

# MC GOVERNANCE

## Montgomery College Employee Services Council Meeting

### #5 Minutes

Thursday, February 3, 2022

1 – 3 PM

Zoom Meeting

#### Attendees

Members Present: *(Chair)*, Ms. Kimberly Robinson *(Vice Chair)*, Ms. Zenobia Garrison, Ms. Leslie Jones, Dr. Thomas K. Chen, Dr. Victoria Lees, Dr. Atul N. Roy, Jin Choi, Charles Cornish, and Cullinna Cornish

*Absent: Ms. Krista Leitch Walker*

*Proxies: None.*

Guests: Yvette Taylor, *Executive Associate I*; Dr. Clevette M. Ridguard, Governance Director; Kimberly Jones, *College Council Chair*; Ms. Sophia Mason, *Director of Human Resources Business Services – HRSTM*; Mr. Sherwin Collette, *SVP, Administrative and Fiscal Services; Liaison for Staff Council*, Ms. Sharon Wilder Chief Equity and Inclusion Officer

#### Call to Order

There is a quorum to conduct business. Chair Ms. Kimberly Robinson, called the meeting to order at 1:00 pm. The meeting was recorded for internal use only.

#### Approval of Agenda and Minutes

The agenda was approved as submitted. The minutes for December 2, 2021 meeting were approved with a correction to one guest's name.

#### Employee Services Council Constituencies Concerns

There were no constituent concerns.

#### Chairs Report (Kimberly Robinson, ESC Chair)

- Review of College council, January 19, 2022 meeting with Dr. Dukes.
  - Reminder that classes will start on time in the method programmed, COVID safety is still priority and MC is doing very well related to vaccinations.
- COVID-19 Safety reminders: Daily Health Assessments, social distancing, updated mask requirements, booster shot verification coming soon, and where to report positive COVID-19 test results.
- COVID-19 Resources:
  - Drive-through COVID-19 Testing and KN95 Mask Distribution (1 pp) at Montgomery College-Germantown. **Location:** MC-Germantown, Parking Lot 4; **Hours of operation:**

Seven Days a Week, 9 a.m. to 3 p.m. Vaccinations are administered in the Bioscience Education Center (BE)

- At-home COVID-19 test kits are now available for free through a federal site (four per household). <https://www.covidtests.gov/>
- Dr. Jermaine Williams will begin serving as MC's new president on Monday, **February 28, 2022**. Dr. Dukes/Dr. Williams Interview available on YouTube and through @MC Monthly Newsletter.
- Ms. Joyce Matthews appointed interim senior vice president for advancement and community engagement effective January 24, 2022
- There are 5 P&P changes in the works. Comments and suggestions are due by **Friday, February 11**. [http://insidemc.montgomerycollege.edu/details.php?id=107475&title=Proposed\\_Policy\\_and\\_Procedure\\_Changes\\_Posted\\_for\\_Your\\_Feedback&utm\\_source=insidemcdigest&utm\\_medium=email&utm\\_campaign=insidemc](http://insidemc.montgomerycollege.edu/details.php?id=107475&title=Proposed_Policy_and_Procedure_Changes_Posted_for_Your_Feedback&utm_source=insidemcdigest&utm_medium=email&utm_campaign=insidemc)
- Student Health and Wellness (SHaW) Center – Mobile Markets have returned and campus pantries are still around. MM- rotating campuses – next Mobile Market: **TP/SS Feb16th**  
<https://www.montgomerycollege.edu/life-at-mc/student-health-and-wellness/fuel-for-success-food-campaign.html>
- Employee Matters Newsletter - Quick read for COVID & Workday Reminders; as well as other important college business.
- Data Informed Decision-Making Speaker Series - Learn about how departments within the College currently use data to make decisions. 5-week series. Tuesdays 3:00 pm-4:00 pm. **Feb. 1, 2022 – Mar. 1, 2022**. Register through MyMC Learning for one or all.
- Reminder, the deadline for 2021–2022 Outstanding Faculty and Staff Award nominations is March 1, 2022, 11:50pm. <https://www.montgomerycollege.edu/offices/academic-affairs/faculty-awards/> and <https://info.montgomerycollege.edu/offices/human-resources/awards-staff.html>
- Student Health and Wellness (SHaW) Center Mental Health Resources  
<https://www.montgomerycollege.edu/life-at-mc/student-health-and-wellness/mental-health-and-wellness/index.html>
  - QPR: Suicide Prevention Gatekeeper Training – Learn to recognize the warning signs of a suicide crisis and how to question, persuade, and refer someone to help. Register on SHaW Center website.
    - Thursday, February 10, 2022 from 1-2pm
    - Monday, March 28, 2022 from 3-4pm
    - Thursday, April 28, 2022 from 11am-12pm
  - Mental Health First Aid is Virtual - Register in MC Learns through Workday
    - Tuesday, February 22, 2022
    - Tuesday, April 12, 2022
  - The College Council Communications Sub-Committee would like to remind everyone about available crisis lines, online chat support, and useful mental health websites.
    - Crisis Text Line: Text HELLO to 741-741
    - Montgomery County Crisis Hotline: 240-777-4000
    - National Suicide Prevention Life-Line: 1-800-273-TALK (8255) *Press 1 for Veterans Crisis Line*
    - Depression Hotline: 888-273-5174
    - Self-Harm Hotline: 877-455-0628
    - Trans Lifeline: 1-877-565-8860
    - TREVOR Crisis Hotline: 1-866-488-7386
    - National Domestic Violence Hotline: 800-799-7233
    - [www.every-mind.org](http://www.every-mind.org)
    - Imalive.org – Online chat support

- Keep an eye your MC e-mail, Inside MC, and International and Multicultural Student Services for upcoming events and celebrations. <https://www.montgomerycollege.edu/counseling-and-advising/international-and-multicultural-student-services.html>
  - **Lunar New Year Celebration**, Tuesday, February 1, 2022.
  - February is Black History Month

**Equity and Inclusion Presentation** (Ms. Sharon Wilder, Chief Equity and Inclusion Officer)

<https://www.montgomerycollege.edu/about-mc/equity-and-inclusion/index.html>

Shared background information on the Equity and Inclusion office, process for developing programs, departmental efforts since its inception four years ago, and new projects

- E&I Projects: Roadmap for Success, Civility Norms, Cycle of Change, Let's Talk Series, Search Advocate programs, Social Justice Inclusive Leadership Institute, First Friday Book Series, and Equity Week
- Future focus: Anti-Racism Goal
  - Launching Information Sessions for Employees
  - Antiracist Badge
  - Social Justice Journey Badge
- Keep an eye out for:
  - Equity and Inclusion Packets coming you MC inboxes 2<sup>nd</sup> week of February
  - Your Voice Your MC Town Hall meetings coming the end of February
  - Equity Week – April 4, 2022 – April 8, 2022

**Unfinished Business #1 – Workday Goal**

Dr. Victoria Lees recommended that we move away from any workday goal involving training or assisting constituents. ESC council members agreed. Ms. Zenobia Garrison recommended moving the focus of the goal more towards the direction of liaison. ESC council members agreed on the change of direction. Council members are expected to provide feedback on next steps and begin working on the goal before the next ESC meeting.

**Unfinished Business #2 – MC On-boarding Goal**

Ms. Leslie Jones lead MC On-boarding goal discussion. ESC council members agreed on the direction of this goal. Guest speakers next month will discuss the existing on-boarding process as well as best practices.

**New Business**

Dr. Victoria Lees suggested inviting Ms. Allison Whaley, the new Ombuds, to one of our future meetings and expressed concern about missing names of outstanding staff award recipients on the employee recognition awards webpage. Website was checked during meeting and appeared to be updated.

(<https://info.montgomerycollege.edu/offices/human-resources/awards.html>)

**Tasks for ESC members**

- Ms. Robinson will invite college council members to the March 3<sup>rd</sup> ESC meeting and share the MC On-boarding goal to determine if any of the other councils that would like to collaborate.
- All members will provide written feedback regarding the Workday goal over the next two weeks.
- Leslie Jones will invite Mr. Scott Brown, Manager of Organizational Development and Outreach to the March meeting.

**Adjourned**

The meeting was adjourned at 3:06 pm