<p style="text-align:center">**MONTGOMERY COLLEGE GOVERNANCE**
Staff Council
December 2, 2021
Via Zoom
1:00pm-3:00pm</p>

Attendees:
> **Members Present**: Daphne Alfelor (Vice Chair/Acting Chair), Beth Reilly (Secretary), Dwayne Henry, Christopher Standing, Surayya Johnson, Matt Wilson, Alton Henry, Javon Inman, Carla Ammerman, Bo Wai Chan, Lisa Dobbins, Lisa Thomas, David Sears (Liaison)
> **Absent:** Ramon De La Cruz, Amanda Stroud (proxy Amanda Farahati), Leslie Casey

Call to Order
- The regular meeting was called to order at 1:01 pm by Vice Chair Daphne Alfelor.
- Beth Reilly motioned to amend the Agenda to REMOVE P&P34101 from Unfinished Business due to the resolution not being an appropriate discussion at a Governance council meeting. The motion was seconded by Lisa Thomas. All voted in favor of removal from the Dec. 2, 2021 Agenda.
- Request to have a motion to TABLE the Telework Policy discussion to next meeting due to Amanda Stroud attending the Employee Services Council speaker Ms. Sophia Mason/HR discussing Telework. Motioned by Matthew Wilson, seconded by Lisa Dobbins.

Constituent Concerns
- No new constituent concerns

Meeting Minutes
- The minutes for the November 18, 2021 meeting were approved as amended.
  - Motioned by Beth Reilly, seconded by Carla Ammerman

Chair's Report – Vice Chair Daphne Alfelor
College Council – Meeting held on November 30, 2021
- Remember to Honor Native and Indigenous People's During this Holiday
- The Office of the Ombuds has released the first issue of MC Ombuds Corner (Vol. 1, Issue 1, Fall 2021). Learn more at www.montgomerycollege.edu/ombuds
- College Council has two goals for 2021-2022
  - Goal #1 – Collaborate with the SHaW Center, Counseling and Advising, and MC Wellness to create a social norm campaign around mental health that includes at least two activities for MC employees and students throughout the 2021-2022 academic year so as to decrease the stigma around mental health and encourage the use of available resources.
  - Goal #2 – During the 2021-2022 academic year, communicate with MC employees and students using at least two initiatives to raise awareness and understanding of participatory governance. We hope to increase participation in all aspects of governance, including inquiries, meeting attendance, recommendations, and nominations and elections.
- Mental Health First Aid course is Virtual

- o 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, December 3, 2021. Free copies of e-books available in the library
- Budget Development for FY23 Operating Fund Budget (begins July 1, 2022)
  - o Feedback and budget questions can be submitted to budget@montgomerycollege.edu
  - o Need to remain steadfast in four guiding principles
    - Student success and affordability
    - People stewardship
    - Operational stewardship
    - Resiliency
- Germantown Fundraiser for Campus Food Pantry
  - o Wednesday, December 8th at California Tortilla, 263 Spectrum Avenue, Gaithersburg, MD. By ordering and mentioning "Montgomery College", 25% of your order will be donated towards the GT Campus Food Pantry
- HR: Important Dates to Remember
  - o Wednesday, November 24, 2021 – Sick and Safe Leave (SSL) deadline for part-time, SSL-eligible employees to use or lose leave over 40 hours.
  - o Saturday, November 27, 2021 – Workday blackout period begins, continuing through January 2, 2022.
  - o Thursday, December 23, 2021 – Last day to use or lose annual and personal leave for full-time, SSL-eligible employees. See the memo for carryover limits. Any unused leave will be lost as of December 24, 2021.
- Crucial Conversations/ELITE
  - o ELITE is offering a special edition of Crucial Conversations to help employees in holding conversations about professional issues, as MC's return to campus-based operations. Space is limited, meets via ZOOM
    - December 1:Session 1 from 9:00 -11:30 am
    - December 1: Session 2 from 2:00 - 4:30 pm
    - December 3: 9;00 – 11:30 am
    - December 6: Session 1 from 9:00 – 11:30pm
    - December 6: Session 2 from 2:00 – 4:30 pm
- LGBTQIA+ Needs Assessment Survey. Complete by Friday, December 3, 2021 at 5pm.
  - o Please refer to October 11, 2021 memo form Sharon Wilder, Chief Equity and Inclusion Officer about completing the survey for students and employees.
- Virtual Campus Implementation Team – Dr. Shinta Hernandez/Founding Dean of the MC Virtual Campus is requesting volunteers to join a cross-functional team of staff, faculty, administrators, and students. The implementation team will begin in January 2022. If you are interested in serving on the Virtual Campus Implementation Team, please email staffcouncil@montgomerycollege.edu to indicate your interest by Tuesday, December 7, 2021
- HRSTM is reminding staff to complete their timesheets for December. "Early Timeline Deadlines" for timesheets are as follows:
  - o Thursday, December 9, 2021 by noon for the Nov. 27, 2021 through Dec 10, 2021 pay period.
  - o Wednesday, December 15, 2021 by noon for the Dec. 11, 2021 through Dec. 24, 2021 pay period.

o Also completion and updates to W2 electronic forms

Unfinished Business
- **P&P 34101 Grievance Process for Non-Bargaining Staff:** Removed from business as voted at beginning of meeting.
- <u>Staff Council Goal #1</u>**: "Improving the onboarding process of new employees through collaboration with other governance councils and establishing a mentorship network."**
  - o Request to table discussion due to absence of chair. Motioned by Chris Standings, seconded by Matthew Wilson. Voted in favor by all.

New Business
- <u>Video Chair Report</u>: Daphne Alfelor, Vice Chair, shared the draft video of the Chair's Report for discussion and feedback.
  - o Work on camera for full face view and professionalism.
  - o Add information to market the dates and times of the Staff Council Meetings for February and March
  - o Concerns about the content and when it will be posted/shared. Recommendation to post in January 2022 as "Winter Update"
    - ▪ Change/update the Workday information
    - ▪ Remove information about the P-card (will be past the deadline)

Motion for break until speaker arrives. Motioned by Surayya Johnson, Seconded by Lisa Dobbins. Votes all in favor.

Speaker: Ms. Jane-Ellen Miller on Workday
- Jane-Ellen Miller brought Lisa Burl, Tykesha Reed, and Mary Ellen Glowacki with her to help with presentation.
- HR and Finance Process is updated in Workday.
  - o Currently, staff/faculty/administrators are able to change personal information, update goals in system, and complete open enrollment of benefits.
- Black Out Period – Begins Saturday, December 4, 2021 and continues until Monday, January 3, 2022.
- Workday is an Employee System of Record
- New Workday Training will be listed on HRSTM website, under General Training: https://info.montgomerycollege.edu/offices/information-technology/workday/workday-training.html
  - o Training will be online. Employee self-services, procurement, EAP, and absences.
  - o EAP and Leave Forms Process will be very different
  - o Critical to fill out the Workday Training "Proof of Completion" Form after you complete the online training during December 2021.
  - o Look for Training Email/Memo for guidelines. Subject line will be "Year End Payroll"
- Timesheets:
  - o Must complete timesheet by December 23 for non-exempt employees.
  - o No timesheet completed in Workday, no paycheck in can be sent/deposited.
  - o Remember to complete the Leave From ("Absences") in Workday. This is the only way of record in system for leave. Complete by January 7, 2022 for next pay period.
- **Demonstration of Website:** Communications & training materials
  - o Workday Communications page: All emails sent for November and December 2021 will

information are located on this site.
- o FAQs page: Look at the Workday FAQ page first for any thoughts and questions before emailing or calling anyone.
- o Workday Training page: 3 videos with 4th coming. Go to General Training section.
- o Proof of Completion Form needs to be completed during Black Out period through January 3, 2022.
- o Job Aids/PDF, will be in both English and Spanish, helps with guidelines and directions for various Workday topics.
- o Banner to Workday Glossary to assist with transitions. There will be printable document available to assist with guidelines.
- o Not all reports in Banner may not be in Workday on Day 1, some will transition later.
- o Banner System of Record for Students stay.
- o IT is managing Banner now, in addition to managing Workday.
- **Questions and Answers with Staff Council Members:**
  - o **Will the required training for all employees (Core Concepts and Time Entry) be posted in Spanish? Or just the Job Aids in Spanish?** Just the Job Aids at this time, Jane-Ellen and her team will look into the options for videos.
  - o **Will we lose the data of (old pay stubs, professional development, etc.) from Banner?** Information is still being updated over the next 3 weeks and be will transfer into Workday.
  - o **If employee enters timesheet before deadline and the supervisor forgets to approve, will the employee get paid?** Yes, if employee completes on time, the check can still be sent - you will be paid. Supervisors need to be diligent with timesheets. If the employee forgets to submit their time, they will not be paid until next time period.

Announcements and Agenda Items for Next Meeting
- Next meeting is in February 3, 2022
- Speaker at next meeting with be Nadine Porter speaking about Data Asset Management
- Request to invite Ms. Sophia Mason to discuss current Telework Policy.

Adjourned at 2:32 p.m.
- Motioned by Matthew Wilson, seconded by Amanda Stroud

Respectfully submitted by
Beth Reilly, Staff Council Secretary