

MONTGOMERY COLLEGE GOVERNANCE

Employee Services Council

Thursday, December 15, 2016/ MKE 335/2:00 p.m.

Attendees

Members present: Veronica Arroyo, Rich Cerkovnik, Amy Crowley, Lisa Dyer, Liz Feldman, Victoria Lees, Alejandro Leopardi, Genesis Powers, Krista Walker (HRSTM)

Members absent: Nelida Andres, Alex Micich

Guests: Dr. Pollard, Tracee Matthias

Call to Order

Chair, Amy Crowley, called the meeting to order at 2:06p.m.

- Motion made by Liz to approve November 17, 2016, accepted and the minutes were approved
- No constituent concerns presented

Dr. Pollard

Dr. Pollard provided the ESC with background on the local NBC affiliate's investigation and report that aired on November 29, 2016 and responded to allegations. ESC members expressed concerns that the report had created morale issues at the college among faculty, staff and students. Dr. Pollard opened the floor for questions.

Chair's report

Overview of College Council meeting on November 22, 2016

- Carlos Sanchez- Active Shooter Trainings:
 - Online training being developed that could be used for students as well as new faculty and adjunct faculty.
 - Currently looking at emergency contact system for cell phones.
 - New Central Services Building will have 2 dedicated safety and security officers; 1 for desk and 1 for patrol
- Melissa Gregory – Student Affairs and Success Updates:
 - “W” rate for fall 2015 was lower for on time registration during fall 2015 than for fall 2014, but fall 2015 enrollment was down 5%
 - Financial Aid Office encouraging students to take 15 credits in order to graduate in two years and for students to make a payment plan while also enforcing credit rule that requires credits must be towards completion of a degree or certificate.
 - Shift at Assessment Center usage from assessment testing to more make-up tests.
- Council Updates:
 - Student Services Council looking at scuttle bus services and surveying TP/SS route users.
 - TP/SS Campus Council holding Snack & Chat sessions with their Student Senate.
 - WDCE Council surveying their students on ESOL and TESL as well as holding Brown Bag lunch info sessions.
 - ESC and Staff Councils looking at working together on a job shadow day for MC students.

- OSC- Looking at 24-7 locations on each campus for students to study, however, considerations tied to IT, Facilities, Safety and Security factors.
- Faculty Council: Working with Folette, Academic Master plan and looking at MC website.
- RV Campus- poor student representation this year.
- Academic Service Council – Looking at Assessment Center, gym hours for students, IT, Computer Carts and MA 080.

Overview of College Council meeting on December 13, 2016

- Linda Hickey- Budget Literacy presentation to College Council.
- Mark Carmody – Update on new Rockville Campus parking garage:
The garage will open January 23, 2017 with 197 faculty/staff spaces on levels one and two, 14 disabled spaces and van spaces, car sharing spaces, 17 visitor spaces, emergency phones and 2 elevators. Along with this 7 level structure, there will be new bike racks and sidewalks and 59 cameras that are not manned but are for recording purposes. The garage will be open 6 a.m. to 11 p.m. Monday-Friday and Saturday 6 a.m. to 6 p.m.
- Vicki Duggan- Compliance update: The unit has gained the following responsibilities: Protection of Minors, State Ethics Commission Report, Title IX Compliance, Internal Audit and coming in 2017, the new MC Code of Ethics – Code of Conduct, will reside under the Compliance Office.
- Council Updates:
 - The Student Council moved, and it was approved by the College Council, that the College administration explore the option for MC students to be enrolled in the WMATA University Pass program where students could ride unlimited times both on Metro bus and trains during the semesters for a token fee. They further requested that the College explore how it could use the student’s transportation fees to defray or subsidize the WMATA University Pass token fee.
 - The Student Council moved, and it was approved by the College Council, that the College administration examine the feasibility of opening one building on each campus 24 hours a day to provide students access to Wi-Fi and computers to enable students without internet access a place to complete their assignments and study.
 - The College Council voted to approve the November 17, 2016 revisions to the Prevention on Bullying & Workplace Violence.
 - Governance now has a separate button on the Employee and Student tabs on My MC.
 - Dr. Pollard has considered and accepted the College Council’s request to reinstate the post-graduation celebration.

HRSTM

- Working with IT on new “Workday” system.
- New construction being done in HR
- Telework: Supervisor makes the decision on approval

Student-Employee Shadowing

- Diana Benson (Chair of Staff Council’s Goal on Shadowing) was unable to attend make our meeting.
- Amy provided overview of direction of Staff Council’s Job Shadow Day and experience.

Finalize ESC goals

-How do we communicate with staff for ESC goals?

-ESC could consider taking on creating a "student internship program" as a future goal.

Motion made by Rich to remove goal of planning for "shadowing program". This was seconded and passed.

Employee Engagement Advisory Group

The last Employee Engagement Survey was administered by the College in 2015. Not all of the data from this survey was released to the Employee Engagement Advisory Group (EEAG) nonetheless, based on the data that was available, recommendations were made in late 2015. In spring 2016, the Employee Engagement Advisory Group became a standing committee of the ESC, and in the fall 2016, the College began to follow up on these recommendations. One of the findings that Dr. Pollard and the EEAG agreed upon was that an external instrument be used for future Employee Engagement Surveys and so, the 2017 Employee Survey tool is now being researched.

New Business

There was discussion on changing the meeting day of the month, however it was decided that we would maintain the establish schedule of meeting dates.

Amy asked that each ESC member work with the Chair on one of the three ESC goals for the year. The Chairs and goals are:

(Victoria) Collaborate with HR to define what it means to be a "Destination Employer"

(Liz) Increase PT Faculty representation in the governance system

(Genesis) FMLA: Evaluate and make recommendations on family leave policy

Meeting adjourned 3:46 p.m.