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# MC GOVERNANCE

## MONTGOMERY COLLEGE Staff Council Meeting Minutes

Thursday, September 15, 2016

1:00 – 3:00 PM

Germantown, PK 105

### Attendees:

- Members present: David Anthony, Diana Benson, Chris Cusic, Rowena D'Souza, Linda Hankey, Stacey Miller, Beth Mole, Kaylin Nguyen, Nghi Nguyen, Andrew Scheppler, Annie Shane, Chris Standing, Donna Wilson, David Sears (Administrative Liaison)
- Substitutes present: Matt Wilson for Shane Doyle

### Call to Order

Chair David Anthony called the meeting to order at 1:03 PM and announced that proceedings were being recorded.

### Constituent Concerns

- Ms. Amanda Stroud – Library Assistant, Germantown
  - Attended 2015 College wide Closing Meeting and noticed that there were 22 Montgomery College awards given out but only 1 award went to a regular Staff member. The other 21 went to full- and part-time faculty members and counselors.
  - Why are staff members who receive awards not being recognized more?
- Ms. Nguyen
  - A Takoma Park/Silver Spring staff member reports that students are coming to her office to complain about the MC shuttle showing up late or earlier than scheduled. Some students are coming to class late or missing class altogether because of this issue.
- Chair Anthony
  - A staff member is requesting additional MC shuttle services to pick up students at the TPSS/Rockville metro stations and at the Germantown MARC station.
  - There is a question of income/budget regarding additional MC shuttle services.
- Ms. Gloria Barron, Instructional Designer, ELITE
  - MC International Day of Peace Celebration - Soccer for Peace will be on Wednesday, September 21th from 12:00 – 4:00 pm. The Committee is currently seeking volunteers for the event.

### Approval of Minutes

The minutes for May 5, 2016 meeting were approved.

Ms. Wilson requested a minor change to the September 1, 2016 minutes, changing Student Council to Student Services Council under Chair Report. The corrected minutes were approved.

### Food Services Update

Ms. Donna Schena, Associate Senior Vice President for Administrative and Fiscal Services (AFS)

Ms. Chiquita Manago, Grants and Contracts Manager

- One of the important projects AFS is focusing on this year is food services.
- Ms. Manago is the point person for the contracts and food services.
- Over the years, AFS has heard a lot of issues and dissatisfaction with food services regarding

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cost, varieties, etc.

- Chartwells has worked very closely with AFS to address some of these issues.
- A consultant will be working closely with Ms. Manago to look at food services at MC.
- The consultant will be coming to the campus to talk to students, faculty, and staff about the food offerings.
- At the end of the project, the consultant will make recommendations.
- Recommendations will go to leadership detailing food service programs that are available at other institutions as compared to MC.
- The consultant will make recommendations on what services and offerings should be included in the food services at MC.

### **EDU Web Update**

Mr. Ray Gilmer, Vice President of Communications

Mr. Phong Banh, Director of IT Application and Web Service

- Phase 1 of new EDU website launched in July 2016, and changes will be made using the available feedback.
- Nineteen (19) pages were updated with the new Edu redesign for Phase 1, and Phase 2 will be coming soon.
- IT is working with a consultant to work on new layout for the websites.
- Mr. Standing said on one of the sites, if you go to the Staff web page, you see student tools and faculty tools. You need to go into Employee Resources before you can see the employee tools.
- Ms. Mole asked if there could be a WD & CE button on the website. Mr. Gilmer said this is one of the questions they are looking at addressing because incoming students do not know what WDCE is.
- Mr. Wilson said the MyMC icon is not showing up for some platforms. Mr. Gilmer said there is a setting for the website to display the MyMC icon depending on what platform you are using (mobile, desktop) and the size of your monitor.
- Mr. Gilmer also shared that signage has been approved with the new logo and MC brand.

### **Chair's Report**

- Review the email memo sent September 7th from the Compliance Office regarding Transgender guidance.
- Three (3) College Policy and Procedures will be coming out on Monday September 19th for public comment.
- Middle States Listening Tour dates and times are out.
- Dr. Pollard's Town hall meeting will be September 21st at 2:00 PM, in Rockville, SC152.
- Governance has a new tracking report form for Council Actions.
- College Council Chair Ed Riggs has formed a Communication Committee for College Council.
- Ms. Mole has agreed to be the Staff Council Outreach Committee Chair.

### **Tracking Report**

- Constituent concerns have been broken into categories.
- Ms. D'Souza recommended adding another column on status completion. This would allow viewers to know if the issue has been completed or forwarded to another council so it doesn't appear as though the issue has not been completed.
- Mr. Nguyen suggested creating another column for Issue ID (example: HR001) for each of the issues to make it easier to identify the issues instead of reading the description.
- The staff member assigned to the pending issue will update the Council at the next meeting.

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## **FY16-17 Goals**

- Vice Chair of College Council reviews all Governance goals.
- Staff Council needs to come up with goal plan by end of October.
- Outreach can be part of the goal, and they must be achievable and measurable goals.
- One goal needs to be student-oriented.
  - Ms. Benson has several student-oriented ideas including student mentoring; job shadowing where a student can come attend a Staff Council meeting to see the proceedings; and a student could come work with one of the staff for half a day or full day to see the work done by the staff.
  - Chair Anthony suggested reaching out to the Student Council or Student Services for students.
  - Mr. Scheppler suggested that since some staff members are students, have workshops during Staff Enrichment Day on EAP.
- Everyone can come up with one or two ideas for goals and send them to the Chair, Co-Chair, or Secretary.

## **Policy 31011**

- Mr. Standing led the discussion on Section 3 – Workplace Violence Advisory Team and asked when the announcement came out seeking participants for the Advisory Team.
  - Mr. Scheppler said the Advisory Team was not a voluntary team. The team was chosen with various groups are represented by faculty, staff, students. Team formed but has been defunct for over a year. Over half of those on the team no longer work at the college. It is not apparent what the team was actually supposed to do based on how the original policy was written.
  - Mr. Scheppler reported that at a prior policy meeting, Dr. Kevin Long explained that the team's purpose was not to hear cases or to deal with disputes. It was really to look at the environment, both inside and outside of the College, and determine if there were certain programs or training, or anything, that the College needed to do to prepare to work through any of the violence issues.
  - Mr. Standing is concerned that we have a policy claiming equal representation on the Advisory Team but not every unit/department is represented on the team.
- Section 4 – Responsibilities - Neutrality of the Investigator
  - Mr. Standing wanted to know who is in charge of reviewing report, how does the College maintain neutrality with this report, and whom does the person report to if the threatening person is their supervisor?
  - Chair Anthony wanted to know who does the investigation and whether the College should retain outside investigators.
  - Ms. D'Souza said if there is a threat of violence, report the incident to Security and/or HR. If a staff member reports the threat to security, security will report to HR.
  - Mr. Standing said sometimes reporting to HR does not work.
  - Mr. Scheppler said Ms. Tammy Flowers, HRSTM, said that not every bullying complaint should go to HR because it would overwhelm HR. She said if an employee feels in danger or threatened, call security.
  - There is a discussion about creating an employee Behavioral Intervention Team (BIT) and a hotline for employees.
  - Mr. Standing suggested the Council wait for the P&P review of this section to be complete and then addressing it when the Policy is available for comment.

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**Adjournment**

The meeting was adjourned at 3:00 PM.

Submitted by Nghi Nguyen,  
Staff Council Secretary

**Next Meeting**

Thursday, October 6, 2016

1:00 – 3:00 PM

Rockville, MKE 115