MC GOVERNANCE

Montgomery College Employee Services Council
Meeting #7 Minutes
Thursday, April 7, 2022
1 – 3 PM

Attendees

Members Present: *(Chair), Kimberly Robinson (Vice Chair), Zenobia Garrison, Leslie Jones, Krista Leitch Walker, Thomas K. Chen, Victoria Lees, Atul N. Roy, Jin Choi, William Dunn, Jin Khademi, Ali Fadl,*

Absent: Charles Cornish, Cullinna Cornish

Proxies: None.

Guests: Yvette Taylor, *Executive Associate I*

Call to Order

There is a quorum to conduct business. Chair Kimberly Robinson, called the meeting to order at 1:01 pm. The meeting was recorded for internal use only.

Approval of Agenda and Minutes
The minutes were approved with minor grammatical changes.

Employee Services Council Constituent Concerns
William Dunn presented a concern on behalf of WDCE/Non-credit constituents. WDCE employees expressed concerns about feeling like they are not included in some of the information sharing occurring on the credit side of the house. WDCE students felt that some student services weren't available for their use (i.e. academic coaching). Constituents would like to see improvements in inclusiveness between the credit and noncredit sides of the house.

Chair's Report (Kimberly Robinson, ESC Chair)

- College Council Updates
  - Governance elections are ending April 8th, be sure to vote.
  - The COVID-19 Dashboard is up and running
    https://www.montgomerycollege.edu/return-to-campus/covid-19-dashboard.html
  - Dr. Jermaine Williams visited the College Council in March and asked for feedback the revised mask announcement**.**
  - Shinta Hernandez presented on the Virtual Campus.
  - The Office of Equity and Inclusion invited councils to review and participate in the 30-day call to action challenge (challenge document attached to 4/7/22 ESC meeting invite).
  - Inclement weather response and operations now identified with a color-coded system. See

the March 22, 2022 e-mail for details.
- o Widespread phishing attacks are still on the rise. Be vigilant and use the phishing icon within Outlook to notify IT of suspected scams. If you do not have the phishing icon on your Outlook system contact IT to get it installed. https://info.montgomerycollege.edu/offices/information-technology/it-security/phishing.html
- Changes to the face mask requirement – effective March 28, 2022. Additional details can be found in the March 24, 2022 e-mail from Dr. Jermaine Williams.
  - o Masks will continue to be required in all classroom settings, including laboratories, learning centers, and other instructional spaces. Instructors may remove their masks while teaching provided they use good judgment to maintain appropriate distance from students. While the College does not have a distancing requirement, considering distance is encouraged.
  - o Masks will continue to be required in the Montgomery College Center for Early Education.
  - o Masks will continue to be required on the MC shuttles.
  - o Masks should be worn by anyone with symptoms of COVID-19, a positive test, or exposure to someone with COVID-19.
  - o Please continue to respect the wishes of those who choose to continue wearing masks.
- Friday, April 8, 2022, Montgomery College will undergo a collegewide emergency preparedness drill which will last approximately 10 minutes.
  - o There will **NOT** be a simulated active attacker or police presence during this event. Take the time to practice your emergency plan. Additional details can be found in the 4/1/22 e-mail from public safety.
- Equity Week 2022 is almost over, but there are still opportunities to attend events this evening and Friday, April 8, 2022. https://www.montgomerycollege.edu/about-mc/equity-and-inclusion/equity-week.html
- Montgomery College Television (MCTV) - An easy, flexible way to learn about Montgomery College is MCTV video programming. Highly-quality video production services are available to faculty, staff, and partners. Promote or cover an event or use as a tool to help new employees learn MC culture.
  - o Livestream channel (https://www.montgomerycollege.edu/offices/advancement-and-community-engagement/mctv/index.html),
  - o YouTube channel – on demand content (https://www.youtube.com/user/montgomerycollege).
  - o Request a recording – (https://www.montgomerycollege.edu/offices/advancement-and-community-engagement/mctv/request-and-feedback-forms.html)
- Campus food pantries, mobile markets, and refueling stations are still up and running. Mobile markets only are open to faculty, staff, students and the community. Pantries and refueling stations are for students only. https://www.montgomerycollege.edu/life-at-mc/student-health-and-wellness/fuel-for-success-food-campaign.html
  - o 2021-2022 Mobile Market Dates- Wednesdays from 2 – 4 p.m.; GT April 27, RV May 4, TP/SS April 20 & May 11.
  - o 2021-2022 Refueling Station Dates – noon to 2pm; GT April 12, RV April 13, TP/SS April 14
  - o Campus Pantries – check website for updates.
- Today only, twenty-five percent of sales from California Tortilla in Gaithersburg MD will be donated to the Germantown Pantry. Mention "Montgomery College" in store or add "Spirit Day" to your online order.
- Southern Management Leadership Program – opportunity for leadership training and financial aid support. Priority application deadline is May 1, 2022. For more information visit https://mcblogs.montgomerycollege.edu/southern-management-leadership-program/prospective-students/.

- Open Education Conference

- o Planning meeting – Friday, April 8, 2022 at 1pm (see 4/7/22 e-mail from Shinta Hernandez for details)
- o 2021 Conference recordings available: https://opened21.sched.com/ for anyone interested in learning more about open education or seeing presentations from 2021.

New Business

William Dunn inquired about inconsistency in employee website listings. Several WDCE constituents are not listed in the MC online directory even though they have an MC e-mail address. Question: What are the criteria and process for being included in the online directory?   Krista Leitch Walker shared that responsibility for the listings are part departmental and part IT. If an employee does not have a phone or office (desk) IT may not know how to list them. This is definitely an issue and deserves further research and discussion. We could start by contacting IT (Phong Bahn or Jane Ellen Miller) to ask questions about the criteria and/or process.

Jin Kademi asked how will this year's staff evaluations would be handled and where to find guidance. Leslie Jones and Krista Leitch Walker provided the following insight.
- Staff and Administrator evaluations will begin shortly (slated to launch May 23rd) and will be completed in workday.
- All staff and administrators will receive an e-mail (on May 4th)/notification within Workday letting you know when to begin the self-evaluation.
- There are job aids on the workday site for evaluations.
- Training will be offered beginning May 24th through September 21st (for goal setting for FY23).
- FY22 Self-Evaluations will be due June 30th and supervisor's evaluation will be due August 19th. Evaluation criteria, including the collegewide competencies, will be the same as last year. There will be five choices for ratings. Goal setting for FY23 can occur after the August 19th deadline, however HSTRM encourages discussions on FY23 goals during the employee-supervisor FY22 performance evaluation conference.
- Evaluations will be within Workday under the performance icon.

Kimberly Robinson asked if there were any plans to push the evaluation notices to MC e-mail in addition to workday. Krista Leitch Walker replied that as we transition into Workday on a regular basis, HRSTM will continue to issue e-mail notifications on key announcements, however that will eventually phase out. As an organization we need to reframe our way of doing business. Many College business tasks will be completed in Workday when previously it was done manually and often through email. Just as we regularly check our email, we will now need to check our workday inbox.

Leslie Jones offered to invite Elaine Doong to next month's meeting to discuss the evaluation cycle.

Ali Fadl shared facilities updates from the most recent all administrators meeting.
- Ensuring safe buildings - Consulting engineers have conducted studies for a sampling of buildings on each campus. A good representation of all buildings was included in the sample and the reports have confirmed that all buildings are safe. There are no buildings considered unsafe or not occupiable.
- Some of the older (40-60 years old) HVAC systems are being overhauled. Newly installed systems will be state-of-the-art with UV technology which will help optimize air quality.
- The Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus is coming along nicely.
- The next renovation project will be the RC (resource center/library) on the Takoma Park/Silver Spring Campus.

Zenobia Garrison asked if there might be a report available showing building test results. Ali Fadl suggested checking with individual administrators and on the facilities website.

Krista Leitch Walker reminded everyone that full-time faculty members earning a terminal advanced degree may be eligible for an increase in compensation. Part-time faculty may be eligible for rank advancement.

Old Business: Group work on goals

<u>Workday Goal:</u>

The council broke into two groups and reviewed comments from the Workday Experience survey and e-mails Each group was given three themes to focus on. Goals of this activity were to share comments with the council members; identify specific areas, supporting statements/quotes that support the themes; and share opinions about the data.

<u>Onboarding Goal:</u> Kimberly asked all council members to send onboarding suggestions via e-mail by 4/14/22. A list of suggestions from last month's meeting was shared along with a chart outlining best practices for those who need it.

Tasks/Announcement for ESC members

- All members will send via e-mail onboarding suggestions by 4/14/22

Adjourned

The meeting was adjourned at 3:01 pm