
MONTGOMERY COLLEGE GOVERNANCE

Staff Council

November 18, 2021

Via Zoom

1:00pm-3:00pm

Attendees:

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

Absent: Alton Henley

Call to Order

- The regular meeting was called to order at 1:01 pm by Chair Ramon De La Cruz.

Constituent Concerns

- No new constituent concerns

Meeting Minutes

- The minutes for the November 4, 2021 meeting were approved as amended.
 - Motioned by Amanda Stroud, seconded by Surayya Johnson

Chair's Report – Ramon De La Cruz

College Council – Meeting held on November 9, 2021

- Review of Mask Mandate continues on all campuses, flexible for eating and drinking, but place replace promptly. COVID19 numbers going up in Montgomery County.
- Workday Transition begins
 - Hiring freeze from November 19 until January 2, 2022 during transitions from Banner to Workday. Going live on January 3, 2022
 - Last day for making purchases is Friday, December 10th at 10:00pm
- Current updates on Workday are allowing Employees to:
 - Manage professional development and training
 - View and update current benefits information
 - Create and change personal information
 - Update emergency contact information
 - Request name changes
 - Display position and salary information
 - Apply to positions through the internal career app
 - Manage goals and performance
- Workday training is available and you can become a Workday Leader
- Mental Health First Aid Goal
 - Mental Health Minute
 - Mental Health First Aid Training available. Cost is \$23.95/EAP money. Register through MCLearns: January 14, 2022, February 22, 2022, or April 12, 2022
- Equity and Inclusion Office is hosting “Four Hundred Souls” book club– Friday, November 5, 2021 at 1:30pm
 - Free copies of e-books available in the library

- FY22 Innovation Fund Grant
 - Submission deadline is March 21, 2022 with \$50,000 for projects that develop hybrid strategies that increase enrollment, retention, and student engagement
- International Education Week - November 15 – 19, 2021
- Operational Services Council recommendation submitted by Staff Council was APPROVED
- College Council Subcommittees: Mental Health and Communications/Nominations
- Celebrate Student Athletes: Three Region XX Championships: Volleyball, Women’s Soccer and Men’s Soccer.
- Student Panel at meeting discussed their current and pandemic experiences with College Council attendees

Academic Affairs- cancelled last week

- Academic Master Plan was discussed at College Council
 - Met Goals #1 – 4
 - Working on Goal #5 – Align with Business Industry Partnerships
 - 1400 Montgomery County Residents attended Cyber Security Boot Camps
 - Goal #6 – Dual Enrollment:160% increase

Unfinished Business

- **P&P 34101 Grievance Process for Non-Bargaining Staff**– Only people who are not in any of the bargaining units can grieve. Dr. Kevin Long believe that the grievance process should be used that is in the contract, but this does not cover the grievance of policy and procedures. Believes it is negotiated. Our goal is for everyone have access to the process.
 - Amending to not only be whatever is the CBA (Contract Bargaining Agreement), but they can also grieve what is the policy and procedures of the college without a double grievance happening.
 - Amanda Stroud suggests to change Line 4 to “Whereas, a **Bargaining** employee is denied the ability to question...”
 - Leslie Casey recommended updated “Where as” is one word and Line 3 to include the words “to grieve”
 - Discussed example of process.
 - Chris Standings will be rewrite with the recommendations, we will vote next meeting, and collaborate with Employee Services Council
- **Staff Council Goal #1: “Improving the onboarding process of new employees through collaboration with other governance councils and establishing a mentorship network.”**
 - Goal Measurement: “We will compile information regarding requirements and list interested staff mentors for connection with new employees at orientation (maybe we can send list of interested staff list to the HR office).
 - Goal Measurement: Secondly, we are discussing a “recommendation to propose week-long orientation instead of two days intensive.”
 - HR Orientation is 2 days in length and discussion of hope of week-long orientation. Currently,
 - Day 1: Introductions, Welcome, Calendars, Leave, Benefits, weather policies, holidays observed, Retirement plans
 - Day 2: IT presents on Phishing, Extended leave, worker’s comp, ethics, and compliances
 - Discussion on Staff Orientation vs. Faculty week orientation for equitability. Look at ELITE offerings for training in job responsibilities.
 - Reviewed mentoring resources. Recommendation to create MS forms to fill out, put

in MC Matters and convert into spreadsheet to track mentor volunteers. Discussed interested parties to 'gather' names.

- Create programming for mentoring: Surayya Johnson, Ramon De La Cruz
- Tabled for next meeting
- **Staff Council Goal #2: "Enhance enrichment leave awareness and opportunities for on and off campus events"**
 - to be discussed at future meetings
- **Staff Council Goal #3: "Maintain outreach to 2nd and 3rd shift staff."**
 - Winter update and Spring Update presentation: video for evening and night shift
 - Surayya Johnson and Ramon De La Cruz

New Business

- **Telework Policy** – Update discussed at last meeting with information about current Telework Policy will currently stay as is starting February 2022.
 - <https://info.montgomerycollege.edu/offices/human-resources/flexible-work-arrangements.html>
 - Discussion on recommendations of hybrid work arrangement, Mobile Work position, or approved remote work.
 - Review of concerns for different college taxation,
 - Writing of new positions, review current position descriptions to include telework, how do we handle overtime pay were topics.
 - Possible wait for new President
 - Motion to table the discussion, by Ramon De La Cruz, seconded by Daphne Alfelor.

- **Constituent Concerns Tracking Updates-** Daphne Alfelor, Vice Chair, shared Staff Council Constituent Concern tracking sheet.

HRSTM Concerns

- Tuition waiver benefits for dependents of employees who passed away while still employed – **CLOSED/APPROVED** at October BOT meeting.
- Concern about communication and deadline for EAP wellness reimbursement request – **PENDING** with India Hunter
- Request for HRSTM to create a list of staff members who previously won the Staff of the Year awards and list on website (similar to faculty awards) – **PENDING** (Carla Ammerman working)

Compensation and Benefits

- Review of Requested of prior policy for possible recommendations of update of employee compensation – **PENDING** with Christopher Standing working on with Market Study Report/Mary Genovese

College Operations

- P&P34101 Grievance Process for Non-Bargaining Staff. Request to replace the words "non-bargaining" with "staff" – **PENDING** (reviewed by Council Member 12/2/2021)
- P&P58005 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 Ida) – **PENDING** (Chris Standing meeting with Krista Walker)
- More information about vaccine mandate. Memo came out after September 16, 2021 regarding this topic and Town Hall discussion on September 21, 2021 – **CLOSED** with negotiated, mandate and exceptions
- Coverage of office/departments during COVID outbreak (Amanda Stroud) –

- MONITORING** for details for coverage
- Leave use for required quarantine after COVID outbreak – **MONITORING** (Amanda Stroud)
 - Leave consequences after completion of Health Assessment (answering “yes” to any symptom and having to stay home) – **MONITORING** (Amanda Stroud)
 - Every five years, BOT choose a bank. Present the option to change the current use of traditional banking to the use of a minority-owned bank for the college – **PENDING** with Christopher Standing spoke to Mr. Sherwin and Dr. Dukes
 - Concerns regarding handicapped parking at the TPSS Campus during the construction. 8 handicapped spaces were removed and place in either East Garage or on Takoma Avenue. Request to look into options of ride due to distance from the garage and parts of campus (Chris Standings and Lisa Thomas) – **CLOSED** contact Rowena D'Souza in HRSTM for accommodations

Announcements and Agenda Items for Next Meeting

- Next meeting will have Jane-Ellen Miller with IT to discuss Workday
- Chris Standing – Voting Rights Act to contact government for positive contact. Joe Madison on Urban Radio on hunger strict. On your personal time, not governance related.
- Amanda Stroud - Congratulations to Ramon De La Cruz on Podcast and new published book

Adjourned at 2:40 p.m.

- Motioned by Beth Reilly, seconded by Christopher Standing

Respectfully submitted by
Beth Reilly, Staff Council Secretary