

# MC GOVERNANCE

## GERMANTOWN CAMPUS COUNCIL

### MEETING MINUTES

Tuesday, November 2, 2021; 2:00 – 4:00 pm

Zoom Meeting

#### Attendees

*Present:* Tonya Baker, Amanda Darr, Sally McLean (Proxy for Patricia Robinson), Marcus Peanort, Charlie Jackson, Brandon Mollock, Sharon Anthony, Paul Jenkins, Lori Kelman, Naadir Bakari

*Absent:* Belynda Akantoa, Joanna Kilby, Chris Cusic

*Guests:* Fizie Haleem, Surayya Johnson, Clevette Ridguard, Tashea (Shay) Walters, Evelyn Sorto

*Liaison:* Margaret Latimer

#### Call to Order

There is a quorum to conduct business. The meeting was called to order at 2:02 pm 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

- Safety Concern – Could we install sidewalk by flagpole/drop off area. - Pedestrians walking in the street.
  - What about a study to assess the need?
    - Sidewalk on the parking lot side that goes up to the BE building.
    - They have a sidewalk around the drop off area.
    - Send to public safety and facilities and have them review it and figure in cost to see if it would be doable.
- Food Service – Can something be done for food service for Germantown campus since 70% of the classes will be on campus in Spring 2022.
  - Continue to be told that construction is on target for an end-of-the-year completion. Will then be handed over to Metz. Cafeteria should be up and running in the spring.
- Can we get electronic charging stations for the Germantown Campus?
  - Margaret Latimer – Pre-Covid this was in the works. Mike Whitcomb retired; new person, Daniel Dalgo, Ph.D., CEM, CC-P Energy Engineer, taking this position has put this on the to-do list as soon as possible. As soon as he has an update, he will communicate the details.

## **Workday Update (Jane Ellen Miller and her team)**

- Rolling out next part of Workday – includes Payroll, Procurement, and HRSTM. These processes will no longer take place in Banner. Will go-live with Workday on January 3, 2022. Black-out dates November 27 – January 2, 2022 – will not be able to use Workday during this time. Student processes will remain in Banner.
- Timesheets will need to be completed in Workday the first week after winter break. Need to complete timesheet in order for Workday to generate a paycheck. If not completed, no paycheck. Managers will not be able to enter time for employees. Everyone will need to complete their own timesheet. 3. Workday website has a lot of information and job aides. Also lists training that is being provided in November and December. Recommended that everyone view the seven-minute Workday navigation video. Recommended reviewing email memos and the HRSTM newsletter, Employee Matters.
- Acknowledged that this has been an institutional project – not just IT. Noted there are 70 core team members working on the project – from all areas of the college. Asked us to be Workday Information Liaisons (WILs).
- Have been running parallel payroll tests, but asked for grace and patience in the event of any anomalies.

## **Updates**

- **Library** (Brandon Mollock)
  - Leslie Brown is Associate Director starting November 16, 2021. She is full time, but will not be on GT Campus permanently but will be floating between all campuses.
  - New hire: Amanda Farahati – full time at Germantown.
  - Contractual positions current and upcoming in March 2022
- **Counseling and Advising** (Amanda Darr)
  - Next week, 11/8, Counseling office open Mon-Fri
    - In person or remote – appointment only
  - Transfer fair in October – 90 different colleges and Universities participated
    - 445 attendees to the virtual fair for all colleges/ 94 attendees were from MC
    - Last spring (Spring 2021) the turnout was 813
    - Looking at how to change the numbers for the spring
  - Germantown Faculty Senate has openings. Looking for 2 part time and 1 full time faculty member – meet 2<sup>nd</sup> Friday of each month.
  - Survey from BIT – will give you more details. Change is coming to the BIT name. May start in the Spring 2022; However it will be dependent on the finalizing of the policy and procedures changes. Moving from threat assessment to a more caring focus. They will still address any threats, but want to repackage as a caring team that is more than just a threat deterrent.
  - Sally asked about the mental health counseling services provided by the Counseling Dept – this department is not really there for mental health counseling but they will help them get in touch with the proper resources.

## **Implementing Our Goals**

- **Food on Campus**
  - Vending machines haven't been kept fully stocked.
  - Reinstitute having Panera every other Tuesday – at the end of every day, Panera donates items that remain at the end of the day to a non-profit organization. Not a hard task and required very little effort. We are taking on the distribution through the Fall and possibly in the Spring.
    - Arrives 9:30ish and sorting
    - Handing out food until it was gone.
    - Finished by 10:30ish.
    - Listed the dates Panera will be on Campus – Signup for times on the Google doc that Amanda put in the chat.
    - Next dates – 11/8, 11/23, 12/7 and 12/21. The last one will be mainly for employees.
  - Quick foods have been made available outside the Student Life Office along with a microwave. Available daily as long as the office is open.
  - Provost office provides sandwiches on Fridays from different local shops.
  - Marcus – fundraiser to support food pantry. California Tortilla is willing to help out with getting food on campus. Order lunch online/app and they will give 25% of each order. They are also talking about a donation box to give to go toward the food pantry.

## **Student Thoughts**

- **Tashea (Shay) Walters – Business Major**
  - Student Ambassador
  - Adult returning to school. Started during the pandemic. Have not been on campus.
  - I didn't know what I was stepping into. Didn't have as much guidance and had a lot of issues with learning. Would have felt more confident with a little hand-holding. Brush up on skills. She is learning as she goes because of the lack of guidance.
  - Struggled in Math but learned about the resources available and took advantage of many programs to be able to succeed. My professor's meeting with me one-on-one and the main professor from the Ambassador program (Professor Peanort) have been a huge help.
- **Evelyn Sorto – History**
  - Student Ambassador
  - Opportunities to learn about Blackboard more. Breakout rooms – sometimes people don't do what they are supposed to be doing. In person is better.
  - Professors helped a lot to work through the processes especially those not good with technology.

- **Questions & Answers (Discussions)**
  - Margaret asked if classes were scheduled at time that work for her.
    - Answer: Shay - Yes and no. Some classes I have been able to work into my schedule, but other classes not so much. Nice mixture now that works for most people. Evelyn – Yes. I have a schedule that works for me.
  - Tonya asked how we can do a better job of getting the message out
    - Shay - Have professors push the resources more and having the advisors tell them more. Don't see the emails.
    - Evelyn – Yes. My professors have told us about the learning centers and other resources.
  - Marcus – Any groups you are using to share information from student to student?
    - Shay – No but that's a great idea, especially for those of us in the Ambassador roles we can start helping to educate the peers on resources.
- Take away from student responses:
  - Need better communication about resources. We have things in place, but they are not being disseminated to students effectively.
  - Personal contact seems to be most helpful.

### **Provost's Report**

The provost provided the following information and updates:

- The cafeteria is supposed to be open for Spring 2022 semester.
- Sat in on a meeting hosted by WorkSource Montgomery here at Germantown. They needed a venue and our team at Germantown (Public Safety, Facilities, IT) made it happen. The event ended up being at the MAPEL Center and included Marty Walsh, US Labor Secretary, Senator van Hollen, Congressman Trone, MD Labor Secretary, County Executive and other high-level dignitaries.
  - Discussed training of people released from correctional institution
- Jane Ellen Miller reminded us of the Workday blackout dates – 11/17 through 1/3
- Tracking registrations to figure out scheduling. Focusing on in-person, remote, and DL to find the best day and time options for students to help increase enrollment.
- Everyone returning Monday but don't expect to hug – be respectful of boundaries.
- Enrollment is down so we have opportunities extended to us through the community to help us reach out to people who left with the pandemic, are under or unemployed, want training for their jobs. This is happening on the credit and non-credit side of our institution. We are always open to ideas of how to better serve our community with education and training.

### **Upcoming Events**

- November 8 everyone returning to campus – Cider & Cookies at 9:00 am in SA.
- November 9 is the College Council Student Panel – 1:00-3:00 pm
- November 10 at 2pm is the President's Town Hall – in-person and streamed.
- Please participate in the LGBTQIA assessment survey if you haven't already

### **Adjourned**

The meeting was adjourned at 4:08 pm.