

Montgomery College
Faculty Council Meeting Minutes

Thursday, February 4, 2021

12:30 – 2:45 PM

Zoom Meeting

Attendees

Present: Michael Leblanc, Tim Kirkner, Erin Marcinek, Comfort Mingot, Dana Louise Baker, Vedham Karpakakunjaram, Monica Mellini, Katie Mount, Kimberly Yost, Erica Hepworth, Rebecca Thomas, Soyini Richards, Belle Scheibner, Norma Winffel, Alan Stover

Absent: Antonio Del Castillo-Olivares, Esther Schwartz-McKinzie, Sonja Fisher

Guest: Mary Genovese, Sharon Parker, Heather Kazemi, Yvette Taylor

Liaison: Carolyn Terry, Clevette Ridguard

Call to Order

There is a quorum to conduct business. The meeting was called to order at 12:33pm by the chair.

Approval of Agenda/Minutes

The agenda and minutes were approved as written. The meeting was recorded for internal use only.

Constituent Concerns

- Concern that there are no faculty representatives on the Advising Redesign Team
 - No voice on important decisions that directly affect faculty
 - Need more information – Co-chairs will send email to ask for clarification
 - Dr. Monica Brown and Dr. Sanjay Rai will co-chair committee

Chair's Report

The co-chairs provided the following information:

- Technology Survey – about 270 responses
 - OIR put survey together – sent information to Dr. Sanjay Rai and Dr. Carolyn Terry
 - Use public funds – need to be audited
 - CARES Fund – exhaust all possible internal funding before going to them
 - Lots of supply money in deans' accounts for small items
 - Work with faculty to get request
 - Amazon Business – ship to a person's home
 - IT purchasing for large items such as laptops, monitors, and printers
 - [Hardware request form](#) – will send to everyone on survey
 - Dean will review and send completed form to IT
 - IT will contact the person to pick up the requested item(s)
 - Can't use public funding to pay for private internet services and personal properties
 - Encouraged deans to reach out to see if anyone have a request that wasn't expressed

- Carolyn will send email to the Co-chairs and deans
- Question – What departments can big purchases be made through?
 - Deans – [hardware request form](#) for items that need to be inventoried
- Question – How should we reply if someone asked about internet reimbursement?
 - Can't use public funds to pay for people's private services and properties
 - IT not giving out mobile hotspots – not doing data plans
- Return to campus
 - Summer 2020 – remote and DL with some exceptions
 - Adding options for 10-week and 12-week classes
 - Schedule due for scheduling next week
 - Fall 2021 – recommend to keep mostly remote and DL
 - Cautious decision-making
 - More 7-week courses
 - If vaccination goes well and decline numbers in county, may return to campus.
 - Still need to wear masks, social distancing, and clean on regular basis
 - Schedules due at the end of March
 - Make the best decision based on what we know now
 - State and county – asked to provide list for people who are highest priority
 - Prioritize staff and faculty working on campus with students
- Reached out to Dr. Rai, Dr. Terry, and Dr. Kelley about a broadly shared data
 - Problem was quickly resolved
- Co-chairs Tim Kirkner and Michael LeBlanc will step down as chairs next year
 - Start thinking about who you might want to nominate or step in

2021 Market Study – Mary Genovese, Sharon Parker, and Heather Kazemi

- Every 12-24 months a group of benchmark jobs will be reviewed
 - Look at jobs and see how they fit in our salary structure
 - Partnership with Segal
 - Key stakeholder engagement – Councils, Unions, and Staff Management
- Objectives and desired outcomes
 - Ensure pay structure reflects our compensation philosophy – competitive, equitable, and fiscally sustainable pay practices
 - Assess market position for benchmark jobs and confirm external competitiveness – market competitive pay structure enabling MC to attract, motivate, and retain key talent
 - Review pay structure to confirm job align based on internal worth – consistent and equitable pay decision-making
- Approach – Faculty
 - Select peer institutions – competitors for talents
 - Collect market information – custom surveys and other institution-specific research
 - Data analysis and report of findings
 - Share findings with leadership and stakeholders
- Anticipated timeline – collegewide communication should come out next week
 - Winter 2021–Summer 2022 – subject to change

- Different from staff and administrators – more steps for faculty study
- Collaboration – partners will provide valuable insight and support
 - Class and Compensation – facilitate, coordinate, and communicate
 - Respond to inquiries – open forums and email
 - Segal – assess market rate for benchmark jobs
 - Review job alignment with pay structure
 - Review pay ranges
 - Governance Groups and Staff Management
 - Understand the purpose, objectives, and outcomes
 - Respond to or refer employee inquiries
 - Will establish two advisory groups – faculty and staff
- Question – Will you be looking at wage compression?
 - Initial intent of project was market comparison
 - Will look into and discuss – equity review
- Question – What about part-time faculty?
 - Paid differently – have not done market study on part-time faculty
 - Will need to speak with leadership
- A council member suggested to also compare expected workload.
 - Comparison in two ways – locally and comparable 2-year institutions outside of region
 - Difference of different institutes
- Question – What’s the purpose of gathering this information at this time?
 - To determine if our pay practice and salary ranges for faculty align with the market
 - Slight delay in gathering information of other institutions – many affected by COVID-19
- Question – Are department chairs part of the study? Part of faculty or administrators?
 - Department chairs pay on formula based on faculty salary
 - Will look into this
- Question – Gender pay gap?
 - Not part of scope of the project, but can discuss

Committee Reports

- General Education Standing Committee Report was reported by Kimberly Yost.
 - Need to add link for Gen Ed on syllabus template
- Academic Regulations Committee Report was reported by Norma Winffel.
 - Officially updated Gen Ed requirements for C or better in English Composition and associate degree requirement
 - Evelyn Gonzalez-Mills will sit as a counselor for TPSS until just through Summer
 - Will send final grade option again
 - Question – Can General Education Committee review the requirements?
 - If there are changes and concerns, will have to go through process again.
 - Cited COMAR for language
 - Will review if there are mistakes
- Collegewide Curriculum Committee Report was reported Vedham Karpakakunjaram.
 - Membership
 - Lisa Hamilton Service volunteered to serve on committee

- Rockville CAP – Professor Khandan Monshi
- Rebecca Thomas motioned to approve the nominations and Erica Hepworth seconded.
 - Vote – unanimous approval

Open Educational Resources

- What is our goal? Is there support in the faculty for expanding OER?
- Pros and cons
 - Low cost for students
 - Hard to find and time-consuming
 - Part-time faculty have no say in the choice of textbooks and online materials – need to develop with no extra pay
 - Unfair burden – equity issue
- Suggested to come up with sets of recommendation on how to expand OER with best practices
- Suggested that it's good idea to talk to Dr. Mike Mills
- Is there a procedure when assigning OER to someone?
 - Should provide model for how to do this
- Some feel of pressured
- Textbooks are going away – students are learning from online resources
- How to get support for the people doing this work?
 - Provide guidelines and expectations
- Need to think about how to support faculty and get them onboard
- National level conversations – generate discussion
- Next Steps – reach out to Mike Mills with a clear set of questions and come up with recommendation

New Business

- Outstanding Faculty Award – need to put call out for committee members
 - Talks about revamping – need to form committee to look at process
 - Person who get the award is expected to chair committee
 - Create ad hoc committee or select people in Faculty Council
 - Good to have previous members
 - Reach out to Professor Peanort
 - Tim will work on this
- Michael will reach out to Mike Mills

Adjourned

The meeting was adjourned at 2:47pm.