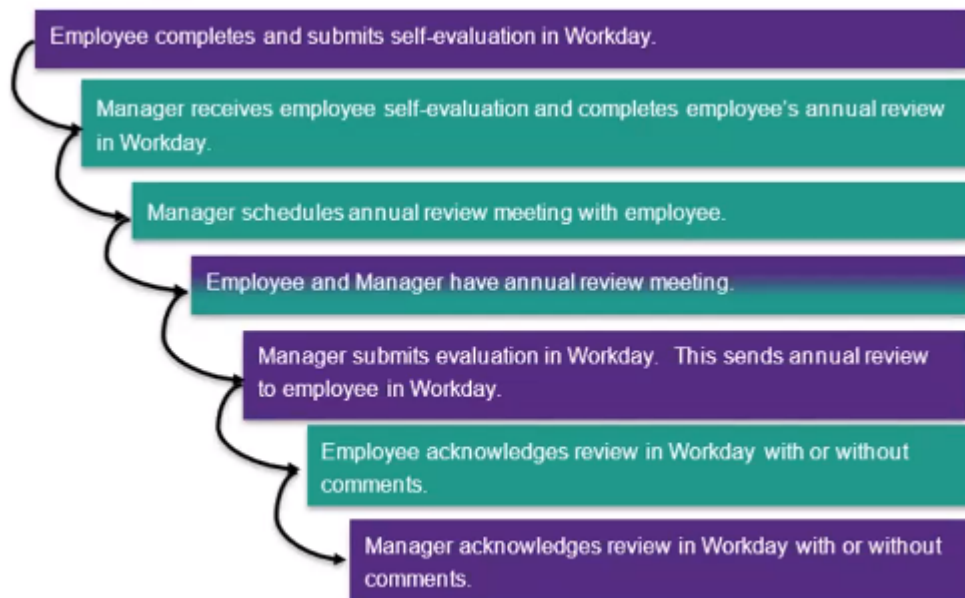
MC Evaluation Cycle

Elaine Doong outlined the process for completing FY22 performance evaluations. Evaluations will be housed in Workday. Components are the same as last year (self-evaluations, goals, 7 college competencies, 1-5 ratings, and supervisory review).

Faculty evaluations have been in process since July. Ten-month employees have already started on evaluations with a due date of May 20, 2022. Administrators and department chairs have already received information about FY22 performance evaluations and memos to staff will be going out shortly.

- **Staff/Admin Self-evaluations** are **due Thursday, June 15, 2022.**
- **Staff/Admin Completion of the review** by both manager and employee are **due, Friday August, 19, 2022.**

Evaluation workflow within Workday.



The council asked questions related to the purpose of evaluations; if positive evaluation ratings would be tied to bonuses, how to retrieve a pre-workday evaluation, and if 360 evaluations exist.

Evaluation Purposes/Uses:

- Tracking performance and progress.
- Providing useful feedback.
- Discussing career goals, personal and professional growth.
- Encouraging conversation.
- Discussing how supervisors/departments/teams can support you.
- Nominating employees for recognition awards and retiree acknowledgement.
- Hiring tool for hiring managers as an alternative to references (up to 2 years back).

Currently the college is considering recommending a general wage adjustment tied to evaluations that will change the salary scale, but no final decisions have been made.

Longevity Award Options

- Full-time Faculty - faculty members with satisfactory performance who have been at the salary maximum for five (5) consecutive years will receive a one-time longevity step of One Thousand Six Hundred dollars (\$1,600). <https://info.montgomerycollege.edu/documents/offices/human-resources/aaup-cba-2015-2024.pdf>
- Staff/Admin - An employee with satisfactory performance who has been at the top of their salary grade for five consecutive years is eligible for a one-time Longevity Award equal to \$1,560. <https://info.montgomerycollege.edu/offices/human-resources/compensation/comp-system-modifications.html>

Pre-Workday evaluations will not be available within Workday. Currently copies of evaluations for all employees (staff, faculty, and admin.) are currently held in HRSTM in the official employee personnel files. Please contact HR if a pre-Workday evaluation copy is needed.

360 evaluations are completed every other year for administrators and supervisors. A unique feature of 360 evaluations is the opportunity to gather feedback from a collective of individuals. Workday can offer a similar experience for all employees through the “ask for feedback” feature. Details can be found in the Workday job aids. <https://info.montgomerycollege.edu/offices/information-technology/workday/workday-training.html#cust-01-allemployeesandcontingentworkers-content>

Available Performance Evaluation Resources

- Performance evaluation workshops will be available beginning May 24, 2022. Check the performance management website for details. <https://info.montgomerycollege.edu/offices/human-resources/performance-management.html>.
- Workday Trainings. <https://info.montgomerycollege.edu/offices/information-technology/workday/workday-training.html>

Old Business:

Online Directory Update

William Dunn reported out to the council about his research on online directory updates and Krista Leitch Walker provided clarifying points from the HRSTM perspective.

- Part-time faculty and temporary workers are not included in the MC’s online directory due to their short-term status and the challenges associated with tracking such fluid positions.
- Part-time faculty names are held in HRSTM files for up to 18 months after the last payroll activity, which allows them access to online training programs.
- Staff and full-time faculty are displayed in MC’s online college directory.
- According to IT, there is someone in each department who can collect updates for the online directory, but it is not always clear who that person is within each department.
- Recommendation – consider as a likely future goal coming up with consistent expectations and standards for maintaining depart directory information.

Workday Goal Info - OSC Visit

Victoria Lees recently visited the Operational Services Council (OSC) to get a sense of OSC's take on the recent Workday transition. Responses from OSC members suggested that results from the ESC Workday Experience Survey would be helpful to all interested in identifying and understanding existing Workday transition challenges.

ESC Goal Updates

Kimberly Robinson gave an update on the closing status ESC goals. Closing recommendations for both the Workday Experience and Onboarding goals were shared with the council. Council members were asked to provide feedback on both no later than May 13, 2022.

Adjourned

The meeting was adjourned at 2:55 pm