
MONTGOMERY COLLEGE GOVERNANCE

Staff Council

February 4, 2021

Via Zoom

1:00pm-3:00pm

Attendees:

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

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 December 17, 2020 meeting was approved as written.

Constituent Concerns

- Chris Standing brought forward a constituent concern from a faculty regarding College policy 53001 6.4.A Criteria for Incomplete Grade (I or IC) and requested clarification on the terminology.
 - The vagueness of the wording puts a burden on the instructors who have to monitor and assess the students' progress to complete the coursework. Additionally, there's a burden on the student who's in addition to the current courses, workload, and family obligations has to complete the coursework.
 - Suggested to replace "satisfactory" with a grade of "C" or higher and "attendance" be replaced by completion of work.
 - Chris Standing will forward the constituent concern to Academic Services Council.
- Ramon De La Cruz brought forward a constituent concern from a staff regarding an issue with updating payroll about Direct Deposit in terms of providing confirmation forms or alternative method besides sending a copy of check. Ramon De La Cruz has been assigned to follow up with payroll.

Constituent Concern Update – Amanda Stroud

- Amanda Stroud shared an update on the constituent concern she raised regarding the lack of explanation of the proposed Conflict of Commitment P&P.
 - Contacted Kevin Long and suggested that if visiting the impacted council was a problem to add an explanation to the Policy & Procedure webpage when an item is open for public comments.
 - Kevin Long informed Amanda Stroud that every time a P&P goes out for public comment, a commentary is sent along to all councils which includes brief explanation of the changes. Kevin Long's office also extended an offer to attend any council meetings to discuss it in details.

- Conflict of Commitment P&P was approved on December 7, 2020. A three-page document in response to public comments is posted on the P&P page. The term “loyalty” was removed from the Conflict of Commitment P&P.
- Amanda Stroud completed a Conflict of Commitment form on January 11 but has not heard any update.

Constituent Tracking Report

- Chris Standing motioned to table the Constituent Tracking Report update due to time constraints. Dwayne Henry second the motion with unanimous vote.

Food Services Update – Bradley Bridges

- Bradley Bridges shared rough diagrams of the kitchen upgrade plans for all three campuses.
- Chefs for all campuses have been hired. General Manager and Head Chef is Daniel Martinez. Mr. Martinez will be the primary contact for the Rockville campus and catering. Otto Ramirez is the Head Chef for the Germantown campus. Trayvon Clark is the new Head Chef for the Takoma Park/Silver Spring campus.

○ Takoma Park/Silver Spring campus upgrades

- ❖ New paint
- ❖ Kitchen floor has been repainted (rubberized safety floor)
- ❖ Old signage replaced with new signage
- ❖ Install six new monitors for menus, demonstrations, and nutritional contents of different meals
- ❖ A new salad bar chopping block will be put in. The chef will prepare made to order salad. Meat and egg products will be served but Metz Culinary Management will use different tongs and utensils for each well. Bradley Bridges will confirm.
- ❖ Keeping one soda station.
- ❖ Reduced to one cashier location with increased capacity to open up the area.
- ❖ Countertops will be rearranged. Moving flat tops and warming stations to better suit the kitchen design.
- ❖ Ceiling lights will be replaced.
- ❖ Current plans have been submitted to Montgomery County review board for approval. Construction bid has gone out.

○ Rockville campus upgrades

- ❖ Kitchen is deep cleaned
- ❖ Compressor for the walk-in freezer and cooler have been replaced
- ❖ Install new monitors for menus and nutritional contents of meals
- ❖ False wall will be removed
- ❖ Demonstration kitchen to be used by Metz will be built
- ❖ Salad bar block will be built in an existing countertop
- ❖ Soda station will remain in its place
- ❖ Converting one cashier station to a double lane check out area. Reduced to one cashier location.
- ❖ Demo turnstile
- ❖ Change overhead pendant light fixture for a larger fixture
- ❖ Change out existing well for 3 wells (hot and cold)

- ❖ Add heat lamps
- ❖ Waiting on approval from Montgomery County review board. Construction bid has gone out.
- ❖ Will be able to use mobile and web app to place order ahead
- **Germantown campus upgrades**
 - ❖ Work is extensive on the Germantown campus
 - ❖ Dining and kitchen areas require deep cleaning
 - ❖ Existing lighting and ceiling have been demolished and will be replaced with MC standard lighting and new ceiling
 - ❖ Sound system and speakers will be replaced with new system integrated in the ceiling
 - ❖ New checkout counters and registers
 - ❖ All faucets and exposed plumbing will be replaced
 - ❖ AV and data lines have been secured. TV and projectors will be replaced with three to five monitors.
 - ❖ Access to 80 unique wifi connections
 - ❖ Glass walls will be removed
 - ❖ Countertops and server area will be demolished and replaced with new countertops
 - ❖ The pattern of the space will change
 - ❖ Germantown campus dining area is still in a design phase
 - ❖ Construction completion goal is before fall 2021

Anti-Racism and Systemic Inclusion – Dr. Rachel Bonaparte-Hagos and Sharon Bland

- The theme for the fall's Strategic Horizon Network conference was Anti-Racism and Advancing Inclusive Excellence exploring the racial and social unrest happening in the country.
- Learning outcomes:
 - 1) Understand the various elements that makes social mobility important
 - 2) Compare and contrast what it means to be non-racist versus anti-racist
 - 3) Analyze behavior informed by implicit bias and how to disrupt them
 - 4) Understanding the dimension of equity and how to advance it on our campus.
- Dr. Bonaparte-Hagos discussed recap of Dr. Shaun Harper's presentation on Equity and Advancing Equity on our Campuses.
 - What is the current movement about?
 - How does "Race Talk" typically occur in Higher Ed?
 - How can we make conversations more productive?
 - Move conversations of race to actions
 - Tim Wise lecture called "Colorblind: The Rise of Post-Racial Politics and the Retreat from Racial Equity" was viewed.
 - "Race Talks" typically occurs in one of five ways:
 - 1) Avoidance
 - a) Avoidance is cultural on most campuses
 - b) Personal and professional inexperience as racial issues were never discussed in k-12
 - c) White colleagues do not want to make mistakes, be seen as naïve, and/or don't want to be perceived as racist
 - d) Colleagues of color do not feel safe, do not want to be perceived as angry, and/or are tired of always being the one to raise issues

- e) People are afraid that these conversations will be explosive and divisive
- 2) Small Groups – speak about race only in small groups or oftentimes with only one other colleague
- 3) Only talk about race in the aftermath of a significant racial crisis on campus
- 4) Rarely in the aftermath of a significant racial crisis in the nation or city
- 5) Conversations are mostly led by Black faculty and staff where the burden is often placed on them to navigate conversations on race
- Strategies on how “race talks” can occur:
 - 1) Participatory
 - 2) Invite anonymous taboo questions about race at MC. Don’t be afraid to bring up tough subjects.

FY21 Compensation Market Study – Mary Genovese, Sharon Parker, and Lauren Landau (HRSTM)

- Mary Genovese shared that in the next few months, the College is embarking on a compensation market study.
- Every 12-24 months a group of benchmark jobs will be reviewed according to Montgomery College’s policy and practices. Senior leadership has endorsed the scope of work and project plan.
- The project will have two tracks: staff and administrators on one track and full-time faculty on another track. The timeframes are different for each track.
- The College is partnering with Segal Group to conduct this study.
- Key stakeholders are councils, unions, and staff management
- Objectives and Desired Outcomes:
 - Ensure pay structure reflects our compensation philosophy. End result is to confirm that the College has competitive, equitable and fiscally sustainable pay practices.
 - Assess market position for benchmark jobs and confirm external competitiveness within relevant labor markets. Make adjustments to pay structure if applicable. Market competitive pay structure enables Montgomery College to attract, motivate and retain key talent.
 - Review pay structure to confirm jobs align based on internal worth. It will enable the College to consistently and equitably make pay decision-making including hiring, promotions, and internal equity salary adjustments.
- Work Plan:
 - Introduction meetings - meeting with the unions and relevant councils to give an overview of the project
 - Collegewide announcement
 - Data collection – identified approximately 140 benchmark jobs
 - Analysis and recommendations – implementation is anticipated to be by the end of this fiscal year and ready to go by the beginning of the next fiscal year (July 1, 2021).
- Anticipated Timeline: (Subject to change)
 - Collegewide announcement, introduction meetings, data collection – Winter 2021
 - Analysis and recommendations – Spring 2021
 - Anticipated implementation – Summer 2021
- Collaboration: Partners will provide valuable insight and support.
 - Classification and Compensation team
 - ❖ Communicate project process and updates
 - ❖ Facilitate, coordinate and communicate
 - ❖ Respond to inquiries

- Segal Group
 - ❖ Assess market rate for benchmark jobs
 - ❖ Review job alignment with pay structure
 - ❖ Review pay ranges
- Governance Groups & Staff Management
 - ❖ Understand the purpose, objectives and outcomes
 - ❖ Provide thoughts and insights – establish an advisory group for staff and faculty. Staff advisory committee will consists of two union representatives and two non-union representatives.
 - ❖ Respond to or refer employee inquiries
- Impact to Employees:
 - Potential job grade changes
 - If applicable, changes to employee pay will be determined after the market study has been completed and a fiscal impact assessment has been conducted.
- Non-benchmark jobs will be reviewed for internal worth.

Chair's Report – Shakenna Adams-Gormley

- Maryland Regional High School Science Bowl is scheduled for February 28, 2021. Volunteers needed. Contact Michael Mehalick for more information.
- EBSCO faculty select provides no cost course material for students. It will be available in February or March.
- Germantown campus is hosting another Red Cross Blood Drive in the BE building from March 16-17.
- The College is gearing up for the 75th anniversary. Planning is underway.
- Decision for the new integrated library management system will be made by mid-February.
- Rockville Chairs are working on a solution regarding cameras during proctored exams.
- Employees will receive an email from Modern Think regarding “Your Voice, Your MC – Employee Experience and Culture Survey.” The survey should take 20-25 minutes to complete. The survey will be open from February 15 – March 1. Survey can be extended to March 8 if 30% response rate is not met.
- Staff Council election is coming up.
 - Re-election required to be back on Staff Council:
 - ❖ Carroll Rollman (CT)
 - ❖ Ramon De La Cruz (CT)
 - ❖ Tilandra Rhyne (TP)
 - ❖ Brooke Cothers (RV)
 - ❖ Amanda Stroud (GT)
 - Last Term
 - ❖ Matt Wilson (TP/SS)
 - ❖ Shakenna Adams-Gormley (GT)
- **SVPAAs Updates**
 - Student evaluation of faculty will take place
 - 15-weeks courses in the spring semester is 92% full
 - 7-weeks courses in the spring semester is 78% full
 - Summer session will start in the remote environment
 - Fall semester might not be in-person at this time depending on the health metrics.
 - Working on setting up classes if in case the semester begins in remote learning then

- transition from virtual instruction to in-person in the middle of the semester or vice versa.
- Reviewing if fall classes will be 15-weeks, 13-weeks, and how many 7-weeks courses will be offered.
 - Department Chairs will receive class schedules on February 22 for approval with final proof due in mid-March. Students will be able to view fall schedule in mid-April.
 - The College secured CARES fund to purchase laptops for new adjunct faculty who started recently.

Announcements and Agenda Items for Next Meeting

- None

Adjourned at 3:00 p.m.

Respectfully submitted by
Daphne Alfelor, Staff Council Secretary