

Montgomery College Employee Services Council
Academic Year 2021
Meeting December 3, 2020
1:00 pm-2:30 pm

DRAFT

December 3, 2020

Attendees: David Torrain, Natasha Sacks, Elizabeth Benton, Suzette Spencer (guest presenter), Chris Cocozzella, Thom Chen, Leslie Jones, Joyce Matthews, Kaylin Nguyen, Adam Reid (guest), Lauren Landau (guest), Monique Davis (guest)

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

1. Discussion with Adam Reid, Interim Director of Public Safety
 - a. Kimberly: Should we go to our primary doctor first?
 - b. Adam: Yes. Speak with your primary care doctor or a trusted medical professional
 - c. Kimberly: It would be good to provide trusted research sites
 - d. Thom: Shares an infographic about the vaccines and related information
 - e. Adam: We don't want folks coming inside for testing, but we are a viable resource for outdoor testing. The county is being extremely cautious about testing sites and locations (helping target high risk and/or high need populations)
2. Discussion with Lauren Landau
 - a. PACEI and OEI group recommended the Search Advocacy Program. The aim is to have search advocates in the hiring process. Program is on hold because of hiring situation, but the program is still a collaboration between OEI and HRSTM. It is intended to reduce bias in hiring. HR is focused on managing the hiring/logistical side of program. Ann Gilley from Oregon State University provided the training. We'll follow the OSU idea, but we'll craft our own program.
 - b. 46 people were trained. They will work with recruitment teams to define roles. We'll work with a pilot program. We want to make sure the search advocates understand the recruitment process robustly. Search advocates will work with recruiters early on. We'll continue to gather feedback and we build the program.
 - c. We have put one advocate in a search and that person has been matched with a recruiter.
 - d. Kimberly: What is the search advocate doing at this time?

- e. Lauren: The advocate is a neutral partner. They do not have a stake in the recruitment. The aim is to help the process continue to be equitable. The advocate may become involved in the intake call between the recruiter and the hiring manager. The search advocate is an advisor to the hiring manager, but is not intimately involved early on.
- 3. Goal Plan Updates: Natasha leads a discussion of modifications to the goal plan
 - a. Goal #1: We can work with George Payne to contribute to the college by facilitating information to counselors/advisors about the wealth of resources in WDCE. We could use this as a measure. There may already be communication about this with Raptor Central (Stacey Gustavson).
 - b. Goal #2: Stephanie Wills will come to our meeting and talk with us more about how we can facilitate information sharing.
 - c. Goal #3: Natasha attended the college-wide council meeting, and she noticed that many governance councils are struggling with effective and efficient information sharing. Natasha suggests that we craft a communication plan (Kimberly connected us to Employee Matters; Shared Inbox; Inside MC); Meeting invites need to go to David Torain; Kimberly is offering to be the liaison to Employee Matters; Leslie was also working with Kimberly; Maybe Santo, Thomas, and Kimberly can work on a communication plan)
 - d. Natasha will send updated goals to David and Elizabeth
- 4. Santo and Leslie share HR:
 - a. Affinity groups are going well
 - b. Employees with disabilities is an area of focus
- 5. David: Chair Report
 - a. Student engagement effort: calling students
 - i. Carla Silvestre is leading the effort
 - ii. Seems to be going well: student registration seems to improve when we call students to help them register
 - iii. For example, some students did not realize they had not finalized their registration
 - b. Mobile Markets: Student health and wellness: David shares the dates so we can post it;
 - i. Kimberly adds that Mobile Markets probably needs volunteers
 - ii. Could consider sending this out to students (personalizing is important): Mobile Market does not take any information
 - iii. They need help with the Mobile Market and snack bag (snack bag is only for students)
 - iv. Leslie adds that volunteers need to go through training: through MC Learns
 - c. We will not meet in January

- d. Kimberly asks if she can also know who the guests are so she can send the meeting link.
6. Monique Davis, Dean of Health Sciences and Director of Nursing and Adam Reid joined us to share an overview of the Corona Advisory Team (CAT). (Elizabeth missed part of the meeting; Joyce provided these)
- a. The team started in March with a small group of 4, but has a group of 13 now. They meet almost daily to get updates from the county and discuss recommendations about addressing the fluid situation. We are fortunate at MC because we are well positioned with our strong leadership and multi-disciplinary approach. We have faculty, staff, and students on our team, so we get feedback from all constituents. The communication flow has been open and transparent and all decisions put safety as the #1 priority.
 - b. If you have seen the notices that come out, you have seen proactive measures and transparency. We have chosen to list all exposures and known cases. We want faculty, staff and students to know and have the information accessible. It is surprising that we have 8 cases despite how very limited our exposures are. HR, Student Affairs, Public Safety, Facilities all jump in for whatever needs to be done to offer a support network to the person who has been affected, as well as handling the cleaning and other issues that are done. We are going out and making sure the individuals are communicated with and are receiving support.