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**Montgomery College Employee Services Council**  
**Academic Year 2021**  
**November 5, 2020**

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November 5, 2020 FINAL

Attendees: David Torain, Natasha Sacks, Elizabeth Benton, Suzette Spencer (guest presenter), Chris Cocozzella, Thom Chen, Leslie Jones, Joyce Matthews, Kaylin Nguyen

**Members:** David Torain (Chair), Natasha Sacks (Vice Chair), Elizabeth Benton (note-taker), Joyce Matthews, Leslie Jones, Kimberly Robinson, Tom Chen, Kaylin Nguyen, Santo Scrimenti,

1. Suzette Spencer, Director of Library Services, shares information about the libraries.
  - a. Focuses on remote services for students
  - b. Focuses on e-textbooks
  - c. Focuses on working with faculty/partnerships with disciplines
  - d. Addresses questions that focus on WDCE students and operations
2. Elizabeth Benton, faculty member and member, shares about Montgomery College Remote Placement.
  - a. Joyce recommends having a student focus group
  - b. Joyce recommends decreasing length of “scroll down”
  - c. Kimberly suggests tighter process to get from applying to placement
  - d. Kimberly suggests language modification Assessment and Testing and MC Remote
3. Discussion of Goals
  - a. Goal three is agreed upon
  - b. Goal two needs to be modified to focus on health and wellness. Measuring goal #2, could include manager survey or inviting representative managers to our meeting
  - c. Lack of awareness of mental health services provided
  - d. Kimberly has offered to gather information and share it with Leslie for the HR newsletter
  - e. Health and wellness specialist—Invite her to the next meeting
  - f. Submitting information to Inside MC: Chris Cocozzella and Kimberly Robinson have agreed to team up for this—
  - g. Invite a facilities representative to come to a meeting (Adam Reid): Leslie offers to invite Adam Reid
  - h. We also have the COVID Advisory team that we could invite—Joyce offered to invite Monique Davis

4. HR updates: Leslie Jones

- a. Talent share program is mandatory for people who are able to use it, and if called upon to participate, the employee is required to participate unless the employee uses leave.
- b. Addition: Consider seeking someone to set up meetings/logistical staff support
- c. HR is working with union groups on talent share (AFSCME)
- d. We have started a group for employees with disabilities: Employee Connections for Employees with Disabilities
- e. HR office hours for HR help
- f. Open enrollment: Most things roll over. If you have flexible spending accounts, those have to be updated
- g. Need contact information in Workday regarding contacts
- h. MC Employee FB page
- i. Kimberly: How do we get a support group started? Leslie explains that anyone can request to start a group.
- j. Kimberly: Her program is grant funded. You can only participate in talent share within the grant. However, if the program is grant funded, the group can ask to bring someone in from the talent share program. Potentially ok, but we need to confirm.

5. Chair Report:

- a. Our enrollment is down 17.5%. Any kind of decrease in enrollment affects overhead.