

# MC GOVERNANCE

## GERMANTOWN CAMPUS COUNCIL

### MEETING MINUTES

**Tuesday, October 3, 2023; 3:05 PM – 4:28 PM**

#### **Zoom Meeting**

#### **Attendees**

*Present:* Karlyvette Acevedo, Amanda Darr, Nichole Land, Patrick McNair, Brandon Mollock, Katie Mount, Milton Nash, Kiersten Newtoff, Clevette Ridguard, Brian Shaffer, Yvette Taylor, Kam Yee, Kayla Yost

*Guests:* Tonya Addleman, Carla Ammerman, Billy Struemke

*Absent:* Asmaa Abdul-Amin

*Liaison:* Muhammad Kehnemouyi

#### **Call to Order**

There is a quorum to conduct business. The meeting was called to order at 3:05 PM by the chair. Amanda Darr apologized for the confusion with the new zoom link. Joanna Kilby is stepping down from secretary of the Germantown Campus Council. Nominations will take place later in the meeting during the Chair's report to vote for a new secretary for the 2023-2024 academic year.

#### **Approval of Agenda/Minutes**

The agenda was approved. The minutes were reviewed. Milton Nash questioned the term "regulation" in regards to the flag constituent concern. Amanda Darr will reach out to Paul Jenkins in Public Safety for the proper terminology. Once term is corrected (if needed) the minutes will be approved and submitted to College Council. The meeting was recorded for internal use only.

## **Constituent Concerns/Thoughts**

An update was provided on the previous constituent concern about the Flags located in the circle outside the SA building not being lowered or lighted in the evenings. Amanda Darr reached out to Paul Jenkins who had facilities replace the lights, they are now working and turn on at dusk to illuminate the flags.

No other constituent concerns were reported.

## **Provost's Report-Muhammad Kehnemouyi**

1. Muhammad and a Germantown student attended the County Executives Budget Forum. Student spoke about the need to continue funding Montgomery College. Mark Elrich talked very highly of the college and our programs, along with the addition of the East County Education Center.
2. We had 11 graduates at our Early Childhood Center. Had a special 6-year-old 2022 alum guest speaker of the Childhood Center. He encouraged young learners for their transition to kindergarten.
3. Hosted a "New to Germantown" employee breakfast. Paul Jenkins and Marcus Peanort attended and gave presentations.
4. Working on inviting two Maryland Senators to visit Germantown Campus during Fall semester. One Senator Nancy King, is interested in Dual Enrollment and talking more about the Early College Program.
5. Poolesville High School robotics team continues to practice in space at Germantown.
6. We have two Athenaeum speakers lined up for October at the Germantown Campus. We also have two Nobel Laureate lectures planned. Working on the third Nobel Laurate speaker. He lives in Oregon, working on logistics. He is known as the "Father of quantum computing".
7. Humanities Days events are coming.
8. We have the MD Male Students of Color Summit on October 20<sup>th</sup>.
9. Last Friday we hosted the entire County Council for a one-day retreat at the Germantown campus.

10. Soccer for Peace took place at Germantown about two weeks ago, we had a great turn out.

### **Chair Report- Amanda Darr (see associated PPT)**

Since there were no constituent concerns the Chair's Report was moved up on the agenda.

1. The College Council is creating a Governance Newsletter. Thanks to the work of Paul Miller the newsletter will be emailed collegewide on the second Monday of each month. If the Germantown Campus Council wants to highlight any of the events they participate in this year, Amanda Darr will send a submission to Yvette Taylor by the first Monday of each month.
2. The deadline for students to apply to IMPACT MC is October 6<sup>th</sup>. If you know of a student interested in becoming a student leader please encourage them to apply for this year-long service-based leadership program.
3. MC's Annual Maryland Male Students of Color Summit is being held at the Germantown Campus on Friday, October 20<sup>th</sup>. Registration is open, and the deadline to submit a proposal is October 6<sup>th</sup>.
4. Safe Zone training is available at the Rockville Campus. The training is a one-day training that runs for 6.5 hours. Amanda Darr and Katie Mount both completed the training last year and highly recommend it. Registration can be completed through Workday.
5. Volunteers are needed for the Mobile Markets. The next mobile market at Germantown will be held tomorrow, Wednesday, October 4<sup>th</sup>. Sergio Washington is looking for groups to adopt a mobile market. The council will discuss this opportunity more during the goal's discussion.
6. Frank Islam Athenaeum Symposia Speaker will take place on the Germantown Campus on Thursday, October 5<sup>th</sup> from 12:30-1:45pm.
7. Nobel Laureates coming to the Germantown Campus. First speaker will be Dr. John C. Mather on Monday, October 23<sup>rd</sup> from 2:00-3:00pm in Globe Hall.
8. The 1<sup>st</sup> Annual MC Chapter of the AAWCC Fall Conference will take place on the Germantown Campus on Friday, November 3<sup>rd</sup>. The Theme is "Women

in Community College: Leadership, Education, Advancement, Development, and Support”. The registration deadline is October 20<sup>th</sup>.

9. There are many Hispanic Heritage Month Events taking place on the Germantown Campus the week of October 16<sup>th</sup>. See Link for more information. There will also be “Salsa with Silvia” on Wednesday, October 4<sup>th</sup> from 12:00-1:00pm. Contact Surayya Johnson for more information.
10. Please promote the Pre-Transfer Academy to students. The Transfer Resource Council is hosting two “Transfer Tips” workshops for students. The first is scheduled for Tuesday, October 10<sup>th</sup> from 3:00-4:00pm. The second will be held during Advising Day on Tuesday, October 17<sup>th</sup> from 1:00-2:00pm. Both workshops will be held virtually via zoom. At the end of the workshop students will have the opportunity to join the Pre-Transfer Academy which includes various workshops throughout the academic year, one-on-one transfer advising, and the opportunity to win prizes. The Fall Transfer Fair that took place last week at the Germantown Campus was a success. 287 students attended. There were 168 students in attendance at the Spring 2023 Transfer Fair at Germantown.
11. Save the date for Benefits Open Enrollment. Open enrollment will be held from October 30<sup>th</sup> – November 17<sup>th</sup>. This year’s theme is “Your Health is Wealth”.
12. Employees will have the opportunity to receive a free flu shot offered during all open enrollment benefit fairs. Drop-ins are welcome, but employees can also schedule an appointment. The Fair at Germantown will take place on November 2<sup>nd</sup> from 11:00am-2:00pm in BE 151/152.
13. “A Conversation about Transformative Literature, Community, and Mentorship” will take place on Friday, October 13<sup>th</sup> in the PK building from 3:00-4:00pm. This event will be a panel presentation that will include an introduction to each program including Sister2Sister, Get Lit, and Boys to Men, which are programs at MC actively working to help students meet their academic, professional, and personal goals. Open to all faculty, staff, and students.
14. Mark your calendar for Fall Governance Day which will take place on Wednesday, November 1<sup>st</sup> from 1:00-2:00pm at the Germantown Campus in the Raptor Central Lobby. College Council needs two to three governance members at each table for the hour. If interested please provide your name

to Amanda Darr so she can send a list to College Council. This is a great opportunity, especially with our council's goal of improving awareness and constituency participation.

15. At our November meeting there will be a Student Panel. Amanda Darr is looking for 1-2 more student volunteers. Please send her names of students who may be interested. She is also asking for each council member to send her questions to ask the students.
16. The first guest speaker arrived to the meeting so Amanda Darr will circle back to the last item of the Chair's Report after both guest presentations have been completed. The last item of the report that needs to be reviewed is the secretary opening on the council.

### **MC Cares Presentation – Carla Ammerman, Manager of Employee Engagement and Development**

1. MC Cares information is typically discussed at New Employee Orientation, but it is hard to remember everything that is available to MC employees. Looking to get the word out and share more information about MC Cares.
2. Carla has been in this role for about a year. She is here and available.
3. There are five pillars of the common employee experience, which includes: Start Smart, Positive health workspace and environment, provided and maintain foundations of support, get connected and build community, encourage growth/success/recognition/lifelong learning.
4. Work that Carla oversees includes sabbatical and professional development leave, HRSTM Partnership with ELITE on employee development opportunities, and awards and recognitions.
5. MC Cares is a rebranding of FSAP (Faculty and Staff Assistance Program). Care, Advise, Respond, Engage, Support. We have a partnership with ComPsych which is the company that provides the services.
6. MC Cares offers employees and immediate family members six free therapist sessions per subject. Sessions can be on demand by phone or scheduled in advance in person or virtual. Employees can send subject specific email directly from the Compsych website.

7. In addition, other services include airline bereavement for compassionate fares, planning a family vacation, tips on buying a house/home maintenance, and buying a car and auto maintenance. All things you can do on your own or take advantage of having the free service.
8. MC Cares also offers discounts on pet insurance and Turbo Tax. Representatives can offer advice on career development, undergraduate or graduate school information, marriage and relationships, divorce or domestic issues, parenting or childcare, and elder care.
9. ComPsych by law is required to send the College usage reports, but all benefit users remain confidential. The information received allows us to identify patterns and coordinate with wellness to offer programs that reflect employee needs.
10. Employees can access information by going to MC Cares website.  
<https://info.montgomerycollege.edu/offices/human-resources/faculty-staff-assistance-program.html>
11. Nichole Land posed a question about the therapy sessions and who is considered immediate family member. Carla stated it includes those who live in your household.
12. Question posed by Kam Yee if these services are offered to part-time employees. Carla answered yes. It used to just be full-time employees, but since the pandemic it is open at all MC employees.
13. Katie Mount wanted to know if Carla was available to give this presentation to other groups, she is.
14. Tonya Addleman posed the question about how the legal guidance with MC Cares is different than the legal resource that employees can add for a price during open enrollment. MC Cares can provide guidance on specific situation and when to seek legal assistance, it doesn't actually provide the legal assistance (not lawyers)
15. Kiersten Newtoff asked if the therapy sessions had to include the employee or if it could be the family member individually. Carla followed up that it can be for the individual family member.  
Carla wanted to clarify to please let her or Rowena know if anyone is having issues accessing these services so it can be resolved.

## Office of the Ombuds Presentation – Billy Struemke, College Ombuds

1. Billy stressed the importance of knowing him in order to make his office and role of the Ombuds more approachable and comfortable.
2. He graduated Law school back in 2009. He became a trial attorney in Wyoming before going in to private practice. He focused on law and crimes by and against children. Once he opened a private practice he also added divorce law to his resume.
3. He took a leave of absence from law and deployed to the Middle East where he served as a mediator. Solidified the idea of wanting to earn LLM (master's for lawyers). Helped to set up a school in Wyoming, served as Ombuds and served on schoolboard. He also did wild west reenacting in Wyoming.
4. Why come to his office? The average US employee spends 2.8 hours per week dealing with conflict. 25% say avoiding conflict led to absenteeism, and 10% say workplace conflict led to project failure. We want to avoid these things as much as possible.
5. Ombuds transform conflict into a productive force for individuals and for the College. Important distinction that he is here to help employees and to help the College. He is the middle person in between the two.
6. Some reasons people work with the Ombuds includes: have witnessed or suspect wrongdoing, are considering filing a formal complaint, do not know where to bring an issue, seek mediation to resolve a conflict, are experiencing harassment or bullying, feeling unfairly treated, need coaching to handle a sensitive issue, or want a place to safely express their frustration or concern.
7. Why work with the Ombuds? Ombuds empower people to address conflicts safely, they are confidential and informal, and they are impartial and independent. Billy stressed that he does not submit reports, he is strictly private and does not keep specific individual records. He also stresses the importance to be an advocate for a fair process.
8. Billy gave example of an employee that came to his office to bring up the issue of MC not having a paid maternity leave. He provided recommendations of where the employee could take this issue and help

- spread the word so that it can be addressed. His goal is to provide an early alert about problem areas at the College.
9. Please email him at [Billy.Struemke@montgomerycollege.edu](mailto:Billy.Struemke@montgomerycollege.edu) or 240-595-0924. Please do not use general Ombuds email, it is currently not working.
  10. Katie Mount posed concern that she has referred people to Ombuds, but they never go. Recommendations to increase employee usage of Ombuds. Billy replied that the number one issue is about confidentiality and concerns for retribution. He reiterated that everything is confidential and impartial.
  11. Nichole Land posed the question of what his end of the year report would include. Billy responded that it will be metadata, not specifics.

### **Continuation of Chair Report – Amanda Darr**

1. Joanna Kilby had to step down from governance, we have an open secretary position.
2. Secretary is responsible for sending out the zoom and calendar invites. They are also responsible for taking meeting minutes, sharing the draft of the minutes, editing, and then sending the finalized minutes to the College Council.
3. Amanda Darr requested nominations and discussed how the nomination process works. Asked if there were any questions about the secretary position.
4. Kiersten Newtoff nominated Kam Yee for the secretary nomination, second by Katie Mount. Kam Yee accepted nomination. Amanda Darr had council provide secret vote to her via chat.
5. Kam Yee elected secretary for 2023-2024 academic year for Germantown Campus Council.

### **FY24 Goals Discussion – Amanda Darr**

1. Amanda Darr stated the we need to finalize our council goals.
2. The first goal is related to raising awareness of governance and Germantown Campus Council, as well as increasing constituent concerns



and empower the voices of our constituents. We have already created a Germantown Campus Council flyer to send out to our constituents and individual departments. Flyer will be updated with new zoom link and resent. We can also volunteer at the MC Governance Day that takes place in the Fall and Spring. This includes a one-hour tabling event. Finally, we can reach out to our individual areas during department meetings to reach our constituents and bring forth any concerns. Amanda Darr will turn this into a SMART goal before sending to College Council.

3. Tonya Addleman recommended Germantown Campus Council write a blurb to put in the Germantown Campus Newsletter. The newsletter is usually sent out the first Friday of the month. Need blurb about a week before. Katie Mount agreed to write something up to send to Tonya.
4. Amanda Darr asked for a show of hands to move forward with this first goal. All were in favor.
5. Our second goal will focus on participating in at least one event per semester at the Germantown Campus to provide a sense of belonging and community for faculty/staff/students. Last year the council cosponsored the "Fun in the Park" spring baseball game and the Inauguration event for Dr. Williams.
6. Amanda Darr proposed that this year for the fall we work with Tonya Addleman and participate in the Germantown Holiday Celebration for faculty/staff on December 12<sup>th</sup> from 9:00-11:0am. In the Spring we can work with Sergio Washington and adopt a Mobile Market. Milton Nash posed a question about volunteering at the events. Will there be anything that identifies us as the Germantown Campus Council? In the past, our names have been listed as a cosponsor on flyers and we do have governance buttons/pins to give to council members to wear. Kiersten Newtoff recommended having a Germantown Campus Council tablecloth to have a specific table at the events to gather feedback from constituents. Amanda Darr asked Clevette if we have tablecloths. We only have tablecloths that have the Montgomery College logo on them. Clevette will look into have a governance specific tablecloth. Karlyvette asked about Germantown Campus Council t-shirts. Amanda will inquire about shirts at the next College Council meeting.

7. Tonya Addleman will attend the next two council meetings to brainstorm and organize the Germantown Holiday Celebration. Amanda Darr will also reach out to Sergio Washington to invite him to an upcoming meeting to discuss logistics and responsibilities of adopting a mobile market. Amanda provided the dates for the spring mobile markets at Germantown to discuss which date would be best for the council. The March date falls during MCPS spring break and the February market is a hectic time for financial aid. Council decided that the mobile market on April 24<sup>th</sup>, 2024 works best.

### **Adjourned**

The meeting was adjourned at 4:28 PM.