

Montgomery College
Administrator Council Meeting Minutes

Thursday, February 20, 2020

9:30am – 11:30am

CT S301

Attendees

Present: Eric Benjamin (also proxy for Janee McFadden), Frank Trezza, Martha Schoonmaker, Dorothy Umans, Amy Cowley

Absent: Janee McFadden, Carolyn Terry, Phong Bang, Anwar Q. Karim, Karen Callender

Proxy: Ernest Cartledge (proxy for Karen Callender), Patrick Feehan (proxy for Anwar Karim)

Liaison: Clevette Ridguard, Lynda Von Bargen

Call to Order

The meeting was called to order at 9:34am.

Approval of the Agenda/Minutes

The agenda and minutes were approved as written. The meeting was recorded for internal use.

Special Presentation: Pinkney Innovation Complex (PIC) for Science & Technology

Martha Schoonmaker, Executive Director of PIC MC

- PIC MC
 - Economic development is about capital investment in job creation
 - Montgomery College provide students who can develop the skills and education needed to work, stay, and be in Montgomery County
 - PIC MC Board is working with the capital investment in the job creation
 - PIC MC Overview: A Hub of Education, Employment, Research, and Entrepreneurship
 - Background
 - Conceived in 2001 with Montgomery County
 - Funded through local, state, and federal funds
 - Zones as a Life Science Center
 - 40 acre park
 - Attract companies to relocate on Germantown campus
 - Convenience
 - Educated workforce and supply of potential employees
 - Signature curriculum
 - Cybersecurity and Biotech
 - PIC MC Foundation Board
 - Ben Wu – former Board of Trustee and current board member of PIC MC
 - 23 people
 - Responsibilities include to hold, lease, improve, manage, and administrator

- Board members include developers, real estate attorney, life sciences and tech companies who provide advice and counsel
- BioHealth Capital Region
- Strategic Location
 - The companies that are coming here from outside Montgomery County want to know that they can reach their markets in any number of ways.
- Mission Oriented Objective
 - To develop a hub of education, research, employment, and entrepreneurship
 - Research coming from the various companies
 - Goals:
 - Provide space for economic development
 - Locate entrepreneurs on campus to speed introduction of new science in classrooms
 - Support student internships and interaction with companies
 - Provide students with advanced market-ready knowledge and skills
 - Opportunities to learn on the job and add that experience on their resume
- Bioscience Education Center
 - Develop classes specially around the equipment
 - Labs designed to meet industry standards
- Germantown Innovation Center
 - A life science and technology incubator owned by Montgomery County
- Cyber Security Lab
 - Provides students and companies with chance to try out scenarios
- Provide more opportunities for students to interact with companies
 - Help students become employable
- RISE Zone Incentives
 - State program delivered through the Department of Commerce with the Montgomery County providing the actual 75% tax incentive
 - Receiving incentives = relationship to the College
- Opportunity Zone Incentives
 - For investors to provide funds for real estate or companies
 - If they leave money in that investment for 10 years, then they don't have to pay any federal taxes on that investment.
- Holy Cross Germantown Hospital
 - Anchor resident partner
- Medical Office Building
- Hughes Network Systems
 - Homegrown company
 - Anchor neighbor
- Pre-leasing 120,000 sf wet lab
 - Developer- Minkoff/ South Duvall joint venture
 - Pre-leasing now – Scheer Partners, broker
 - Aiming for early April

- 19seven10 Observation Dr
- Question – Have you benchmarked what you are doing with other higher education institutes or get support from them?
 - Yes – UMBC, University of Maryland
 - MC concentrates on workforce development
 - Missing component for community colleges is research
- Work to put together a building that is joint used by the College and companies to make it easier for students to go back and forth

Constituent Concerns

No constituent concerns were presented.

Chair’s Report and upcoming Council Elections

- Governance Nomination and Elections
 - Nomination: 2/28 – 3/10
 - Election: 3/30 – 4/10
 - Goodies with Governance – try to bring awareness to Governance, inform the college community about the nomination and elections, and answer questions
 - Central Services, CT S201– 2/24 @ 3pm-4pm
 - Rockville Campus, HU009 – 2/26 @ 10am-11am
 - Germantown Campus, PK 105 – 3/4 @ 2pm-3pm
 - Mannakee Building, MK 103 – 3/9 @ 2pm-3pm
 - TPSS Campus, CF 143 – 3/9 @ 10am-11am
- Compliance and Ethics Fellows Program application due 3/10
- Innovation Grants due 3/12
- Send comments for the MC homepage refresh by 3/11
- MC Basketball – Faculty and staff appreciation day
 - Rockville Campus – 2/20 (women @ 5:30pm; men @ 7:30pm)
- Report from last College Council meeting will be tabled for next meeting on 3/19

Announcement & Other Business

- Question from a council member – Where are we on the P&P regarding no overtime?
 - There are a couple of things that are still up in the air so it’s difficult to move forward in putting the procedures in place.
 - OT for exempt staff being removed – 1/1/2021
 - Should not be hourly employees
 - Workday being configured to enable all exempt employees to submit time on an exception basis
 - Concern about what happens when employees are putting in extra time for special projects and initiatives
 - There will be opportunities for employees to be given temporary salary increases when there is a significant initiative in place that will be documented and approved by the senior vice president in advance.

- Policies and procedures currently provide for hours worked.
 - Collective bargaining agreement clearly states that hours worked does include holiday, bereavement, civil leave, and any time the College is closed for emergencies.
 - Need to ensure that the senior leaderships understand the changes that are being made and are comfortable with the communication method.
- Question – Is exempt typically tied to people who supervise?
 - Supervising and decision-making ability in their role, but may not necessarily be a supervisor
- Question – What happens to exempt employees who works 45 or 50 hours a week but it's not for a project? How are they going to compensated for the extra time they work?
 - A salaried employee is not confined to 40 hours work week.
 - If someone is continuously working beyond 40 hours a week, then there's a staffing issue to be looked at and to be evaluated.
 - A staff employee should not be expected to work as many hours as an administrator is expected to do. Supervisors need to carefully look at the workload and find a way to address it.
 - Inconsistent – some supervisor doesn't "permit" overtime
 - Need communication
- Question – Can't hire someone to work 29 hours a week for a regular position? Under workday, it can only be 20 hours or 40 hours.
 - Budgeting issue
- WDCE – instructors can't just volunteer to teach without being paid
 - Will send a proposal

Agenda Planning for Next Meeting

- Issue of atypical behavior of students and increase of anxiety occurring with faculty and staff
 - Will reach out to Dr. Mason
- Will there be a meeting on 5/15?
 - Will follow up with chair
- Next meeting: 3/19

Adjourn

The meeting was adjourned at 10:48am.