

# MC GOVERNANCE

Montgomery College  
Employee Services Council Meeting  
#3 Minutes

Thursday, November 4, 2021  
1 – 3 PM  
Zoom Meeting

## Attendees

Members Present: (Chair), Dr. Carlos Molina-Rosales, (Vice Chair), Ms. Zenobia Garrison, Ms. Leslie Jones, Dr. Thomas K. Chen, Dr. Victoria Lees, Ms. Kimberly Robinson, Ms. Krista Leitch Walker, and Dr. Atul N. Roy

*Absent:* Ms. One Boyer, Mr. Charles Henry Cornish and Ms. Alexandra Sofia Lopez

*Proxies:* None.

Guests: Yvette Taylor, Executive Associate I; Kimberly Jones, College Council Chair

## Call to Order and proposed outcomes

There is a quorum to conduct business. Chair Dr. Carlos Molina-Rosales called the meeting to order at 1:00 pm. The meeting was recorded for internal use only.

## Approval of Agenda and Minutes

The minutes were approved with adding Dr. Clevette Ridguard and changing name from Elaine Jones to Elaine Doong

## Employee Services Council Constituencies Concerns

### 1. Telework concerns are listed below:

- Telework - Why not extend the date until the Spring semester 2022 because there are only 30% of students on campus to date/ change the landscape to 70% of students on campus.
- Lack of clear and consistent information concerning returning to campus (telework).
- New employee morale and the employee who are invested in the College.
- Data of the Colleges and Universities have better enrollment when staff are on site
- Enrollment declines are more to do with financial hardship because of COVID-19 not having staff onsite.
- Emergency closing – is there going to be an expectation to remotely work if we are able?
- Telework applications not adhering to the Montgomery Colleges Policy and Procedures.
- Senior Leadership no longer care about the staff's well-being, life/work balance and mental/physical health.
- Dr. Dukes will re-evaluate telework in February Spring semester from 1 day to possibly 3 days depending on your unit.
- The Chair thanked persons for bringing their concerns to the ESC. Dr. Molina-Rosales will follow up

and provide a response.

## **2. Equity and Inclusion concerns are listed below**

- The ability to telework is based on job description/function.
  1. Consider offering benefits/bonuses/rewards to those who are not able to telework or use funds available to hire additional temporary staff to help with onsite staffing.
- Equity means that employees receive access based on whether their specific job requirements are compatible with telework. This differs from equality, where everyone has to exact same level of access to telework regardless of what they do. Emphasizing equity allows for tailored arrangements that can adapt to differences in personal and organizational circumstances over time.
- Unfairness of allowing Faculty (who interact with and influence students the most) to choose whether to offer class remotely and to work from home.
  - Will Faculty members be required to come to their onsite offices to conduct meeting with students if they are able to meet with them remotely?
  - Why are some Faculty members exempt from having to work on campus full-time?
  - Great number of employees work behind the scene and rarely interact with students (Central Services).
  - Faculty and the offices that service students have an impact on student retention rate.

## **3. Workday concerns are listed below**

- Training should be broken down to task.
- MC Learns list the names and dates of training completed to date it should also list the contact hours earned per course completed.
- List of required courses to complete for training separate from other courses available.
- The ESC will send communication concerning WORKDAY to Jane Ellen Miller after it is discussed and reviewed by the ESC.

## **Chairs Report (Dr. Carlos Molina-Rosales, ESC Chair)**

- College Council Theme 2021-2022 (Creating Connections and Collaboration for students, employees, and institutional success) FAQs for return to campus. To learn more visit: <https://www.montgomerycollege.edu/coronavirus/return-to-campus/index.html>
- Telework plans return to campus on Monday, November 8, 2021 for more information please visit link: <https://infor.montgomerycollege.edu/offices/human-resources/flexible-work-arrangements.html>
- Town Hall will be on Wednesday, November 10 at 2pm on the Takoma Park Silver Spring Campus. To attend send your email request to [townhall@montgomerycollege.edu](mailto:townhall@montgomerycollege.edu) and online questions can be submitted to [townhall@montgomerycollege.edu](mailto:townhall@montgomerycollege.edu)
- Student registration. Winter session will be fully online. Winter registration is open. Spring 2022 classes will be offered both on campus and online schedules are available to be viewed now Priority registration opens October 25<sup>th</sup> and general registration opens November 1<sup>st</sup>
- Students must submit proof of COVID-19 vaccination by January 7<sup>th</sup>, 2022. For more information, visit: <https://www.montgomerycollege.edu/coronavirus/students/index.html>
- Finance Dates for January 2022 Transition from Banner to Workday. To review the dates visit: <https://t.e2ma.net/click/zvndge/fw164xc/3exksn> or if you have any questions, please contact Patrick Johnson- [patrick.johnson@montgomerycollege.edu](mailto:patrick.johnson@montgomerycollege.edu) or Monica Wong.
- New Policies and Procedures for 35001CP – Compensation Program and 60001CP and Acceptable Use of Information Technology can be viewed on the College’s Policy and Procedure website: <https://www.montgomerycollege.edu/policies-and-procedures/index.html>
- The SHAW Center is offering Mental Health First Aid virtually (the cost is \$23.95) EAP funds can be used.

1. Friday, November 5, 2021 and Friday, January 14, 2022
  2. Tuesday, February 22, 2022 and Tuesday, April 12, 2022
- 9<sup>th</sup> Annual Humanities Days at Montgomery College is October 25<sup>th</sup> thru October 29<sup>th</sup> – this is a Virtual Event. Offering 30 virtual events. All programs are free and open to the community on a space-available basis. This year’s Humanities Days theme focuses on The Human in Humanities: Understanding Ourselves and Others.
  - BOT Meeting Summary (Dr. Eric Benjamin, Administrators Council Chair)  
Presented a summary of the meeting and a PowerPoint on FY23 Fiscal Outlook (presented during the BOT meeting). The PowerPoint is available on the Blackboard Governance Community

### **Unfinished Business 1 (Dr. Carlos Molina-Rosales, ESC Chair)**

#### **Employee Services Council Goals 2021-2022**

- Goal #1: The ESC will seek to actively engage, respond to, and support all our Employee constituencies.
  - Create a liaison sub-committee to work and coordinate efforts with the Administrators Council, the Staff Council and the Faculty Council to improve onboarding procedures and enhance employees' initial inductions and orientations. Initially, this sub-committee is formed by Ms. Leslie Jones and Ms. Zenobia Garrison; but, if any other ESC member could add to the effort.
- Goal #2: The ESC will look at ways to improve and facilitate communication about Workday as we return to campus.
  - Create a communications sub-committee in charge of:
    - A. Analyzing the varied and different instructions, messages, training links, etc., placed on the Workday webpage, to select specific language and instructions that are more user friendly and targets specific ESC constituencies.
    - B. Disseminating information about ESC-related matters, such as dates of meetings, sending invitations to different constituencies to attend ESC meetings.

### **Unfinished Business 2 (Dr. Carlos Molina-Rosales, ESC Chair and Zenobia M. Garrison, ESC, Vice Chair)**

The ESC voted to move forward with the goals for 21-22 Dr. Molina-Rosales will email the goals to Dr. Clevette Ridguard for approval.

Leslie Jones will handle ESC communication through Employee Matters and Kimberly Robinson will handle INSIDE MC. Dr. Molin-Rosales will request for other ESC members (Zenobia Garrison, Leslie Jones) to have access to the ESC communications email box.

- Announce ESC meeting INSIDE MC one week before the next meeting

### **Task for ESC members**

Further discussion on who will be responsible for ESC communications

Invite Dr. Dukes, Dr. Cain and Krista Walker after the MC Townhall, November 10, 2021(Telework), Dr. Victoria Lees will attend the Townhall and report back to ESC

### **Adjourned**

The meeting was adjourned at 3:06 pm

