

Montgomery College
Germantown Campus Council Meeting
Minutes

Tuesday, December 3, 2019

2 – 4 PM

PK 105

Attendees

Present: Paul Jenkins, Binta Njie, Maurice McCambley, Barbara LaPilusa, Jennifer Capparella, Anne Schauer, Tonya Baker, Jeff Bonnycastle, John Hare, Sharon Anthony

Absent: Pamela Turcios Ventura, Rebecca Razavi, James Washington

Guests: Margaret Latimer, Emmilee Racek, Kristen Roe, Mike Simone

Call to Order

The meeting was called to order at 2:03pm by the chair.

Approval of Agenda and Minutes

The agenda was approved as written. Tonya Baker motioned to approve the minutes as amended and John Hare seconded. The meeting was recorded for internal use.

Constituent Concerns

- A council member expressed concern that an advising day is scheduled on Tuesday, 10/20, on the 2020 fall calendar.
 - Concern about affecting labs for that week.
 - If class is missed, can't re-setup an extra meeting.
 - Wasn't notified in advance
 - Provost Margaret Latimer will follow up
- A council member asked for follow up on lights that are out in front of the Student Life Office.
 - Maurice McCambley will look into it
- The chair brought forth a concern he received via email regarding a relative humidity in the HT building where it was too high.
 - Maurice expressed that they have looked into it and made a few changes.

Provost's Report

- There will be a collegewide memo for emergency closing and arrangements during final exams.
- Question for Maurice – is there an update on the elevator construction in HT?
 - It should begin in the spring semester.
 - The work will be done at night and the construction space will be sealed.
 - Will keep everyone informed about the dates
- SA elevator inspection scheduled for 12/19 or 12/20
 - Should be the last inspection before occupancy can be granted
- Enrollment is down

- Recruitment effort - encourage students to register early
- A company at Seneca Meadows has approached MC about hiring student for internships.
- Through a grant, there are two scholarships awarded for students who have done work in cyber security for the county.
- An individual has approached the College about using a whole class of students in data science for a serious project.
 - Need to think about how this might work
- Food services update
 - Vendors will reply by 12/20
 - There is still a plan to bring in food trucks on occasion.
 - Don't have much detail about it right now
- Holiday breakfast – 9am-11am on 12/20 at BE

College Compliance Update and Information – Emmilee Racek and Kristen Roe

- Presentation on compliance
 - Areas of responsibility
 - Regulatory Compliance
 - ADA Compliance
 - Title IX Compliance
 - Protection of Minors
 - Internal Audits and Advisory
 - MD State Ethics Commission Reporting
 - Code of Ethics
 - Enterprise Risk Management
 - Building a speak-up culture
 - For employees and students
 - Fostering an Ethical Culture at MC
 - Responsible for overseeing, monitoring, and coordinating compliance matters for a College
 - Committed to cultivating an environment where the 7 ethical expectations are upheld by every employee.
 - Ethical Expectation handbook
 - Employee Concerns Roadmap
 - Direct employees to where they should raise their concerns
 - EthnicsPoint Reporting Line
 - Anonymous option
 - Telephone or online form
 - Report any type of concern
 - Don't forget to save your report key and password
 - Fostering Student Success at MC
 - Student success is inherent to the work and efforts of the Office of Compliance, Risk, and Ethics.
 - Reporting athletic concerns

- To ensure that student athletes, and people who work in athletics, have the ability to report concern outside of the athletic department.
 - Multiple options are available for students, as well as faculty and staff
 - Student Complaint Resolution
 - Guidance about concerns
 - New website to direct students to where they should go to report their concerns.
 - Can send questions to email box
 - Question – is it just for compliance and equity issues?
 - No
 - A council member expressed that it’s hard to find out who the deans and chairs are and locate them.
 - It’s on the site but very hard to find for students.
 - Council members suggested to make it easier.
 - If a student doesn’t know where to go, can email student complaint resolution.
 - There are discussions about a compliant button.
 - Title IX
 - Gender-based discrimination
 - Covers all activities that happens in the college
 - Knowyourix.org
 - College Responsibilities
 - When an individual file a complaint
 - Investigate
 - Take appropriate steps to end misconduct
 - Address effect of misconduct
 - Prevent misconduct from recurring
 - Sexual misconduct policy (31001CP)
 - Coordinator - Christopher Moy
 - Pregnant and parenting students
 - Also covered by Title IX
 - Faculty are advised to never ask a student if they are pregnant
 - If a student tell you know about the pregnancy and that they need accommodation, then contact Title IX Coordinator, Christopher Moy.
 - Academic planning and adjustments are needed
 - Mamava lactation suites
 - Intended to provide safe place for women to breastfeed, or to pump.
 - Preferred names
 - For students and employees
 - To foster a College environment that is inclusive and that encourages self-expression.
 - More hospitable environment
 - Need to visit the registrar
 - Available for everyone
 - Not on formal documents

- Transgender and gender nonconforming resources
 - Gender-inclusive restroom locations on each campus
- Speak Up MC Climate Survey: February 2020
 - Since coming to college, 14% of students surveyed have experienced sexual assault.
 - Administered beginning mid-February 2020 for 3 weeks
 - Mobile friendly
 - Questions about general perception of campus safety
 - 15-20 minutes
 - Encourage students to complete
- Supervision of Minors
 - Committed to providing a safe environment for minors who participate in College programs and activities.
- Behavioral Expectations: The Rule of Three
 - The College requires those working with youth not to be alone with a minor before, during, or after an event.
 - Protects children and adult
 - Minors are identified as an individual under the age of 18
- Protection of Minors – 75005CP
 - Employees may not bring children to work except for occasional short periods of time that do not interfere with the employee or his or her colleagues devoting their full attention to College business. The employee retains full responsibility for supervising the child at all times.
 - Students should make childcare arrangements for periods when they will be on campus. In occasional emergency situations, and only with permission of the instructor, a student may bring a child to class provided that the situation does not interfere with other students' educational experiences. If the instructor doesn't grant permission, student must remove child from college premise.
- Question – requirement for background checks?
 - Look at what is the nature of the interaction and who is going to be interacting with the child
 - If parent is going to be with child, less requirement for background screening.
 - Different from the background screening that employees get done upon hire
- Question – background screening and training for substitute of faculty who teaches early college classes?
 - That's the expectation, but it's not universally understood.
 - Need to make sure that there is someone available to teach the class in case the faculty member can't
 - In an instance where a class needs to be covered but the faculty has not been screened, then plan b – have another adult in the classroom.
 - While waiting for the result to the screening, the faculty may be allowed to teach for a couple days (with the assumption that the faculty have submitted to the screening and there won't be a finding).

Goal Discussion – Baseball Game – Mike Simone

- 2020 Baseball Schedule
 - For Germantown campus
 - Not a public schedule yet
 - Relatively confirmed but things do change
- Need brainstorming – How to draw more fanfare and get students out to the games to give athletes a bigger crowd to play in front of?
 - A council member expressed that as a council, made it a rule to choose a game to hype and get people out to attend the games.
 - Is there a particular rival that would be great for us to come out for? And there are also concern for limited seating around the field.
 - There's limited seating, but have ability to bring additional seating.
 - Alumni Office - alumni baseball game in late April
 - Usually a weekend game
 - Big rival for bigger turnout–
 - Essex - Thursday 4/23
 - Fredrick – spring break – not a good date
 - Ideal – a weekday in late April
 - Athlete profile to introduce the players
 - Think of a name for the day
 - First pitch – need suggestions
 - People who deserves recognition
 - National anthem
 - Have a recording, but trying to get people to do it live
 - Question – is there a standing room on the other side of the fence?
 - Standing room is fine anywhere around the outside of the perimeter
 - Are we allowed to set something up for giveaways, drinks, etc.?
 - Yes, but will have to talk to public safety about doing something in this parking lot
 - Parking – don't park too close for safety
 - A council member suggested that a way to earn money would be bringing in food trucks and earning a percentage from them.
 - There might be permit issues with doing it in the parking lot.
 - It's a possibility.
 - A member suggested grilling ourselves.
 - Is there anything that the baseball team would need?
 - Doing fundraising – link on site under the baseball page
 - Game day - 4/23 (also sophomore day)
 - Back up day – 4/30
 - Name - Germantown Baseball Appreciation Day
 - Double check with coach
 - Sub committee
 - Barbara, Sharon, Paul, and Tonya

New Business

- Pantry Supply
 - Not much in there
 - Put out boxes and start collecting again?
 - Work with Student Life
 - Pantry move may not come quite as soon
 - People are busy right now, so it's better in the spring.
 - A council member suggested to bring things to Germantown opening meeting.
 - There's no opening meeting as a campus.
 - Collecting food at the Christmas party?
 - Need to remind them
 - Snack foods not canned foods
 - Food is provided at the library.

Chair's Report

The chair provided the following information and updates:

- College Council meeting
 - Compliance and Internal Auditing Presentation by Goli Trump and Vicki Duggan
 - Discussed college goals
 - Support basketball games
- Giving Tuesday – college scholarships and donating to the college
- Tomorrow at Rockville campus – game show

Announcements

- Library
 - Monday 12/9 – 12/19 extended to midnight for students
 - Snacks and coffee will be provided
 - People without ID need to leave by 10 pm
 - Issues with ink printing, contact – lkanduc@ink.me

Adjourned

The meeting was adjourned at 3:46pm.