

**Montgomery College**  
**Germantown Campus Council**  
**Meeting #4 Minutes**

Tuesday, December 4, 2018  
2:00 – 4:00 PM  
PK 105

**Attendees**

*Members Present:* Surayya Johnson, Paul Jenkins, Margaret Latimer, Maurice McCambley, Barbara LaPilusa, John Billos, Sharon Anthony, Satish Gupta, Michelle Karlsberg, Gaganpreet Kaur, Rebecca Razavi, and Amanda Stroud (proxy for David Bollinger)

*Guests:* Katie Mount, Carlo Sanchez, and James (Tony) Ray

**Call to Order**

Chair Surayya Johnson called the meeting to order at 2:05 p.m.

**Approval of Agenda and Minutes**

The agenda was amended to include the presentation of Carlo Sanchez, and the minutes of the November 6th meeting were approved.

**Constituent Concerns/Comments**

CONSTITUENT CONCERN #1: Surayya Johnson received a constituent concern from the Faculty Senate about additional signage is needed on campus to direct students to the PK building.

CONSTITUENT CONCERN #2: Satish Gupta indicated that his office, BE 239, is excessively cold.

Facilities was made aware of both of these concerns.

**Update on Inclement Weather and School Closing Decisions**

Carlo Sanchez and Tony Ray reviewed MC's internal decision-making process regarding school closings due to inclement weather.

They reminded everyone that closings and delays will be announced via MC Alert as well as local media outlets, and MC will try to make announcements by 5:15 a.m. Such decisions are based on the weather outlook, traffic concerns in the county, and the readiness of MC's campuses.

The decision to close the college involves a collaborative process. Director of Public Safety and Emergency Management, Shawn Harrison, receives information from the facilities managers at all three campuses, from Carlo Sanchez, from the weather predictions, from MCPS, from traffic reports, and from the decisions of other local schools and colleges. With this information and the recommendations of facilities, Director Harrison collaborates with others before an official announcement is made.

Individual class cancellations follow the 50/50 policy:

1. The class will be held if at least 50 minutes or 50% of class time will be held when MC is scheduled to open.
2. If less than 50 minutes or less than 50% of class time would remain, the class will be cancelled.

Facilities employees try to have campus buildings open 30 minutes before the College's delayed opening time. If students arrive before the buildings are open, they are welcome to wait in the SA building, where the Public Safety Office is located.

#### **Update on Germantown Campus Council Goal Plan FY19 Progress**

1. Council member John Hare recommended that student clubs can compete with different departments on campus to collect items for the campus food pantry. This fun completion can take place in the spring semester.
2. In January, the Germantown Campus Council will find out how we can help with the March 30<sup>th</sup> Germantown Campus Community Day.

#### **Katie Mount, President's Advisory Committee on Equity and Inclusion Report**

This year, the President's Advisory Committee on Equity and Inclusion is reaching out to students to gather information about the student experience at MC. Next academic year, the college will create an Equity and Inclusion Master Plan.

At this time, the Advisory Committee is asking faculty and staff, when they leave their office, to put an announcement on their door to tell students where they can go for assistance and how to get in touch with the employee, if needed. This is especially important if the employee's office is not located near an administrative aide's office. The SALT team is supporting this request in order to keep lines of communication open with students.

#### **Provost's Report**

Some of the lockdown posters may be removed from the HS hallways and faculty offices. Additionally, new posters and a video will explain the "Run, Hide, Fight" emergency response strategies. The new materials will emphasize situational awareness, and faculty are encouraged to have discussions about these strategies with their students, underscoring the point that such occurrences are statistically very rare, but that the best way to be prepared is to be informed.

Renovations in the SA building are progressing. There has been some water damage, but the damage has been repaired and work is back on schedule. There will be a staged move into the new SA space, and faculty may want to wait until the end of spring semester to move into their new offices in order to minimize disruption. The elevator in the SA building is scheduled to be fixed this winter.

Facilities is working to get the campus parking lot light issues resolved.

Montgomery County has a new county executive and will be getting a new budget process, as well. MC students are encouraged to attend budget hearings as their testimonials are incredibly impressive.

See the Addendum provided at the end of these minutes for information regarding ADA signage on campus.

### **Chair's Report**

Vice Chair, Paul Jenkins, presented an update from the College Council:

- The new director of IT has a strong understanding of how to fully transition into Workday. Within the next two years, Workday will be implemented into the financial and human resources operations of the college. However, there will be a separation of Banner from Workday.
- Governance councils will use a tracking system to keep track of all council goals and constituent concerns.

Chair Surayya Johnson reported the following announcements:

- The Staff Council suggested that a Part-Time Permanent Staff Award be created and pointed out that the Staff Member of the Year Award is only available to full-time staff members which seems inequitable. The language of the Staff Member of the Year Award has been revised to allow part-timer staff members to be eligible and is awaiting final approval.
- The College Council is going on a leadership retreat in February.
- Dr. Steve Cain, MC's Chief of Staff and Chief Strategy Officer, reports that next year (AY20) the budget will be leaner and student enrollment is projected to decrease.
- All Council members are invited to visit the newly revised Governance website. It now provides easier access and identifies recommendations and action steps.
- The fall semester thank-you dinner for student leaders will be held on December 6<sup>th</sup>.
- Stress busters will be provided to students on December 11-12 to help alleviate final exam week stress.
- Each campus will send students to Advocacy Day on Feb. 12<sup>th</sup>.
- On March 5<sup>th</sup>, Student Life will co-sponsor a Heroin and Opioid Forum with the Montgomery County Coalition on the Germantown campus.
- The Equity Summit will be held on April 30<sup>th</sup>.

### **Announcements**

- Rebecca Razavi noted that MC’s Karla Silvestre is a new member of the Montgomery County Board of Education.
- Michelle Karlsberg announced that Student Life conducted a student mental health survey and will share results at our next meeting.
- Satish Gupta will be stepping down from the Germantown Campus Council due to a conflict with this spring class schedule.

### **Adjournment**

Meeting adjourned at 3:15 p.m.

### **ADDENDUM TO THE MEETING’S MINUTES Submitted by Provost Margaret Latimer**

Facilities will be removing the old “Handicapped Xing” sign on the light pole near the pedestrian bridge and replacing it temporarily with a blue sign with a wheelchair that says Accessible Route (with an arrow pointing). Something like this:



Please note this will be in place until the new pedestrian signage is put in place across the campus – which will happen as part of the SA renovations. At that point there will be Pedestrian Pedestal signs that will mark the ADA routes around campus. The new pedestrian wayfinding signs will also provide direction to the PK building. The pedestrian signs look just like the new blue and green signs that were recently placed across campus for vehicles but these will be placed strategically across the campus for pedestrians. The signs will likely be placed once SA is finished.