

MC GOVERNANCE

GERMANTOWN CAMPUS COUNCIL

MEETING MINUTES

Tuesday, May 5, 2020; 2:00 – 4:00 pm

Zoom Meeting

Attendees

Members Present: Paul Jenkins, Jeff Bonnycastle, Anne Schauer, Tonya Baker, James Washington, Barbara LaPilusa, Sharon Anthony, Binta Njie, Rebecca Razavi, Jennifer Capparella

Guests: Margaret Latimer, Adam Reid, Carlos Sanchez, Monique Davis, Amanda Darr, Mais Alraee, Kang Ewimbi, Richard Gottfried, Maria Adams Davidson, Charlie Jackson, Patricia McGlone, Kay Wright, Christopher Cusic, Clevette Ridguard

Call to Order

Chair Paul Jenkins called the meeting to order at 2:05 p.m.

Approval of Agenda and Minutes

The agenda and minutes were approved as amended. The meeting was recorded for internal use.

Welcome New Members for 2020-2021

- Darren Smith, Full-Time Faculty Representative
- Amanda Darr, Full-Time Counseling Representative
- Mais Alraee, Part-Time Faculty Representative
- Brandon Mollock, Library Representative
- Charlie Jackson, IT Representative
- Blessing Anyim, Student Representative
- Kang Ewimbi, Student Representative
- Christopher Cusic, Staff Representative

Constituent Concerns

- The Chair brought forth a concern that he received via email regarding whether people will be informed if an individual was diagnosed with coronavirus.
 - Will the College share information about who got exposed to the virus?
 - Dr. Pollard's email seemed to imply that information, especially names, won't be shared with the public.

- This was identified as a good question to ask Coronavirus Advisory Team (CAT), which meets daily.
- Faculty and students shared concerns about structure of Summer II classes. The online class schedule still identifies Summer II classes as face-to-face, on campus, which may be worrisome to potential students.
 - More information will be shared as decisions are made in upcoming weeks.
 - Summer II will be offered online and structured remote teaching rather than on campus.

Covid-19 Update and Discussion – Carlo Sanchez, Adam Reid, and Monique Davis

- The Coronavirus Advising Team is a multi-disciplinary team:
 - Pulls information from a lot of different areas and resources, including the following:
 - Montgomery County Health Department’s daily health updates and exposure data
 - Guidance from federal, state, and county governments
 - Guidance from other colleges and universities
 - Adjusts and learns as this fluid emergency unfolds – reflects on what worked and what didn’t work
 - Was organized by Dr. Pollard in early March to respond to the pandemic in a proactive manner
- Question – Any thoughts about sharing information about the people from MC who were diagnosed with the virus?
 - A lot is going on in the background.
 - Personal information will be protected, but people who are at risk will be notified.
- We need to think about the future and how classes and College business can be conducted, specifically considering the following:
 - Social distancing and face coverings – especially in terms of our class sizes and lab space
 - What would the workspace be like?
 - What services do students need access to, and how can such services be safely provided?
 - The health and safety of employees and students
 - Impact of MC and community events
- Before making any move about resuming on-campus activity, we need to think about what’s going to happen to our student and employee population.
- Question – When will official decisions about Summer II be made?
 - MC will follow federal guidelines, which require 14 days of consistent decline or no sudden surge in virus cases.

- Social distancing and face coverings will be required. Will MC be able to conform to social distancing requirements? Will MC be able to purchase and distribute an adequate supply of face coverings?
- Question – Can you clarify social distancing requirements in labs?
 - The current CDC recommendation is 6 ft distance between each person.
 - Decisions will need to assess the type of activity and available physical space.
- Tonya Baker conveyed an update from Provost Margaret Latimer regarding summer and fall classes:
 - Summer II classes will be online and structured remote.
 - Fall semester will start remote and online, and then transition to campus if possible and safe.
 - The fall semester schedule will be live on Monday.
 - These schedule modifications will be communicated officially by Dr. Pollard.
- Question – Will classes, such as organic chemistry and lab sciences, be cancelled?
 - That decision will need to wait for updates from Margaret Latimer.
- MC is drafting language to distinguish between distant learning and structured remote learning.
- Question – Is 6 ft distancing enough for safety? Might we need 15 ft? What kind of face covering is recommended?
 - CDC recommends 6 ft social distancing.
 - Maryland state provides instructions for employees about how to make effective facial masks.
 - MC hopes to get MC face masks over the next 3-6 weeks.
 - A council member suggested that we should go above and beyond in our safety precautions at MC.
 - Best practice is to look at regulatory agencies for guidelines.
 - MC is considering many different factors when making decisions, while prioritizing the health of students and employees.
- Question – Is there any consideration given for high-risk people?
 - CAT will collaboratively work out details before bringing people back to campus.
- Question – Will face masks be mandatory on campus?
 - It's already mandatory, but MC is putting up signage to announce the requirement.
- A council member suggested MC take special consideration for international students.
 - The administration and CAT has had conversations about implications for international students, but do not have many answers at the moment.
- Question – Is there an update on major funding such as CARES Act funding?
 - Dr. Pollard will provide update tomorrow about the \$11 million MC is receiving from the CARES Act.
- Question – Will students be notified?

- Yes, Dr. Pollard will send out a memo, and Dr. Brown will send more information about the funds.
- Tonya Baker announced that a Red Cross blood drive will be held on the Germantown campus, May 11 through 13.
 - Sign up for an appointment on the Red Cross website.
 - MC is just a host site, and the blood drive will be facilitated by the Red Cross.
 - Health and safety precautions will be observed, and all blood drive activity will be held in the BE building.
- Question – Is the Central Dispatch at CT postponed?
 - The central phone routing and computer dispatch will be pushed back – hopefully going live in the fall semester when people return to campus and the remote work ends.
- Feel free to reach out to CAT if there are any other questions.
- CAT and the MC administration are very appreciative of everyone’s patience and flexibility as we find our way to operate in the COVID-19 era.

Goals Discussion

- The Germantown campus’s support of the Germantown Oktoberfest was completed successfully.
- The Council made progress in supporting the food pantry on campus. The SA building pantry is not officially set up and may be a goal to complete for next year.
 - This year, the Council received a lot of food in the collection boxes set up across the campus.
 - The Chair, Paul Jenkins, will collect the food from the boxes and take it to the Gaithersburg Manna Food Center.
- The Council had planned to support the student baseball team at a game in April. The Council’s extensive plans were cancelled due to the coronavirus pandemic.
 - Hopefully, the Council can support the student baseball team next spring.

FY 2021 Germantown Campus Council Leadership Nomination and Vote

- Nominations were made, and electronic votes were sent to Secretary Sharon Anthony. Results are as follows:
 - Chair
 - Paul Jenkins and Chris Cusic – declined nominations
 - Tonya Baker – accepted nomination
 - Vote – unanimous approval for Tonya Baker
 - Vice Chair
 - Amanda Darr – accepted nomination
 - Vote – Unanimous approval for Amanda Darr
 - Secretary

- Mais Alraee – accepted nomination
- Vote – Unanimous approval for Mais Alraee

Provost Report

Provost Margaret Latimer presented the following report:

- The Red Cross Blood Drive to be held on Germantown campus – 5/11-5/13.
- Greg Downs is using 3-D printer to create face shields for Holy Cross Germantown Hospital.
- Public Safety and Facilities will be maintaining the Germantown campus while most employees work remotely.
- Official word will come out about Summer II schedule and Fall schedule:
 - Summer Session II will offer online and structured remote classes.
 - MC will consider ways to transition some people back on campus with small class sizes, face coverings, and social distancing.
- Question – Any idea about when we will go back to campus?
 - Fall semester will likely be mainly online and structured remote classes, with some small classes phasing back to campus for the high-touch courses.
 - Clear communication is essential.
 - Health and safety guidelines and number of cases in state and county will be closely monitored.
 - Registrars will be asked how dual enrollment students can register in the remote environment since they are typically required to register in person.
- Question – When you talk about high touch labs, are you also talking about physics and chemistry?
 - Yes, but not only STEM courses. For example, automotive tech and other GITE classes need access to campus-based equipment.
 - When we can get back to campus, we will try to schedule time for students to get access to lab equipment – even for students who have completed courses virtually but want to have hands on experience.
- Question – Will campus staff come back earlier than class?
 - This is in discussion phase, and no decisions have been made yet.
- Question – Will students be able to use books and borrow books from the library?
 - A lot of ebooks are available now, and books can be delivered to students' homes.
 - Dr. Rai's team will address this concern.
- Current withdrawal rates are lower than the withdrawal rates from last year.
 - How do we replicate this?
 - Summer Session I enrollment is higher than last summer, as well, which is very encouraging.

Chair's Report

The Council Chair Paul Jenkins provided the following information and updates:

- Dr. Pollard went to the County Council which approved MC's budget, the same budget as amount as last year.
- MC 2020 Equity Excellence Awards Committee is still accepting nominations.
 - The new deadline for nomination is 6/1.
 - Award recipients will be announced in October.
- May 5th is Giving Tuesday to raise funds donated to the MC Foundation for MC students in need, particularly for the Student Emergency Assistance Fund.
- May 8th is the Spring Closing Meeting and Awards Presentation.
- The recent College Council meeting included the following:
 - David Sears announced that MC is planning to set up another campus on the west side of the County, most likely in Burtonsville. An exploratory committee is assessing possible locations for this fourth MC campus.
 - The College Council Chair for 2020-2021 is Tracey Smith-Bryant. Tonya Baker, as the incoming Germantown Campus Council Chair, will sit on the College Council.
 - MC passed a new official policy -- Policy 11006 – governing the College's presidential transition and succession.
- The Council Chair Paul Jenkins thanked the Council members for their hard work, commitment, and the progress we made collectively this year.

Adjourned

The meeting was adjourned at 4:01pm.