MC GOVERNANCE

Montgomery College
WD&CE Council Meeting #3
Minutes
Tuesday, November 20, 2018
8:30 – 10:00 AM
Rockville, MK room B 300

Attendees

Members Present: Tracee Matthias, Philip Bonner, Nancy Newton, and
                      David Reed, and Joe Marshall

Members Absent: Essie Taylor and Beri Kari-Fonge

Members Present
via phone: Donna Kinerney, and Debbie Juneja

Proxies: Beth Mole (Proxy for Manuri Perera)

Liaisons: Brad Pabian

Call to Order
Tracee called the meeting to order at 8:30 am. The meeting was recorded for internal use.

Constituent Concerns/Comments
- There were concerns that the college closing did not reach the college community in a timely manner, and constituents would like some improvements made with a finite timeline when calls are made.
- Concern questioning why the Wheaton South Center site was not included to host a Public Safety forum.
- A WD&CE constituent representative had concerns about the following:
    o Clarification on what WD&CE's faculty job title is, and instructions for the job title.
    o More clarity on sick and safe leave that is mandated by the state
    o Is it possible to have allocated office and workspace for faculty?
    o More clarification on telework policy.

Other Council Constituents and Updates

- Several of the councils shared constituent concerns that have been presented at their meetings.
    - Administrators Council: Does the College have parental leave?
    - Student Services and Success: How are student concerns tracked?
        - Germantown Council: Lockdown signs are inconsistent with training.
    - Student Council: Presented four concerns including students smoking on campus
    - Some of the concerns include:
        - TPSS Council: The wellness reimbursement criteria cover the cost of a gym membership but not fitness studios – This issue will move to the Employees Services Council.
        - Students are not aware of how financial aid works when they fall behind full-time status.
        - The designated Lyft/Uber space should be moved to the former shuttle space on the east side of campus.
        - Some of the handicap doors are broken with no known planned repair.
        - Are there plans to increase the number of gender-neutral bathrooms on campus?
        - What is the status of water purification projects?
            - Water fountains in CM and CF have caution tape.
        - Is there a public safety protocol for locked classroom doors on campus?
        - Public Safety officers have visited classrooms and informed faculty that doors cannot be propped open with items like trash cans.
        - What is the reliability of the campus mail delivery system?
            - There are times when sending mail through the postal service arrives faster than sending it through interoffice mail: This issue will move to the Operational Services Council.
        - Academic Services: Faculty have experienced problems with 2FA in areas with poor cell service where they cannot receive calls or text messages: This issue will move to the Operational Services Council.

Approval of 10/2018 Minutes and Agenda
The minutes and the agenda were approved as written.

Chair Report- Tracee Matthias

- The first quarterly SVP meeting was held, and a report is forthcoming.
- Strategic planning forums are taking place.

- Several modifications to policies and procedures are out for comment. Individual council goals are due 10/31/201
- Cathy Giovannetti shared that some services will be suspended on Staff Enrichment Day and a memo should be distributed soon.
- A web update for FMLA should be coming soon.
- The constitutional amendment to add PTF to the functional councils has been approved.
- HRSTM is working on the protocol for hiring noncredit students.
- Telework updates are coming. BOT Constituent Conversation with Students was held
- IT Updates:
    - Jane Ellen Miller, Interim CIO provided an update about several projects managed through OIT.
    - Workday provided a one-week training to the finance team on using Workday.
    - The College has a new implementation partner with more higher education experience.
    - The group has over 100 colleges that have implemented.
    - Workday and Banner self-service are institutional projects.
    - The implementation timeline will be revised with consideration to department blackout dates.
    - The College is not moving to Workday student.
    - Data clean-up with Bob Lynch to establish data standards and a data dictionary is underway.
    - IT alignment and Planning Group (ITAP) reports to the president's office and will make recommendations about IT decisions and needs.

Ethics and Compliance Updates

Vickie Duggan and Maria Adams provided an update about ethics at the College.
They were involved in the development of the protection against retaliation policy.
They shared the ethical principles and provided a timeline review of the development of the code of ethics and employee conduct process.
The ethics climate survey generated a 32% response rate, and 89% of respondents are aware that an ethics policy exists.

Facilities Update

Sandra Filippi provided an update about some of the facilities projects across the College.
Germantown Campus
There are delays with SA construction due to rain. Completion is planned for spring 2019. The end of this construction will open space in HT. The office is researching the best use options for space.
 Rockville
 Student Center opening is planned for fall 2019.
TPSS

The design plans for the Math and Science Building were shared. The Pavilion 4 (P4) is swing space as offices vacate spaces scheduled for construction. The new library resource center will be built on the space occupied by the North Pavilion and Math Pavilion.

Other items

There are 643 projects in the planning office.

The College website includes a project request form.

Some project requests are not feasible currently.

For example, a request to replace all the tablet chairs in the Humanities building would cost $800,000 and is not the best use of funds.

Annual Ombuds Report

Julie Weber presented the annual Ombuds report.

The number of visits increased to 7% of employees in all categories except part-time faculty.

There was a rise in visitors working within groups.

There is an increase in referrals and awareness of services. Some of the appointments are informal meetings with time spent coaching employees about College resources.

The informal meetings might include HRSTM, Union representatives or supervisors.

Supervisors have visited to learn about the use of positional power and enhance their leadership and management skill set.

There are plans to expand Ombuds services to students.

WD&CE COUNCIL UPDATES

Below is the feedback submitted for the three PnP modifications open for public comment. The feedback was collected during the October 16, 2018, WD&CE Council meeting.

- 35001 Compensation Programs
- Page 4 Line 160 – Within Grade Pay Adjustments
- The initial salary placement is a negotiation between the selected candidate and HRSTM. Once the candidate becomes an employee, the discussions about salary should continue to remain between the employee and HRSTM. All administrators are not trained to address salary equity issues and may provide incorrect information about the process or possible outcomes.
- The procedure changes do not empower employees to take the initiative to request a salary review. In cases where there is a language barrier, or an employee works with a supportive administrator, it may be in their best interest to have the administrator request a salary review. There are too many instances when administrators are too occupied with their position duties to initiate new tasks on behalf of their subordinates.
- The involvement of an administrator should be an option the employee elects to utilize, not mandated by the procedure. It is suggested that employees continue to have the option of requesting a salary review with HRSTM. HRSTM should be required to conduct a preliminary review and provide a response to the request for a salary review. To reduce abuse of this procedure, the College may limit employees to one salary review each fiscal year.

- Page 7 Line 331 – Degree attainment – Staff and Administrators
- Does the change related to the eligibility of the degree attainment payment apply to past users of EAP? Many people have been working on their degree for several years and should be grandfathered in as eligible. Progress towards a degree benefits the college as well as the employee.
- The link between the lump sum payment and EAP is not consistent with how compensation is changed when employees use or don't use other benefits provided by the College. For example, the College does not increase the salary of employees who elect not to use the College health insurance programs.
- EAP is a benefit made available to employees. The degree attainment payment is a benefit made available to employees. Employees should be able to utilize both benefits without additional conditions or other restrictions.
- In most cases, the cash value of EAP will exceed the value of the lump sum payment in any given year. Based on the changes, the degree attainment payment is no longer a salary adjustment and should be placed in a different section of the procedure

Council Vacancies- Student Recruitment- Debbie Juneja

- 10,000 Governance student recruitment to emails were sent out to personal emails, and a large no. of those emails were merged causing information to be sent to the recipient's Montgomery College email and their personal email.
- It has been requested that instructors ask interested students if they wanted to be contacted via their personal email vs. their school email or text.

For more information, please email Debbie Juneja at debbie.juneja@montgomerycollege.edu

Updated P&P will be coming out soon.

Equity and Inclusion Update- Nancy Newton

It has been approved by SALT that when faculty/staff are out of the office for an extended period, they should consider leaving a sign stating they are out of the office along with information of the alternative person to see, and where to go.

WD&CE Council FY18 Recommendation- Update

Per the November 13th College Council meeting, the manual used to hire students is being updated, and the language will be updated to allow noncredit students along with credit students to be hired as student assistants.

Strategic Planning 2025- Update- Joe Marshall

- The 1st Strategic Planning Meeting took place September 27, 2018
- The Strategic Planning Committee had 4 meetings so far. Goals are:
  - By early December, the planning committee should have some preliminary goals and objectives to present to the community.

o To complete the new 2025 draft by April 2019, complete a final 2025 plan by June 2019, and start putting the budgeting process in effect by 2020. This was the main component of the Community Café events; WD&CE had many representatives in attendance; Data was collected from the community, students, the college community and the data has been applied into themes, and tied to what is a priority for Montgomery College.

WD&CE Council FY19 Goals- Work Group
The meeting adjourned at 9 am and a work-group session lead by Nancy began to work on FY 19 goals.

Announcements and Future Agenda Items
There were no announcements or future agenda items.

Adjournment
Nancy Newton motioned to adjourn the meeting at 9 am, Philip Bonner seconded the motion, and the council followed with a unanimous vote.

The meeting adjourned at 9:00 am.
Summited by David Reed
College Council Secretary