

MC GOVERNANCE

GERMANTOWN CAMPUS COUNCIL

MEETING MINUTES

Tuesday, February 02, 2021; 2:00 – 4:00 pm

Zoom Meeting

Attendees

Present: Tonya Baker, Amanda Darr, Mais Alraee, Jennifer Capparella, Christopher Cusic, Charlie Jackson, Brandon Mollock, Paul Jenkins, Lori Kelman, Sharon Anthony, Maurice McCambly (sally?)

Absent: Abo-keze Ewimbi, Blessing Anyim

Guests: Leslie Jones, Bradley Bridges, Sally McClean, Andrew Scheppler

Liaison: Margaret Latimer, Clevette Ridguard

Call to Order:

There is a quorum to conduct business. The meeting was called to order at 2:04pm by the chair.

Approval of Agenda/Minutes

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

- Leslie Jones from HRSTM will present before/after Chair's Report.

Constituent Concerns

- The chair provided a follow-up from Operational Services Council regarding the concern about the inability to assign alternative host in Zoom. System was updated during winter break, but the function does not yet work for everyone.
 - Working with Phong Banh to fix issue.

Auxiliary Enterprises at Montgomery College – Bradley Bridges

- Will later receive a memo to form committee to look into auxiliary services and its future.
- Provided updates on the kitchen renovation at Germantown Campus.
 - Web-based or App-based ordering
- Question – Will vending machines stay in the cafeteria? Area for heating food?
 - Will put back the vending machines and microwave/heating station.
- Question – What is being done to freshen up the smell in the cafeteria?
 - Area was not cleaned properly in the past.
 - Will clean thoroughly and ensure proper hygiene.
- Question – Will catering continue to come from our campus and Metz? Will there be a different space arranged for catering orders?

- Metz is doing all the catering.
- Catering kitchen in BE building.
- Question – Can we still place orders outside (lower price)?
 - Metz will do their best to get the best possible price and product.
 - Will need to communicate the perimeters around this.
- Question – Is there an estimated timeline for completion?
 - Anticipated to be ready before classes start in the fall – exploring options for alternate food services if the campus opens up during construction period.
- Special meals – cooks can bring people into the kitchen to cook side-by-side and learn.
- Question – Hiring students?
 - Essential to have students working.
- Will provide more updates via email.

The Office of Information Technology – Christopher Cusic

- OIT information page for students – [hardware specifications for students](#)
 - Provides general information – hope to make a more robust information page.
 - Virtual desktop infrastructure – cloud-based computer that students can access.
 - Multiple ways for students to access programs offered at the College.
 - Provided to students in need.
 - Monitoring to see usage rate.
 - Provide guides and tools.
 - Need better communication for this information.
 - Expected to receive some CARES Act Funding
- Question – How is this being communicated to students? Through chairs and deans?
 - Provosts, deans, and academic affairs leadership
 - Sent communication through email to all students to provide general information on hardware guidance and different tools that they could access remotely.
 - Not much feedback and exposure
 - Looking for better ways to communicate
 - Suggestion made to include paragraph/link in course syllabi.
- Question – Can you describe what a HyFlex classroom is like?
 - Allow students to participate remotely and in classroom.
 - Multiple monitors and microphones in the room
 - Collaborative environment but a lot of work to manage.
 - A lot of complexities and requires collaborative effort.
 - Not a lot of students know about it.
- Question – Have we tried HyFlex in lab setting?
 - Lori – tired but not what was anticipated.
- Question – What’s the feedback for HyFlex?
 - Generally positive
 - Need to make sure it’s not too complex for faculty (they need to concentrate on teaching, not on how to make the technology work)
- Question – What should the council members do to encourage, support, and make known the efforts and resources that are available?

- Provide constructive feedback so that we know if we're meeting your needs.

HRSTM – Leslie Jones

- Your Voice, Your MC Employee Experience Culture Survey – 2/15-3/1
 - Will receive email from Modern Think – unique username and password.
 - Anonymous and confidential
 - Combined 3 surveys into 1 – about 20-25 minutes to complete.
 - Important data
 - Improve communication and trainings.
 - Enhancement to recruiting and selection.
 - Updating policies
- Question – Why is this so special and important?
 - Experience as an employee – view on how the College handles equity and inclusion, ethics, employee engagement
 - May lead to new initiatives and recommendations.
- Question – Results will go to third party and only data will be sent back to the institution?
 - Modern Think will collect information and send results back to the institution.
- Encouraged to complete survey.

Review FY21 Goals

- Goal 1: To champion student success
 - Help with distributions and increase awareness of events, services, and resources.
 - Be advocates for students.
 - Any activities that we can help with in the spring?
 - Help promote [Boys to Men Program](#)
 - [Sign up](#) for biotech Mon@4 webinars (and links to recordings)
 - [Virtual Transfer Fair](#) – 2/22-2/25
 - Send flyer to council members, College Council Chair Tracey Smith-Bryant, and Governance Director Clevette Ridguard
 - Issue of lack of single calendar system for all events – will bring up to College Council.
- Goal 2: To encourage community among Germantown Campus employees
 - Virtual campus coffees
 - Help create end of the year gathering.
 - Reaching out to colleagues for personal check-ins

Provost's Report

The provost provided the following information and updates:

- CARES Act Funding – provide suggestions on what the funds can be used for (COVID-19 related)
- [Student Advocacy Day](#) – virtual event on 2/9
- Academic Affairs
 - Vaccine rollout in progress – encouraged to get vaccine when possible.
 - At the moment, Summer I and II will be virtual and some on campus in fall.
 - Working on establishing priorities

- Structured remote and HyFlex
- Working to open computer lab on campuses on 3/1 – not functioning as learning centers
 - Space on campus for students who can't do certain things at home.
 - Open for about 2 hours and 15 minutes, then closed for an hour of cleaning.
 - Three times a day (including one weekend day)
 - Coordinating schedule with other campuses
 - Let students who needs access to technology know about these resources.
 - Looking into staffing
 - Question – Will an email be sent to faculty to communicate with students?
 - Yes – let students with technology difficulties know about this resource.
 - Sign up system – schedule a time.
 - Suggestion to add statement about computer access/resources on syllabus.
 - Announcement on blackboard
- Reminder to reach out to students.
- Bootcamp for displaced workers – people who lost jobs due to COVID-19.
 - May get a job in the biotech industry based on the training they received.

Chair's Report

The chair provided the following information and updates:

- College Council meets on Tuesdays from 1-3pm
 - 2/9 meeting: feedback from SALT, HRSTM, and Dr. Cain on campus expansion
 - Bring a Constituent Day on 2/23
- If anyone is unable to serve the rest of the semester, please inform Chair.
 - Preparing for nominations and election
 - Looking for student representation
- [Frank Islam Athenaeum Symposia Speaker Series](#): Dr. Jewell Parker Rhodes, *Celebrating Empathy and Resilience, Empowering Voices for Social Justice* on 2/24 at 12pm
- Red Cross Blood Drive on Germantown Campus – 3/16-3/17
- Need volunteers for MD Regional High School Science Ball – more information on InsideMC
- [Financial Aid help with FAFSA and MSFAA](#) – Mondays from 1-4 and Tuesdays from 4-7pm
- Applications for [MC Innovation Grants](#) due 3/22
 - Workshop on 2/17
- [Mobile Market](#) – 2/10 and 5/12 on Germantown Campus
 - One campus each month
- 75th Anniversary Event planning (for next year) – looking for people to join committee
- Award nominations
 - Germantown Presidential Scholarship Award due 3/5
 - Excellence and Equity Award due 2/26
 - Outstanding Faculty Award and Outstanding Staff Award due 3/1
 - Staff Special Recognition Awards due 4/16
- Employee Matters Newsletter – weekly Mental Health Education Series from 2/12-3/25
- ELITE created an online gratitude board.
- W2 are now available online and will be also be mailed.
- Phone upgrade – see email from IT Communications.

- Check out updates from SHaW Center, Service Learning, and Student Life
 - Encourage students to check out and get involved

Adjourned

The meeting was adjourned at 4:03pm.