

ESC Meeting Minutes

6 March 2025

Attendees: Cinder Barnes, secretary; Veronica Banh; Liz Feldman; Zenobia Garrison, vice-chair; Sophia Mason for Krista Walker; Sharon Maxwell; Paul D. Miller, chair; Kristen Roe; Aubrey Smith; Sepy Yousefi

Governance members: Shakeena Adams-Gormley, Clevette Ridguard

Guest: Richard Forrest

Absent: Lauralyn McWilliams, James Folkes;

Call to order:

There is a quorum to approve the minutes. Meeting was called to order by chair, Paul Miller, at 3:05pm. The meeting was recorded for internal use only. Because we did not have a quorum for the February meeting, we will approve both December and February minutes.

February meeting minutes amended to include a change in the meeting time from 2:30 to 3:00pm.

Kristen Roe made a motion to approve meeting minutes with amendment for start time from Feb. meeting. Cinder Barnes seconded the motion. Minutes were approved.

Constituent concerns: Do frontline employees have resources/recourse to support faculty who deal with difficult/confrontational students?

Guest Speaker: Richard Forrest, ELITE

Summer Staff Professional Development 2025 (June 3-July 31, 2025)

Five themed tracks

- Soft skills & workplace effectiveness
- Accessibility & inclusive workplace practices
- AI & technology in the workplace
- Practical application & productivity tools
- Leadership & career development
- Specialty event (introductory art sessions—two workshops)

Each session is one hour offered twice on different days and times

Six different sessions are offered weekly on two different days via Zoom

Promotion through ELITE Weekly Professional Development email, Newsletter and Special Announcements

What's new? Track-specific certifications (complete three out of five in a single track), career & skills enrichment certification (take one session from each of the five tracks)

Zenobia Garrison: Update on AAWCC (American Association for Women in Community Colleges-MC Chapter) Conference

MC is one of four chapters in the state of MD.

Learning, Empowering, Advancing, and developing (LEAD)

Why join AAWC-MC?

- National membership
- Access to national and chapter programming and events
- Network and participation in professional development
- Engagement in social events and interface with women at all levels of leadership
- Access leadership and coaching opportunities
- Volunteer and participate in community service
- Support and coordinate fundraising projects for student scholarships
- Hold officer positions at the chapter, state, region, or national level
- Be part of a national voice that advocates for women in community colleges.

April 4th second annual conference AAWCC-MC

Germantown Campus 8:30-1:30pm

EAP eligible

Early bird registration \$50 (until March 10)

\$65 (March 11-Apr. 2)

\$75 on site

*Membership is included with registration fee

Chair's report:

Formal ways the college sends out messages: Employee Matters, Inside MC, and Monday Minute

MC Innovation Grants process: deadline for submission March 21, 2025 (\$40,000 is available)

Staff Enrichment Day March 19 (8:00-4:00, GT Campus) (proposals due Feb. 7)

MC Wellness for March:

- Free Biometric Screenings offered on the RV campus, March 6, 10:00am-4:30pm
- Free Personal Training at Rockville Campus
- Virtual nutrition consultations, March 10, (20-minute appointments)
- MC CARES (Faculty Staff Assistance Program Orientation, March 11(3:30-4:00pm)
- Run Farther and Faster Program for Employees: Information Session, Thursday, March 13, 2025, 3:30 p.m. in-person at Central Services S108 or on Zoom/Program Start Date: Friday, March 14, 2025. To register, contact megan.cooperman@montgomerycollege.edu
- MC Employee Weight Loss Meet-Up on Zoom with Coach Elyse: the last Thursday of every month (11:00-12:00pm)
- MC Wellness 10K-a-day six-week movement challenge begins March 24

Memos/Notifications

- 03/03- MC Wellness: March Newsletter
- 03/03- Elite Digest: March 2025

- 3/03- Memo: Engagement and Suspension of College Services During Commencement

Reminders:

- P&P policies 5800/ 61003 feedback for proposed modification (feedback due by Mar. 12)
- Celebrate March Heritage Months with MC Library (Women's History)
- Open Education Week (March 3-7)

Save the Dates:

- 10 Years of STEAM (March 7)
- ***Inclusion by Design Summit (April 11)
- Equity Week (April 7-11)
- Employee Professional Development Catalog
- IgnITE hub speakers (check events calendar)
- Job Fairs across the college communities
- Free Rapid HIV testing across campuses (RV, first Tuesdays; TPSS, 2nd Tuesdays; GT, 3rd Tuesdays Center (10:00-1:00pm) Contact Student Wellness center for locations.
- Mobile Markets across campuses (check dates at SHaW center website)
- MC governance page (Instagram)
- Food on campus for students on each campus (check SHAW Center for details)
- Governance elections occur in the Spring/Nominations end March 7
- Super Staff Tuesdays
- First Faculty Fridays
- Commencement needs volunteers

Kristen Roe: Title II Changes to ADA and its Impact at MC

Updates to Title II: adapting to a digital world (digital engagement/equitable participation)

New requirements for public entities (compliance deadline, April 26, 2026)

- Digital accessibility via websites (computers/phones)
- Critical update requires compliance with 1) WCAG 2.1 Level AA, impacting the accessibility of digital content and platforms 2) Digital resources (websites, mobile apps, and digital educational resources must be accessible to individuals with disabilities.
- Accessibility and belonging: aligns with strategic goals.

Montgomery College's proactive steps:

- Creation of the Universal Design Center in 2021*: universal design, universal design for learning, and accessibility
- MC Policy 66004
- Compliance with Section 504 of the Rehabilitation Act and WCAG 2.2 Level AA, The American with Disabilities Act, and Title II
- The college is providing tools and resources, professional development, and action research
- Advancing the Clear Framework: **C**aption everything, **L**ogical layout, **E**asy to read, **A**lt text, and **R**esponsive design

Sophia Mason (for Krista Walker): HR Updates

- Compensation Study still underway
- Supplement Retirement Annuity changes/ 90% of employees followed the direction
- EAP experienced changes (one step versus two); streamlined process (mini-training for supervisors is on the table)
- Collective bargaining is going on.

New Business:

Discussion on the floor about the constituent concern regarding difficult student behavior to frontline employees. Zenobia brought up the Behavioral Intervention Team (BIT) report as a response. Are employees aware of various recourses including how to use BIT.

Meeting ended at 4:25

Respectfully submitted by Cinder Cooper Barnes, secretary