

## MONTGOMERY COLLEGE GOVERNANCE

Staff Council  
February 6, 2020  
CT S301  
1:00pm-3:00pm

### Attendees:

- Members Present: Shakenna Adams-Gormley (Chair), Brooke Crothers, Ramon De La Cruz (Vice Chair), Vickie Drake, Christine Hunt, Amir Khademi, Carroll Rollman, Amanda Stroud, Matt Wilson, Jacqueline Williams
- Guest: Marvin Mills, Maria Davidson, Jane-Ellen Miller

### Call to Order

The regular meeting was called to order at 1:06pm by Chair Shakenna Adams-Gormley.

### Constituent Concerns:

None

### Minutes:

The minutes for the December 5, 2019 meeting were approved as prepared.

### Operational Services Council Visit

Marvin Mills and Jane-Ellen Miller provided a handout and gave an overview of this council. The three permanent positions are: Information Technology (Jane-Ellen Miller), Facilities (Marvin Mills), and Budgeting and Finance (Liz Greaney). Donna Schena is the advisor. Constituent concerns should be directed to the Council instead of to a specific member who can address the concern given their role at the College. The council meets once a month from 2:30-4:00 in CT S108.

Jane-Ellen Miller provided current IT project updates including:

- Workday is underway and is 50% completed.
- Banner student implementation (workshops)
  - February 17, Trends in Higher Education, 1-5, Globe Hall
  - February 18, Process Re-imagine Re-design, 1-5, Globe Hall
  - Self-Service Model
  - Banner students will need to attend one of the two sessions.
  - Jessica Zelt is project manager for the 2 workshops. Registration is required due to room limitation.
  - Jane-Ellen Miller will provide Shakeena with the schedule.
- OIT 5 year master plan is in alignment with the institution's 2025 plan.
- Tech Governance Group – members are academic and administrative and were selected by the SVPs.
- Zoom, a web conferencing tool, will replace GoTo Meeting (GTM) in March. There will be 1,500 licenses for employees and for the student labs. There will be a GTM rollover of those listed in Banner. Supervisors, managers, admin aides, and convener of meetings

(chairs of councils) will automatically receive a license. All other employees can place a request through the IT Helpdesk.

- One Drive will roll out after Zoom is phased in.
- Adobe Creative Cloud – All users will need to log in. Instructions can be found on the OIT Web page. Faculty in computer labs and classrooms will need to log in each time since the computers are shared.
- Downloadable applications that are not college issued will be blocked. Certain usage may be lifted until a project or activity is completed.

#### **Chair's Report:**

- College Council Updates
  - Person who sent out erroneous notification was disciplined.
  - Safety and Security
    - Training & career ladder for special police officer (SPO) require training (Police Academy). To become a special police officer will need to have been a police officer at an outside agency and will have had to resigned or retired in good standing to become an officer at MC. SPO will only carry baton and pepper spray gel after 8 weeks of training. The badge and patch difference are the titles, Public Safety Officer versus Campus Police Officer. Also, there will be bars for rank designations on the patches.
    - Emergency Management Plan updated
    - Annual drill – TPSS or GT(?)
    - Improved notification system
    - Initiating a crisis response team at each campus. VPPs will be point of contact.
    - Each campus has an incident office.
    - Standard operating procedures needs to be updated to National College Standards.
    - Public Safety Director will be hired in the spring.
  - Shakenna will invite Donna Schena and Steve Drummond to an upcoming council meeting.
- P&P Reviews - none.

#### **Compliance and Ethics Fellows Program and Advisory Workgroup**

- Meets once month starting in the fall.
- Training/Professional Development will be an hour during the two-hour meeting. Fellows will receive credit in MCLearns.
- Cohort of 12 members, faculty and staff.
- Mandatory orientation this spring semester and meetings will commence in the fall.
- 1-2 year commitment
- Application deadline is March 10.
  
- Speak Up MC Climate Survey for students
  - February 17-March 9
  - Speak Up MC website

#### **Unfinished Business:**

- Staff Enrichment Day

- SED will run until 4:30 and will be held at TPSS.
- The College closed until 2pm and will re-open at 2pm.
- Submit workshop proposals by February 21.
- Submit nominations for the Staff Distinguished Award by February 21.
- The committee is looking for volunteers.
- A hot lunch will be provided this year and an email will go out next week.
- Report on Research of Concerns: No update
- Meet and Greet Planning
  - Goodies with Governance (MC Governance Nominations and Elections)
  - Ramon distributed handouts and will recommend that “Goodies with Governance” replace Nominations and Elections as the attention-grabbing header.
  - Nominations: February 28-March 10
  - Elections: March 30-April 10
  - Council members are encouraged to attend all sessions. Please let Ramon know which sessions you can attend.
  - Gudelsky (WDCE) and Westfield were suggested as other locations.
- Tracking Report update: No update

**New Business:**

- Constituent concerns should be directed to the council first before reaching out to another council or contacting a specific person to address the issue.
- Gross Wage Adjustment – a one-time lump sum of \$500 will be provided for those at the top of their grade.
- Outstanding Service Award (OSA)
  - OSA and Staff of the Year Committees are now combined.
  - Amanda Stroud and Brook Crothers were assigned to the committee
  - The chair will be last year’s winner.
- Monica Wong is no longer on Staff Council due to other work obligations.

Meeting Adjourned at 2:28pm.

Respectfully submitted by

Carroll Rollman, Staff Council member, with assistance from Vickie Drake