

To: Ms. Cathy Giovannetti, College Council Chair

From: Dr. Stephen D. Cain, Acting President *sdc*

Subject: **College Council Recommendation 18-09: Modification to Procedure 11005CP**

Date: October 11, 2018

Thank you and all the members of the College's participatory governance system for your leadership in considering issues of importance to the Montgomery College community. I have received and reviewed the College Council's recommendation 18-09: Modification to Policy and Procedure 11005CP to include written notification of procedure modification. The Council's full recommendation is attached.

On May 8, 2018, the College Council voted to move recommendation 18-09 forward to the president. This action recommends a modification to procedure 11005CP such that, when the application of a College procedure is waived or changed, that all affected employees be notified in writing. Staff Council had received ongoing constituent concerns regarding a lack of information about the suspension of telework for employees in the Administrative and Fiscal Services division throughout FY18. Many of the concerns were requests for information about the reason for the suspension and the projected timeline. The concerns were from employees who lost the ability to telework and supervisory employees who lost the ability to renew telework agreements for the employees in their units.

On July 1, 2018, the one-year suspension of the procedure was lifted, an action that was communicated in writing to the division. Furthermore, the interim senior vice president for administrative and fiscal services has convened a work group to examine and update the College's telework process. This recommendation is assigned to Dr. Kevin Long, director of planning and policy, and has been referred to President's Executive Council policy and procedure process for action.

Any further questions concerning this matter should be directed to Ms. Donna Schena, interim senior vice president for administrative and fiscal services.

Thank you for your dedicated service to Montgomery College's governance system and all of the work you do to support Montgomery College's mission and vision. Please do not hesitate to contact me if you have further questions or concerns.

Attachment

cc: Senior Administrative Leadership Team
Director of Governance (Administrative Associates)
Director of Planning and Policy