
MONTGOMERY COLLEGE GOVERNANCE

Takoma Park/Silver Spring Campus Council

February 21, 2017

ST 301 (Student Services Building)

11:00 a.m. – 12:30 p.m.

Attendees:

- Members present: Alice Boatman, Ivonne Bruneau-Botello, Jeff Chuang, Mary DeMellier, Vickie Drake, James Sniezek, Laurie Williams
- Members absent: Leopoldo Elias, Richard Nalley Marton, Tilandra Rhyne, Karin Rodney-Haapala, Raven Salaam, M. Bess Vincent (proxy for Heather Satrom)
- Guests: Brad Stewart, James “Russ” Sharpe

Call to Order

Chair Laurie Williams called the meeting to order at 11:14 A.M. with a quorum present. The meeting agenda was reviewed, and two corrections were made and noted (MC Foundation presentation was moved to next meeting and meeting number was incorrect). The agenda with corrections were approved unanimously. The minutes from the previous meeting were reviewed, with two corrections noted. The minutes with corrections were approved.

Open Comments (Constituent Concerns)

- Vickie Drake brought forth an issue from a constituent about signage and maps for the buildings. There are currently internal building maps in the Student Services Building that explain where things are within the building. The constituent would like the College to explore posting similar maps within all the campus buildings and improving signage around the campus. Laurie Williams suggested she would bring this up to Facilities when she speaks to them.
- Laurie Williams brought forth an issue from a constituent that the Cafritz Arts Building has a boiler (or back-up generator) that has been timed to go off at 7:30 AM, and requests that this can be adjusted to an earlier time. Laurie will follow up this issue with Facilities.

New Business

Campus Provost Report

Brad Stewart presented to the council:

- Several events happening at the Campus/College.
- Saturday (2/25/17): Every Girl Can event taking place in HC building
- Presidential Dialogues about Civility: First one is Tuesday 2/28/17 at TPSS, next is Thursday 3/9/17 at RV, two more to follow (3/30 and 5/8)
- Wednesday (3/8/17): Patricia Hill Collins, 6:30 PM in CM
- Wednesday (3/8/17): Budget Forum for the College at Blair High School at 7 PM.
- Second budget forum will be held on Wednesday, 3/15/17 in CM at TP/SS.
 - Goal would be to have at least 10 students and 10 faculty to attend this one, as it is during Spring Break
- Dr. Stewart would like everyone to pass the invites to their constituents and students, particularly to attend the Presidential Dialogues series and the Spring Break Budget Forum

Guest James “Russ” Sharpe from Office of Safety and Security came and spoke to the Council about:

- The pedestrian crosswalk intersection outside of ST building. More signs would be helpful to alert about the intersection, however the County is responsible for this, and are not willing to do this.
 - S&S are continuing to monitor the intersection, but there also needs to be a responsibility for both drivers and pedestrians to be alert when crossing this intersection.
- The issue about the safety of our student populations, particularly the WDCE Refugee Center in Cafritz was brought forward. The issue is the fear that the Refugee Center might become a target for violence in the area.

- S&S patrol the buildings on rotation, as well as have employees in parking enforcement who do sweeps of the parking lots and garages. CAF cameras are operational inside the buildings. S&S are working with IT to tackle upgrading all the camera systems, but this takes time and money.
 - Although the campus and CAF are open to the public, there have been no reports of safety incidents in the building. As well, there are emergency phones in that building and vicinity that can be used.
- Jim S asked if the County could be asked to remove the part of the crosswalk that is closest to the East Garage that crosses Fenton, leaving only the one crosswalk that leads to the side of the street the ST building sits.
 - Russ explained that that would require reengineering that intersection, and is unlikely.
- Alice B asked if the first floor of the East Garage could be explored to increase pedestrian safety:
 - No pedestrian entrance from King Street side of the garage, thus having to walk up the vehicle ramp or walk all the way around the garage to enter from the far side.
 - Convex mirror at exit used to show if there were pedestrians/obstacles around the corner, but mirror is now missing.
 - Russ said he would work with Facilities to find out about replacing the mirror, and also about the King Street entrance.
- Jeff C asked about a building locking schedule. Said it is very isolating in CM building on Friday afternoons.
 - Russ replied that Security could be called by anyone at any time if a person was feeling apprehensive, and a security staff member would come and check things out.
 - Not enough staff to have security stationed statically in a building.
- Jim S replied about the topic of spouses/children in work area while employee works, and that the employee is supposed to get approval from their supervisor before they come.
- Jim S asked if S&S Office works with the scheduler to free resources in case a building was not in use and could be locked up early.
 - Russ explained that the building's doors would still be checked.

Chair's Report

- Faculty Council has issued a resolution against the E.O. travel ban and standing by students who might be affected by the ban.
- The students' Open Forum about this issue went very well.
- There are several Policies and Procedures modifications open for feedback currently.
- Board of Trustees and College Council members met, Laurie will provide updates about that meeting when she gets them

Vice Chair's Report

- Janet Wormack has reported that the current IT Help Desk contract will not be renewed, in order to save the College some money
 - Current IT employees will be cross trained to work the Help Desk
- Many open staff vacancies will remain unfilled, if another employee can be cross trained to take on those duties
- Chiquita Manago Haywood reported that they are looking into a meal plan for students in the future.
 - Beta testing a \$25 reloadable card currently to see if it works
 - Would be a pre-paid meal plan
 - Jim S asked if meal plans are eligible for financial aid money?

Old Business

Montgomery College Travel Procedures

- Wanted to work on the wording of this recommendation
- Jim S explained that the College has a travel agent that can be used to arrange travel, which would not require the employee to pay up front
 - However, EAP travel cannot use the agent.
 - Issue also may affect grant funded employees

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- Decision was made to invite a HRSTM staff member to discuss travel and procedures for such at an upcoming meeting before making a recommendation further

Central Calendar

- Need to work on wording for recommendation
- Laurie will send suggestion by email, looking for feedback.

Announcements

- End of the term is fast approaching. Laurie will send an email about the rest of the spring meetings
- Review the annual plan for goals

Adjournment

Laurie Williams adjourned the meeting at 12:30 PM.

Submitted by

Vickie Drake

Takoma Park/Silver Spring Campus Council Secretary