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## MONTGOMERY COLLEGE GOVERNANCE

### Staff Council

October 7, 2021

Via Zoom

1:00pm-3:00pm

#### Attendees:

**Members Present:** Ramon De La Cruz (Chair), Daphne Alfelor (Vice Chair), Beth Reilly (Secretary), David Sears (Liaison), Alton Henley, Dwayne Henry, Christopher Standing, Amanda Stroud, Matt Wilson, Javon Lamar Inman, Carla Ammerman, Bo Wai Chan, Lisa Dobbins, Lisa Thomas, and Leslie Casey

**Members Absent:** Surraya Johnson, proxy: Michael McCalla

#### Call to Order

- The regular meeting was called to order at 1:02 pm by Chair Ramon De La Cruz.

**Request made Ramon De La Cruz to Amend the Agenda**, to remove the scheduled speaker.

- Motioned by Beth Reilly, seconded by Carla Ammerman

#### Introduction of New Member/Proxy

- Leslie Casey was introduced as a new member representing GT Campus.
- Michael McCalla was introduced as proxy for Surraya Johnson.

#### Constituent Concerns

- Christopher Standing brought forward a constituent concern regarding presenting the option to change the current use of traditional banking to the use of a minority-owned bank for the College. Every 5 years the Board of Trustees choose a bank. With support of our MC mission of Diversity, Equity, and Inclusion, suggestion/request to consider a minority-owned bank.

Examples:

- The Harbor Bank of Maryland – Black-owned
- Café Bank – Asian-owned

#### Meeting Minutes

- The minutes for the September 16, 2021 meetings were approved as written.
  - Motioned by Amanda Strout, seconded by Dwayne Henry

#### Chair's Report – Ramon De La Cruz

##### College Council Report

- College Communication: Remember to look at MC Communications, Inside MC, and HRSTM Newsletters
- DuoMobile Re-Design: October 11-18, 2021, change in graphics
- National Hispanic Heritage Month: September 15-October 15
- COVID19 Vaccination Requirement by November 8, 2021 for employees and January 7, 2021 for students
- OEI Book Club: "Four Hundred Souls"
- Critical Race Theory Forum – Reframing the Narrative will be on October 28, 2021 at 1:30pm

- Fellowship Program Opportunity for Faculty – Formal application due by 5pm on October 27, 2021.
- College Central Network: Montgomery College's new online job board for students and alumni.
- New Supervisor Orientation: 4-day training starting on October 13, 2021 at 9am
- Metz Management: Welcome MC's new Food Vendor
- Presidential Search Forums: were conducted last week.
- Ramon De La Cruz had meeting with former Chair, Shakenna Adams-Gormley to discuss ongoing Staff Council matters.

#### Academic Affairs Council

- Micro-credentials/Digital Badging: Christina Crefton presented on the future of workforce credentialing
- Dual-Enrollment Presentation with Dr. Elena Saenz and Mr. Akima Rogers
  - Middle College: Northwood HS and Northwest HS students receive HS degree at same time as MC degree. MC added Virtual Middle College with all Montgomery County private and public schools to include 8<sup>th</sup> grade, 9<sup>th</sup> grade, and homeschool students. Enrollment is up to 1000 students/semester.
- Montgomery College is Down in Enrollment: 25% down since 2016
- ELITE:
  - Summer Institute for Faculty Development had 542 participants with 92% completion
  - Reminder for Mental Health Self-Care: fill out cup due to burn out and compassion fatigue
  - New Option for ELITE "After Dark": offered evenings between 5pm – 9pm
- Dr. Terry discussed Academic Master Plan Updates
- WDCE: Virtual Learning, Partnerships with APPLE at Mannakee Building, and future partnerships with 8<sup>th</sup> Grade/Middle College
- Staff Council/Ramon De La Cruz: Shared Constituent Concerns
- Faculty Council/Dr. Joseph Stumpf/Dr. Sharon Fechter: Shared Constituent Concerns and dean updates

#### **Unfinished Business**

- Staff Council Video: Script has been revised at end of last year. Looking for new platform for recording
- End of Year Reimbursement: Assigned to Christopher Standing to speak with Patrick Johnson
- Staff Council Goals FY22: Two Goals in discussion
  - Improve Staff Onboarding
    - Expand orientation into week instead of 2 days,
    - SMART goal chart to be shared,
    - Ad Hoc Committee: Carla Ammerman, Christopher Standing, and Paul Miller
    - Request to send out copies of New Employee Checklist, Supervisor Checklist
    - Possible video made or mentoring discussed
  - Enhance Enrichment Leave with College Mission
    - Expand use enrichment leave to include volunteer/community service
    - Research on past Enrichment Leave Usage:
      - 2018: 708 total hours used by 111 employees
      - 2019: 749 total hours used by 107 employees
    - Assigned: Amanda Strout and Carla Ammerman

- P&P 34101 Grievance Process for Non-Bargaining Staff. Request to replace the words “Non-Bargaining” with “Staff” - Christopher Standing will send letter to all councils for input.
- P&P 58005 Closing of the College. Request to review the policy in order to make sure it supports the memo from Donna Schena and addresses remote learning/teleworking with pay/leave. (Example: Tropical Storm Ada) – Assigned to Christopher Standing
- Vaccine Mandate/COVID Outbreaks – Addressed at Town Hall and through College-wide Memo. Employees required to be vaccinated by November 8, 2021 and students by January 2022.
- Second/Third Shift Staff Involvement: College Council, provide more engagements to educate 2<sup>nd</sup>/3<sup>rd</sup> Shift through evening forums. Ramon De La Cruz and Christopher Standing
- Dependent Tuition Waiver for deceased employees (posthumously). Currently in HRSTM.

#### **New Business**

- Telework Policy: Tabled for next meeting. Speaker unable to attend.

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

- Reminder: New 2021-2022 Staff Council Group Photo will be taken at November Meeting.
- Future guest speaker: Dr. Clevette Ridguard, RE: Robert’s Rules

#### **Adjourned at 2:17 p.m.**

- Motioned by Amanda Strout, seconded by Christopher Standing

Respectfully submitted by  
Beth Reilly, Staff Council Secretary