

MC GOVERNANCE

Staff Council

Thursday, October 19, 2023

Meeting 4

1:00-3:00 PM, via Zoom

MINUTES

Members Present: Nghi Nguyen (Chair), Surayya Johnson (Vice Chair), Miho Shimizu (Secretary), Daphne Alfelor, Nicole Given, Dwayne Henry, Javon Inman, Thanh King, Stephanie Krasnoff, Betsy Leonard, Val Melgosa, Angie Moy, Katie Nguyen, and Adaora Nwiquwe

Liaison: Dr. Michelle Campbell

Guest(s): Ms. Krista Leitch Walker, Vice President/Chief HR Officer; Ms. Sophia Mason, Director of HRSTM Business Services

Absent: Rebecca Razavi (Proxy: Samantha Wu)

Call to Order

- The regular meeting was called to order at 1:03 pm by Chair Nghi Nguyen.

Constituent Concerns

- No constituent concerns.

Meeting Minutes

- The October 5 minutes were approved with corrections.

Ms. Krista Leitch Walker: Flexible Work Arrangements Policy and Procedure Updates

- Three key changes/revisions are recommended
 - Explicitly state that the number of permitted telework days for a regular telework schedule is up to two (2) days per week.
 - Remove the requirement that employees must complete their 6-month probationary period to be eligible to telework.
 - Administrators are required to submit FWA schedule for their unit/area three times a year: August (Fall), January (Spring), and May (Summer).
 - Supervisors still have discretion for flexibility, when needed. Procedures still allow for an additional or alternative “situational telework” day.
- New FWA form, from 6 to 3 pages

- Proposed revisions for the FWA procedures will be posted for public comment upon completion of Cabinet/PAC review.

Ms. Sophia Mason: Open Enrollment

- Open enrollment period for the 2024 plan year: October 30–November 17
 - All changes take effect on January 1, 2024
 - Postcards will be mailed every week
 - Email communication will begin October 28
- Rate Changes
 - Cigna HSA Choice Fund – 5% decrease
 - Cigna POS – no rate change
 - Kaiser – 11% increase
- Flexible Spending Accounts
 - Healthcare FSA and Limited Purpose FSA – increase to \$3200 per participant
 - Healthcare FSA rollover from 2023 – increase to \$640
 - Dependent Care FSA – no change, remains \$5,000
 - Transportation FSAs – increase to \$315 for parking and transit

New Business

- No new business

Unfinished Business

- Constituent Concern
 - CB23-05, EAP Membership Deadlines
 - Continue monitoring
 - Response: Memberships dated/paid after April 15 of the calendar year are to be submitted for the next fiscal year. If an employee had paid for the membership prior to April 15 but even submitted by the end of the year fiscal deadline, it would be processed. April 15 is the deadline for memberships for that calendar year. If the membership STARTS in May or June, they are to be assessed for the next fiscal year as the majority of the membership is effective in the next fiscal year. I believe we are adding this to the updated guide that will come out soon, I will double check.
 - CB23-06, Health Care
 - Closed
 - Suzanne Redding responded: We would like to move towards being able to offer a reduction in health insurance premiums for completion of certain health-related activities, but are not able yet. This would have to be planned carefully, probably agreed to by the unions, and configured in Workday. We just went out to bid last year for health insurance and we always negotiate for lower rates. A

large part of the rate structure is claims experience, so healthier employees will lead to lower rates.

Chair's Report

- MC Governance Nominations & Elections Committee
 - The College Council is asking chairs, fellow council members, and their constituency base for volunteers to become members of the Nominations & Elections Committee.
 - This committee will be tasked with coordinating Governance Day on all three campuses as well as help with promoting and marketing the elections & nomination process.
 - Contact College Council if you are interested in serving on the committee.
- The Office of Equity and Inclusion will host our 2023 Fall Equity Dialogue: "[Cultivating a Sense of Belonging for All at MC](#)".
 - Oct. 26 at TP/SS Health Sciences Center HC122, 8-10:30 p.m.
 - Oct. 27 at GT Biosciences Education Center BE151, 11 a.m.- 2 p.m.
- The [annual governance report 2022-2023](#) is now available on the Governance website. From the homepage, scroll down and click on "Stay in the Know".
- FY24 [Classification and Compensation Study](#) is moving forward, memo came out on Wednesday, October 11, 13:18.
- MC Employee Insights: [2024 Fiscal Update](#)
 - This update uncovers vital information on compensation adjustments, ESH rates, educational stipends, travel funds, essential training, and more.
- [Free Flu Shot Clinics](#) at Open Enrollment Fairs
 - Rockville (RV) Campus: On Tuesday, October 31 from 11 a.m.– 2 p.m. in PE137A (the small gym).
 - Germantown (GT) Campus: On Thursday, November 2 from 11 a.m.–2 p.m. in BE151 and BE152.
 - Central Services (CT): On Monday, November 6 from 10 a.m.–2 p.m. in S115.
 - Takoma Park/Silver Spring (TP/SS): On Thursday, November 9 from 11 a.m.–1 p.m. in the Gallery at CU Cultural Arts.
- LGBTQIA+ History Month Events – MC Pride & Allies
 - LGBTQ+ Friendly Job Fairs!
 - All fairs are 10:00 am-1:00 pm. All job seekers are welcome!
 - Tuesday, October 24, Rockville Campus, Theatre Arts Arena - Register to Attend - <https://app.jobsconnected.com/5eece88b-de65-4349-81b6-abb5c3881ed2/public>
 - Wednesday, October 25, Takoma Park/Silver Spring Campus, ST Atrium - Register to Attend - <https://app.jobsconnected.com/2d9b9109-fa15-43a1-bd11-f7fdb80ed3aa/public>

- Thursday, October 26, Germantown, BE Building, Register to Attend - <https://app.jobsconnected.com/392d348c-34a4-471b-a695-f3ee4b7f3f7e/public>
- [Safe Zone Trainings](#)
 - Available Training Dates for Fall: Friday, October 13 | Friday, October 27 | Thursday, November 9 | Tuesday, December 5 | Monday, December 18
- [Hispanic Heritage Month Kickoff Celebration](#) at Montgomery College
- SHaW Center Events: [Mobile Market](#)
- Apply Now to the [Global Leadership Cohort](#) - The application, available in Workday, is due by October 27, 2023.
- [Open Enrollment](#)
 - October 30–November 17, 2023, for a January 1, 2024, effective date.
- [WDCE Harvest Fest: A Place to Learn, Grow, Gather, and Share](#)
 - Saturday, October 28, 10:00 AM-2:00 PM, Rockville Campus, Mannakee Building Parking Lot
- Last day for Staff and Administrators to Use Personal and Annual Time Off for the Calendar Year: 12/22/2023
- Staff Enrichment Day 2024, March 13, Rockville Campus

Announcements

- Nobel Laureate Speaker Series: October 23rd
- A new short Wellness program to start on the Germantown Campus in November
- Maryland Male Students of Color Summit: Friday, October 20th, Germantown Campus

Adjourned at 2:35 PM

- Motioned by Adaora Nwiqwe. Surayya Johnson seconded.

NEXT COUNCIL MEETINGS

November 2, November 16, December 7, February 8, February 22, March 7, March 21, April 4, April 18, and May 2

Submitted by
Miho Shimizu, Staff Council Secretary