



COLLEGE COUNCIL

May 8, 2018; 2:30-4:30 pm; CT S108

Attendees

- Members present: David Anthony, Cathy Giovannetti, Tonya Baker, Shane Doyle, Dan Santore, Rich Cerkovnik, Ernest Cartledge, Marcella Karp, Joel Martinez, Patrick Feehan, Tilandra Rhyne and Dorothy Umans
- Nicolas Leger Proxy for Annick Tentchou
- Guests: Clevette Ridguard, Brad Pabian, Dr. Steve Cain, Dr. DeRionne Pollard, Dr. Janet Wormack, Tim Herlihy
- Tracie Matthias, Nancy Nyland, Surayya Johnson, Joel Levine

Call to Order

- Chair David Anthony called the regular meeting to order at 2:32 pm

Constituent Comments

Nancy Nyland, librarian on the Germantown campus, expressed concern about the cashier's office being closed during work hours. The matter was referred to the Germantown Campus Council.

Approval of Minutes (April 24, 2018)

Approved as submitted.

Faculty Council Recommendation – Sabbatical Process (Dan Santore)

- *Dan Santore made a motion that “the sabbatical leave process, including selection of the committee, review of applications, and selection of candidates, be fully moved to the Academic Affairs Division as a part of professional development and that the necessary language changes be made to the Policy and Procedures Manual, 35003 - Leave Program, specifying that the process be managed by ELITE.” Seconded.*
 - After discussion, a vote was taken. Rich Cerkovnik, Joel Martinez, and Dan Santore (3) voted in favor of the motion. Ernest Cartledge, Marcella Karp, Patrick Feehan, Dorothy Umans, Cathy Giovannetti, Tonya Baker, Shane Doyle, and Nicolas Leger (8) opposed the motion. (Tilandra Rhyne was not yet present). Motion does not pass.

Staff Council Recommendation - Change to Procedure 11005CP

(Notification)(Shane Doyle)

- *Shane Doyle made a motion that “Montgomery College modify Procedure 11005CP to stipulate that when the application of a procedure is waived or changed that all impacted employees will receive notification in writing, in advance if possible, with a rationale given for the action and any available timelines for reinstatement or revision.” Seconded.*

- After discussion, a vote was taken. Ernest Cartledge, Marcella Karp, Dorothy Umans, Cathy Giovannetti, Tonya Baker, Shane Doyle, Nicolas Leger, Rich Cerkovnik, Joel Martinez, and Dan Santore (10) voted in favor of the motion. Patrick Feehan (1) was opposed to the motion. (Tilandra Rhyne was not yet present). Motion passed.

Staff Council Recommendation - Update to Telework Status (Shane Doyle)

- *Shane Doyle made a motion that “Montgomery College provide an update on the status of the telework suspension and study to employees in all affected areas.” Seconded.*
 - After discussion, a vote was taken. Unanimous. Motion passed.

Staff Council Recommendation - Change to Procedure 32500CP (Shane Doyle)

- *Shane Doyle made a motion that “Procedure 32500CP be updated in accordance with the attached proposed changes.” Seconded.*
 - After discussion, a vote was taken. Joel Martinez, Ernest Cartledge, Marcella Karp, Patrick Feehan, Shane Doyle, and Daniel Santore (6) voted in favor. Rich Cerkovnik, Dorothy Umans, Cathy Giovannetti, and Tonya Baker (4) were opposed to the motion. (Nicolas Leger (1) abstained from the vote. (Tilandra Rhyne was not yet present). Motion passed.

Student Council Recommendation - Flu Vaccine (Nicolas Leger/Tim Herlihy)

- Nicolas Leger made a motion *“to suspend the rules to allow Tim Herlihy to speak.” Seconded.*
 - Vote taken. Unanimous. Motion passed.
- *Tim Herlihy made a motion that “Montgomery College provide free flu shots to students at the beginning of each semester.” Seconded.*
 - After discussion, Cathy Giovannetti made a motion to amend the motion by striking “free flu shot,” adding “access to affordable flu vaccination opportunity,” and striking “at the beginning of each semester.” *The amended motion reads as follows: “Montgomery College provide access to an affordable flu vaccination opportunity to students.” Seconded.*
 - After discussion, Tim Herlihy made a motion to amended the amended motion by adding “at the beginning of the semester.” Seconded. The amended amended motion reads as follows: *“Montgomery College provide access to an affordable flu vaccination opportunity to students at the beginning of the semester.”*
 - After discussion a vote was taken. Ernest Cartledge, Marcella Karp, Dorothy Umans, Cathy Giovannetti, Tonya Baker, Shane Doyle, Nicolas Leger, Rich Cerkovnik, Patrick Feehan, and Dan Santore (10) voted in favor. Joel Martinez was opposed to the motion (1). (Tilandra Rhyne was not yet present). Motion to amend the amendment passed.
 - A vote was taken on the Motion to amend: the motion by striking “free flu shot,” adding “access to affordable flu vaccination opportunity,” and striking “at the beginning of each semester.” (As stated above). Unanimous. Motion to Amend passed.

- A vote was taken on the following motion as amended: “*Montgomery College provide access to an affordable flu vaccination opportunity to students at the beginning of the semester.*” Vote taken. Unanimous. Motion passed.

Student Council - Senior Citizen Discount Enrollment Day Date Change (Tim Herlihy)

- Tim Herlihy made a motion that “*the senior citizen tuition discount day be moved at least a week earlier.*” *Seconded.*
 - After discussion, a vote was taken. Nicolas Leger (1) voted in favor of the motion. Ernest Cartledge, Marcella Karp, Dorothy Umans, Cathy Giovannetti, Tonya Baker, Shane Doyle, Joel Martinez, Rich Cerkovnik, Patrick Feehan, and Dan Santore (10) opposed the motion. (Tilandra Rhyne had not yet arrived). Motion does not pass.

Faculty Council Bylaws Amendment - Quorum Change (Dan Santore)

- Dan Santore made a motion “*to replace the current bylaw with, ‘a quorum to conduct business shall be 50% of currently filled Council positions plus 1 member.’*” *Seconded.*
 - After discussion, a vote was taken. Dan Santore, Shane Doyle, and Joel Martinez (3) voted in favor of motion. Ernest Cartledge, Marcella Karp, Dorothy Umans, Cathy Giovannetti, Tonya Baker, Rich Cerkovnik, Patrick Feehan, Tilandra Rhyne, and David Anthony (9) opposed the motion. Nicolas Leger (1) abstained from voting. Motion does not pass (2/3 majority needed).

2018-2018 Election for Vice Chair and Secretary (Clevette Ridguard)

- Shane Doyle made a motion “*to extend the meeting by 10 minutes.*” *Seconded.* Vote taken. Unanimous.
 - Shane Doyle was elected Vice Chair of College Council.
 - The election for College Council Secretary was postponed until the first fall meeting.

Chairs Report (David Anthony)

- Thanked everyone for their service.
- Dr. Steve Cain thanked everyone for their service, thanked Chair David Anthony for his leadership. Commended Council on the day’s deliberations.

Announcements/Agenda Items for Next Time

- Meeting adjourned at 4:37 pm

Tonya Baker
College Council Secretary

Policy 32500

II. Overview

- C. Eligible employees are not required to telework. Employees have the right to refuse to telework if the option is made available to them. Employees who do choose to telework have the right to cease teleworking and return to their former in-office work pattern upon 5 days notice to their supervisor. **The decision to permit an eligible employee to telework will be made by the employee's administrative supervisor and unit head.**

Proposed Changes to 32500CP

Procedure 32500CP

I. Eligibility

- A. Eligible employees include full-time and part-time staff who have successfully completed the initial probationary period and administrators. The decision to allow an eligible employee to telework will be made by the employee's **administrative supervisor and** administrative unit head. Participation of employees in the telework program will vary among departments, offices, and units, depending upon the needs of the particular area and the function and responsibilities of employees.
- B. Not all positions are suited for telework. Those positions responsible for providing in-person customer service or requiring on-site presence are not suited for telework. Telework is a privilege which may be granted in accordance with the parameters outlined below. Given the potential impact on customer service and operational needs, it is unlikely that an employee approved for telework would also be approved for an alternative work schedule per 32305CP. Determinations **on approvals to both telework and have an alternative work schedule** will be made by the administrative unit head and appropriate vice president, senior vice president, or chief of staff.
- C. In determining whether to endorse a request for telework, the **administrative supervisor and** administrative unit head **and appropriate vice president, senior vice president, or chief of staff** must consider whether:
1. Service delivery to internal and external customers will be maintained;
 2. Operational requirements will be met;
 3. Offices or operations will maintain adequate coverage during normal periods of public service;
 4. Satisfactory performance of the employee is evidenced by the most recent performance evaluation;
 5. The employee demonstrates the ability to work independently;
 6. The position has clearly defined, measurable tasks and productivity may be effectively measured with limited supervisor observation;
 7. Confidentiality will not be compromised and the arrangement does not require the physical removal of confidential files from the workplace;
 8. There will be a positive impact on the environment;
 9. Increased employee engagement will be supported through improved work/life balance.
- D. **An approval to telework may be overturned by the appropriate vice president, senior vice president, or chief of staff only under extenuating circumstances and will be accompanied by a written explanation to the appropriate administrative supervisor and administrative unit head citing the explicit reasons pertaining to the specific position and/or employee for the denial.**

V. Application Process

- B. The Application/Agreement must be signed by the employee, supervisors, the administrative unit head, **and** the appropriate vice president, senior vice president, or chief of staff, and submitted to the Vice President of Human Resources, Development, and Engagement (or designee), who will review the Agreement for consistency with College policies and procedures, approve the application (or return it for revision), and place the final signed form in the employee's official personnel file. Any proposed modification to the Agreement will follow the same process.