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## MONTGOMERY COLLEGE GOVERNANCE

### Staff Council

February 18, 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, Tilandra Rhyne, Carroll Rollman, Kristina Schramm, Christopher Standing, Amanda Stroud
- **Members Absent:** Beth Reilly and Matt Wilson

#### Call to Order

- The regular meeting was called to order at 1:00 pm by Chair Shakenna Adams-Gormley.

#### Meeting Minutes

- The minutes for the February 4, 2021 meeting was approved as written.

#### Constituent Concerns

- Chris Standing brought forward two constituent concerns:
  - New procedure is being implemented that requires signing a document when checking out a key from the Public Safety Office accepting responsibility of any financial issue if key was lost. Chris Standing is working on obtaining a copy of the document and will follow-up.
  - Facility workers did not have access to water fountains to refill their water bottles when they returned to work on campus. Chris Standing stated that he sent a request to Marvin Mills and Terrence Evelyn but the request was somehow overlooked. Water stations have now been turned on.
- Crissie Manfre brought forward a constituent concern regarding P&P 32500 – Flexible Work Arrangements. Ms. Manfre stated that she requested for an approval for remote work outside the local area through her supervisor and department but HR denied the request without explanation. Ms. Manfre has concerns about the request being denied while following the guidelines and policies set in the P&P. Staff Council will research purview on the concern and follow up with the constituent on the outcome.

#### Constituent Tracking Report – Ramon De La Cruz

- Tuition waiver benefits for dependents of employees who passed away while still employed at Montgomery College – PENDING
  - Shakenna Adams-Gormley shared that Dr. DeRionne Pollard sent a response letter to the College Council with the recommendation that the College researches the financial impact of the expanded tuition waiver benefits and to include equity and inclusion to the resolution.
- Policy and procedures for the Talent Share Program needs to be more transparent – CLOSED
- Notification alerts when procedures or forms are updated on HRSTM, OBS, or OIT – CLOSED

- Request that forms be unprotected. Currently cells on the forms are locked and cannot be adjusted as needed to fit text – CLOSED
- Request that when a new P&P is proposed or substantially changed, management should consistently provide an explanation for proposed changes or addition to those councils affected by the changes – CLOSED
- Direct Deposit process needs to be easier and allow for alternate methods of providing account information, as some employees do not use checks – OPEN
  - Ramon De La Cruz shared that HR accepts alternate methods by uploading a screenshot of your account information from your bank online but the uploading process is not in working order.
- Constituent was in accident while using own vehicle for college business. Employees are not covered by the College insurance when using their own vehicle to travel for College business. Recommend a motor pool with College vehicles available for employees to use – OPEN
  - Chris Standing will follow up with the Ad Hoc Committee on the status.

### **Unfinished Business**

- None

### **New Business**

- None

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

- P&P 43002CP – Board of Trustees Grants and Scholarships are open for public comment. Currently, 374 students are at risk of losing their grants for the spring 2021 semester because their GPAs are below 2.0. The financial aid office does not have the authority to waive the GPA requirement. The modifications would substitute a determination of satisfactory academic progress, as determined by the financial aid office, for the GPA requirement. Deadline to submit comments is March 3, 2021.
- Reminder to complete survey from Modern Think. Deadline to complete is March 1, 2021.
- **College Council Updates**
  - College expansion update - Dr. Stephen Cain discussed stakeholder analysis that is being conducted related to the fourth campus and presented an overview map of the underserved areas in East County.
  - Governance nominations – February 26 to March 10
  - Governance elections – March 29 to April 9

### **Announcements and Agenda Items for Next Meeting**

- Lynda von Barga and Sharon Parker of HRSTM will be the guest speakers at the March 4 meeting.
- Potential guest speaker: Nell Feldman of IT
- Ramon De La Cruz will provide update on PPE at the next Staff Council meeting.
- Governance video – Ramon De La Cruz mocked up a storyboard. Will brainstorm a script and divide scripts among members to record from home.
- Constituent concern on 2<sup>nd</sup> and 3<sup>rd</sup> shift – Shakenna Adams-Gormley will send out draft letter to Staff Council members for review.

**Adjourned at 1:32 p.m.**

Respectfully submitted by  
Daphne Alfelor, Staff Council Secretary