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**MONTGOMERY COLLEGE GOVERNANCE**  
**Germantown Campus Council**  
**October 3, 2017**  
**PK 105**  
**2:00-4:00 p.m.**

**Attendees**

- Present: Tonya Baker, John Billos, Diane Chapin, Surayya Johnson, Don Newlin, Kelly Rudin, Harvey Stempel
- Proxies present: Dini Khiangte for Rhiley Farenthold; Troy Shaw for Britney Green; Jo Harshman for Maurice McCambley; and Amanda Stroud for Binta Njie
- Absent: Nathaly Sook Castillo; Mary Robinson
- Leader Liaison Present: Margaret Latimer

**Call to order**

Tonya Baker called the meeting to order at 2:06 p.m., and began the meeting by reviewing the agenda.

**Constituent Comments**

- Tonya Baker shared a faculty member's request that the council recommend a grace period be given and the fee be waived for a parking ticket received shortly after the deadline to obtain a new permit had passed. A discussion concerning the parking enforcement office's communications, policies, and website management ensued, with various suggestions being made that the chair will forward to the office's director. The council did not wish to recommend a grace period of waiver of the fee, but will encourage the constituent to appeal the ticket.

**Approval of Minutes**

The minutes from the September 19, 2017 meeting were approved by unanimous consent.

**Old Business**

Constituent Comments Follow-up, 2FA Review, and Council Goals:

- Faulty doorstops: Facilities will be replacing faulty doorstops where needed;
- IT problems for students were reported and addressed by the IT department;
- Blackboard issues: Diane Chapin spoke with Tom Cantu who resolved the problems.

John Billos reviewed the Two Factor Authentication process and demonstrated the DUO app during the last meeting. Chair will forward suggestions for communication during the roll out.

Tonya Baker shared revised council goals as described below:

- Goal #1: "Become better informed about the needs of our students and respond accordingly. Specifically, we will request and review a monthly summary of issues and perspectives discussed at Student Senate meetings (and respond, if appropriate), and take part in at least one activity or event organized to move our students toward success during the academic year."

- Goal #2: “We will seek input from Germantown employees and students each month based on our communications schedule. This will allow us to uphold our charge to make formal recommendations concerning policies and procedures affecting Germantown Campus students, faculty, staff, and administrators to the College Council, when appropriate.”
- Goal #3: “When we refer issues in writing to other councils or units of the College, we will follow up, make sure the matter is addressed, and communicate the outcome to the individual who initially brought the issue to our attention.”

The council chair noted we have a member of the student senate on our campus council and could add time on our agenda each month for a student senate report. John Billos motioned to accept the goals as written. Motion was seconded. There was no further discussion, and the motion was approved by unanimous consent.

### **New Business**

Tonya Baker raised the issue of toner, and general maintenance for classroom printers. She is working with IT to gather data on usage and costs. A discussion ensued and the council recommended a responsible person in each building should handle classroom printer maintenance. Margaret Latimer’s office will continue to pursue a solution for this matter.

### **Provost Report**

Margaret Latimer’s report included the following:

- The fitness center announced fall wellness hours for students, faculty, staff, and veterans;
- The new format for the Developmental Math Program is being presented by the math department Friday, October 6<sup>th</sup> in Germantown;
- A “hiring moratorium” will be in effect collegewide from October 23<sup>rd</sup> to January 15<sup>th</sup>, to facilitate bringing Workday on line;
- Dr. Pollard released a memorandum, based on recommendations of the Advising Review Committee, which describes how advising will be provided at the college.
- Renaming the SA building: gathered suggestions. Margaret is leaning toward retaining the SA initials in the name, and stand for Student Affairs, along with the initials PEM for Physics, Engineering, and Math, disciplines which will be housed in the building, . Will do some more vetting with stakeholder, contact Central Facilities for the two letter designation, and present final idea to the Board of Trustees for approval
- SA259 will be the new home for the Photo ID’s. This space will also be used by shift supervisors from the Office of Safety and Security as needed;
- ACES space in the SA building is ready and PK106, the current ACES room, will be now used by Student Life.
- There is a water leak near the PG building that is scheduled to be repaired by the contractor within two weeks.

### **Chair’s Report**

- An interim report on the compensation redesign for staff and administrators was presented at College Council by Dr. Janet Wormack and Mr. Bob Roop. Recommendations will be presented to the Board of Trustees at the 10/16/17 meeting, and they will make recommendations to Dr.

Pollard who will have the final say. Communication with the MC community will begin as soon as a decision has been made. Likely to receive information before our next meeting, The plan will be formally instituted by July 1, 2018;

- At the Compliance Fair Tonya learned that information sessions about the new Employee Code of Conduct will begin late October. Council expressed an interested in having someone come to the next meeting to discuss the new code.
- There are opportunities for Follett Training sessions available and changes coming to the Germantown bookstore;
- Dr. Pollard will host a panel discussion at Takoma Park campus on Thursday, October 5<sup>th</sup> at 7 p.m. exploring Deferred Action for Childhood Arrivals (DACA) and US Immigration Policy;
- Dr. Wormack's department will host a Facetime event to provide updates from the Human Resources Department on October 17<sup>th</sup> from 10:30-11:30 a.m.;
- The Senior Administration Leadership Team (SALT) will visit the upper lobby of the HT building on October 30<sup>th</sup>, and be available for conversation;

Margaret noted that Joan Naake and Anne Sallie held a joint class with international students and reported student concerns about the recent, tragic event in Las Vegas. Parents of students called from Pakistan and Mexico concerned for their children's welfare here. A recommendation was given to be sensitive to student concerns in this regard.

#### **Announcements and Adjournment**

Don Newlin motioned to adjourn. The motion was seconded and the meeting adjourned at 4:08 p.m.

Harvey Stempel  
Germantown Campus Council Secretary