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## MONTGOMERY COLLEGE GOVERNANCE

### Staff Council

December 3, 2020

Via Zoom

1:00pm-3:00pm

#### Attendees:

- **Members Present:** Shakenna Adams-Gormley (Chair), Daphne Alfelor (Secretary), Brooke Crothers, Ramon De La Cruz (Vice Chair), Dwayne Henry, Surayya Johnson, Beth Reilly, Tilandra Rhyne, Carroll Rollman, Christopher Standing, Amanda Stroud
- **Members Absent:** Alton Henley, Kristina Schramm, and Matt Wilson

#### Call to Order

- The regular meeting was called to order at 1:02 pm by Chair Shakenna Adams-Gormley.

#### Meeting Minutes

- The minutes for the November 19, 2020 meeting was approved as corrected.

#### Constituent Concerns

- No constituent concern reported.

#### Montgomery College Office of the Ombuds – Allison Monyei Whaley, Ombuds Manager

- Ms. Allison Monyei Whaley discussed her role as the new Ombuds Manager and shared information on the operation of the Ombuds office.
- Montgomery College Office of the Ombuds operates using the International Ombuds Association Standards of Practice and Ethical Principles: independence, informality, neutrality and impartiality, and confidentiality.
- Ombuds office is a neutral place so they don't advocate for individuals or groups but advocates for fair process, transparency, and consistency in policy and procedures.
- MC Ombuds office offer direct services including conflict analysis, conflict coaching, informal mediation, and shuttle diplomacy.
  - Referrals about other resources available
  - Education and clarification of policies and procedures
  - Upward feedback – recommend best practices and changes
  - Education and empowerment – make dispute resolution a part of the culture.
    - ❖ Offer trainings, seminars, and help others learn conflict management skills to mitigate small conflicts that arise.
- Ombuds office does not offer the following services:
  - Accept formal notice on behalf of the College
  - Maintain written records or identifiable data on visitors to the office. Notes are destroyed at the end of each meeting to maintain confidentiality.
  - Meet with employees involuntarily
  - Arbitrate, adjudicate or formally investigate complaints
  - Make official determination for the organization about violation of rights,

- performance failures or who was right or wrong in a given situation
  - Administer or participate in formal procedures such as grievances, hearings, disciplinary proceedings, sanctioning or appeals
  - Serve in an additional formal capacity that may compromise independence
- One viable approach when an employee should reach out to Ombuds is if an issue arises that is impeding their ability to work productively.
- Annual report is released on Ombuds Day during the second Thursday of October.
- Contact Allison Whaley at [ombuds@montgomerycollege.edu](mailto:ombuds@montgomerycollege.edu) or 240.234.0567. Meetings scheduled by appointment.

### **ELITE Professional Development – Dr. Paul Miller, Professional Development Director**

- Dr. Paul Miller discussed his role and function as the new Professional Development Director and programs that will be offered to employees.
- Work with various departments across the College to make data-informed decisions about the professional development needs in support of MC2025 strategic plans specifically under Goal #5 – investing in our employees.
- Five phases of the Professional Development Cycle:
  - Awareness
  - Desire for change
  - Acquisition of new knowledge
  - Ability to apply new knowledge
  - Reinforcement of change
- Effective Professional Development is content focused.
  - It supports active learning based on adult learning theory
    - ❖ Communication
    - ❖ Collaboration
    - ❖ Critical thinking
    - ❖ Problem solving opportunities
  - Uses models and modeling of effective practice
  - Providing coaching and expert support.
  - Offer opportunities for feedback and reflection
  - Sustained duration
- Empowering Faculty and Staff ([www.montgomerycollege.edu/elite](http://www.montgomerycollege.edu/elite))
  - ELITE has five Cohort Programs that will be offered in the beginning of January and February that last between six months to a year:
    - ❖ Developing the Skillful Supervisor
    - ❖ Global Leadership Cohort
    - ❖ Leadership Development Institute – not offered in FY21
    - ❖ MC Management
    - ❖ Tapestry Institute for Intercultural Intelligence
  - ELITE also offers Learning Pathway Programs consisting of 8 to 12 classes on a particular topic area. Not every Learning Pathway program is offered each year.
  - Additional programs are also available with sessions lasting one to two hours.
    - ❖ Getting Things Done
    - ❖ Dialogue Circles
    - ❖ In Their Own Voices
    - ❖ Crucial Conversations
    - ❖ Zoom Rooms

- ELITE trainings available on January 21, 2021 during Professional Week:
  - ❖ Panel Discussion (morning)
    1. *Best Practices on Teaching in a Shorter Term*
    2. *Best Practices in having Conversations around Social Justice*
  - ❖ Differentiated Professional Development (afternoon)
    1. *12 sessions* (information forthcoming)
- Contact Dr. Paul Miller at [paul.miller@montgomerycollege.edu](mailto:paul.miller@montgomerycollege.edu) or 240.762.2221.

**Chair's Report – Shakenna Adams-Gormley**

- No P&Ps out for review at this time.
- Next College Council meeting is scheduled for December 7, 2020.
- Next SVPAA meeting is scheduled for December 16, 2020.
- IT will be updating all Zoom accounts with employee email addresses, not the current MyMC IDs. The co-host feature will be ready to use when employees return from winter break.
- Tune in to Dr. Pollard's Presidential Dialogue: *Building Racial Justice Through Law* with Jeffery Robinson and Congressman David Trone at 2:00 p.m. today.
- Director of Community Engagement Karla Silvestre put on a call for employees to join the Student Calling Campaign from December 7 through December 18. The training is scheduled for December 7 from 3:30-4:30 p.m.
- Banner will be down December 4 starting at 6:00 p.m. for updates. Banner is scheduled to be back up by 3:00 p.m. on December 6.
- 2021 Innovation Grant application is due on March 22, 2021. Informational session is scheduled for December 9 from 3-4 p.m.
- Equity and Inclusion is conducting a book discussion on "How to be Anti-Racist" by Dr. Ibram X. Kendi on Friday, December 4 at 2:00 p.m.

**Announcements and Agenda Items for Next Meeting**

- Jane-ellen Miller will be the guest speaker at the December 17 meeting to discuss Workday.

**Adjourned at 1:51 p.m.**

Respectfully submitted by  
Daphne Alfelor, Staff Council Secretary