
MONTGOMERY COLLEGE GOVERNANCE

Staff Council

April 7, 2022

Via Zoom

1:00pm-3:00pm

Attendees:

Members Present: Ramon De La Cruz (Chair), Beth Reilly (Secretary), Dwayne Henry, Christopher Standing, Leslie Casey, Amanda Stroud, Surayya Johnson, Bo Wai Chan, Lisa Dobbins, Lisa Thomas, Matthew Wilson, Carla Ammerman, Joyce Matthews (Liaison)

Absent: Daphne Alfelor (Proxy: Bo Wai Chan), Alton Henry (Proxy: Matthew Wilson), Javon Inman (Proxy: Dwayne Henry)

Call to Order

- The regular meeting was called to order at 1:02 pm by Chair Ramon De La Cruz.

Constituent Concerns

- Presented by Ramon De La Cruz: Digital signage shared a slide about student vaccine requirements stating "strongly encouraged", but not listing vaccine required. This concern is assigned to Ramon and will be addressed with next week's speaker, Chevelle Glymph.
- Presented by Carla Ammerman for constituent: "Hello Council Members, I respectfully bring a constituent concern to the Council regarding the control and maintenance of the College employee directory. Mail Services has found the various sources available to route mail and packages including the College directory on the College website, the directory within Workday, and an HRSTM provided workbook to include incomplete fields, inaccurate data, and to be inconsistent with each other. This creates organizational inefficiencies, slows deliveries, and causes frustration to many employees. I suggest that the responsibility to update the directories should not be left to individual departments, rather a systems approach should be developed. The changes to the directory come from new hires, separations, permanent workplace moves, new construction, buildings/sites removed from use, and temporary relocations. I see HRSTM, Central Facilities, and IT as needed players in this important work. I am asking for the Council, or a functional group, to look closely at the various directories/lists, to review current processes for maintaining those directories, to determine what information should be included in that directory, to consider the addition of mail stops to new construction, and to establish a "responsible party" for maintaining a centralized directory. This could come in the form of one department being that "responsible party," or a cross-functional team serving that role. Respectfully."
- Presented by Christopher Standings/Informational: Current IT Campus Manager, Younis Forsyth, will be retiring at the end of April. Software Requests should be reviewed and submitted for appropriate IT security concerns. Andrew Scheppler will be responsible in the future for the software requests.
- Presented by Christopher Standings/Informational: When planning events, a permit from the county is required for use of a generator for outdoor activities. This requires approval of facilities' department; facilities will need to contact the county to obtain a permit prior to the event.

- Beth Reilly presented: “Equity and Inclusion concern for students – Student employees (Federal Work Study and Student Assistants) can complete a portion of the Human Resource hiring paperwork online, but they must complete the I-9 form in-person with the appropriate documentation. Although, we understand the need for this process, the concern is they can ONLY go to CT Building to do this. The concern and challenge are for students without personal transportation and the inaccessibility to get to the CT building. The MC shuttle currently runs infrequently (if at all this semester) and the public transport times from our own MC campuses to the CT building have long waits. The I-9 verification process only takes the students 3-5 minutes to complete and then they have to wait for the next bus to get back to campus. Example: student must try to get to CT between classes and back to campus – they either miss class or have to take an Uber (if they can afford it). In the past, the HR representative at each campus could assist with the completion of the I-9 form/verification approval. The request is to review this process for better equity and inclusion of all students, as to not added cost/time to the student wishing to be a MC Student Assistant or Federal Work Study.”

Meeting Minutes

- The minutes for the March 24, 2022 meeting were approved with revisions. Motioned by Amanda Stroud, seconded by Matthew Wilson.

Chair’s Report – Chair Ramon De La Cruz

- Reminder of Equity and Inclusion Week with numerous events creating robust dialogues.
- Digital Signage for Staff Council to market representatives to the campuses.
- Read “In solidarity with the Ukraine: Statement from Montgomery College President Jermaine Williams” (<https://bit.ly/mc-ukraine>).
- Inclement weather response and new operations have been updated via memo from March 2, 2022 to include a color system:
 - Green – Normal operations
 - Yellow – Local, campus-specific response
 - Orange – weather delay/closures
 - Red – Emergency Remote/Pandemic
- Governance: Please remember to vote by Friday, April 8, 2022.
- Reminder Staff Council members with ending terms and can’t nominate or vote during elections of Chair, Vice-Chair, and Secretary (unless re-elected to Staff Council)
 - Surraya Johnson, GT Campus Representative
 - Christopher Standing, RV Campus Representative
 - Beth Reilly, RV Campus Representative
 - Dwayne Henry, TPSS Campus Representative
 - Alton Henley, WDCE Staff Representative
 - Lisa Thomas, Central Services Representative
 - Daphne Lee Alfelor, Non-Supervisors-Support Representative
- Presidential Transition Advisory Committee: Deadline for submission was March 21, 2022. No announcement at this time about membership. First meeting will be In-person on April 21, 2022.
- Reminder – Telework Policy guidelines for process to apply for Telework on the Montgomery College website: <https://info.montgomerycollege.edu/offices/human-resources/flexible-work-arrangements.html>
- Southern Management Leadership Program application for students is available.
- IT Reports widespread Phishing attacks. Please be diligent with emails.

- COVID-19 Dashboard has changed in the 3rd week of March. No more emails being sent.
- MC Got Talent held on Rockville Campus at 6pm on March 24, 2022.
- Amanda Stroud asked about Data Asset Management Training and “prize” for attending. Ramon indicated he would contact Nadine Porter.

Unfinished Business

- Digital Signage for Staff Council – Ramon De La Cruz presented a draft for the Staff Council digital sign to be used to market membership and campus representation. Discussion included correction of spelling and change of font size of campuses. Ramon updated and it will be changed with new members for the future and submitted.
- Goal #2: “Expand enrichment leave awareness and opportunities to include mobile markets, approved on-campus and off-campus activities”
 - Robust discussion on concerns of Enrichment Leave and vagueness of options. Review of what we can do and cannot do for leave.
 - Discussion on possible need for a formal recommendation/proposal from Staff Council to College Council, voted and sent to President regarding policy and procedure on Enrichment Leave. However, Enrichment Leave is not listed as a P&P but only in the “Employee Handbook” within the “benefits” section. Now, the recommendation will have to go to Human Resources office to change the wording of the ‘benefit’.
 - Amanda Stroud reviewed her previous findings about Volunteer Leave of other institutions (University of Maryland at Baltimore, Georgetown, Allegany College of Maryland, Dartmouth, Creighton University, University of Mary Washington, and State of Maryland participates in “Just Serve” programs)
 - Brainstorming ways to create awareness of enrichment leave:
 - Digital Signage
 - Marketed with the Mobile Market/SHaW Center
 - Employee Matters - “Did you know”
 - Employee Spotlight – “How did you do for enrichment leave this month?”
 - Inside MC
 - Reviewed need for SMARTIE goal, vote on the re-write with SMARTIE at next meeting, and verify information updates for current Enrichment Leave options of guest lecture, Jefferson Café, etc.
 - Discussion on the possibility of renaming the title of Enrichment Leave.
 - Beth Reilly motioned to “table goal #2 discussion until Sharon Wilder has reviewed goal for SMARTIE goal”. Seconded by Amanda Stroud. Voted and unanimously approved.
- Goal #3: Outreach to 2nd Shift Staff
 - Video Created in January to share, but not sent
 - Motion made by Beth Reilly for “Ramon to create a new End of Year Overview of Staff Council video to share with 2nd shift”. Seconded by Dwayne Henry. Voted and unanimously approved.
 - Surayya Johnson, Beth Reilly, and Ramon De La Cruz will meet to create content.
 - Reviewing option for “evening” Staff Council meeting.
 - Add information to Digital Signage for 2nd shift to see.
- Holiday Pay/Administrative Leave in Workday Constituent Concern – Ramon De La Cruz reviewed that change to be listed as Operational Status – Change Time in workday.

New Business

- Governance Voting: Reminder to vote. Consider the options of future leaders of Staff Council for Chair, Vice Chair, and Secretary for the 2022-2023 year.
- Constituent Concern brought by Carla Ammerman, regarding directory information updates, will be referred to Employee Services Council and College Council.
- Constituent Concern brought by Beth Reilly, regarding student employment HR paperwork, will be referred to Student Council.

Announcements and Agenda Items for Next Meeting

- President, Dr. Williams will be attending the next meeting on Thursday, April 21, 2022.
 - Please send any questions for Dr. Williams
 - Please invite other staff members to attend
- Director of Public Health and Environmental Safety, Ms. Chevelle Glymph will be guest speaker at next meeting
- Christopher Standing announced that April 24, 2022 is Rockville Campus Science Day
- Amanda Stroud announced that Spring Closing Meeting will be In-Person at the Germantown Campus on May 18, 2022.

Adjourned at 2:59 p.m.

- Motioned by Amanda Stroud, seconded by Matthew Wilson. Unanimously approved.

Respectfully submitted by
Beth Reilly, Staff Council Secretary