
MONTGOMERY COLLEGE GOVERNANCE

Staff Council

March 3, 2022

Via Zoom

1:00pm-3:00pm

Attendees:

Members Present: Ramon De La Cruz (Chair), Daphne Alfelor (Vice Chair), Beth Reilly (Secretary), Javon Inman, Dwayne Henry, Christopher Standing, Alton Henry, Amanda Stroud, Bo Wai Chan, Lisa Dobbins, Lisa Thomas, and Carla Ammerman (partial proxy Gabrielle Cusic)

Absent: Surayya Johnson, Leslie Casey, Matthew Wilson, Joyce Matthews (proxy Rose Garvin Aquilino)

Call to Order

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

Constituent Concerns

- Amanda Stroud brought forward a constituent concern for Germantown constituent regarding **Holiday Leave**: Concern from a constituent: "aware of a procedure that could affect part time regular employees differently than full time, and I think it is unfair and inequitable. It concerns holidays. If a person is part time and their normal schedule has them not work a day that a holiday falls, they apparently are out of luck. This only applies to part time employees, those who are on AWS full time employees apparently get to flex another day off that pay period when this happens."
 - When I was part time, I was able to flex around these holidays, but apparently that was not official procedure. Workday with the scheduled hours in the system is how I became aware of this. I was hoping Staff Council could investigate this procedure to find out the rationale for the unequal treatment. It seems like if a part time employee's normal schedule has them off on a paid holiday, the fair treatment would be to allow them another day off in lieu."
- Amanda Stroud brought forward a constituent concern regarding **New Operational Status System**: Yellow "Liberal use of leave and situational telework for employees at the discretion of the supervisor/administrator".
 - Employees whose positions have been deemed not telework eligible should not be told by managers/supervisors to work from home. In that situation you and your manager/supervisor are in direct conflict with the follow sections of the P&P: Section 32500 "Flexible work arrangements must be authorized, in advance, by the appropriate supervisor and administrative unit head". And "all participants must complete a flexible work arrangement application/agreement. Not tele-workable = no flexible work agreements".
- Beth Reilly brought forward a constituent concern for constituent (sent via Staff Council email) regarding **Booster Shot Mandate/Students**: "It has come to my attention that the college is saying booster shots are now mandatory for employees. Will the same be required of the students? Or will they be allowed on the premises without being held to the same rules?"
 - **Referred to College Council**
- Beth Reilly brought forward a constituent concern for constituent (sent via Staff Council

email) regarding **Booster Shots/Employees**: “Given the new recommendations by the CDC, of increasing the length of time between shots, one should wait an “interval of at least five months between completing the initial vaccine series and receiving a booster shot”. *

- MC Employees were told to have initial shots by November 8, 2021. That means the booster deadline should be April 8th as recommended by the CDC.
- The college should have considered this before mandating employees to get the booster shot right now, and be ready to upload documentation.
- Many people want to maximize the effectiveness of the shot so that any additional shots will only be needed if absolutely necessary. There are side effects with these shots. The college should not minimize this.
- Employees should be able to work with their health care provider to manage their own health without concern about the college making personal medical decisions for them. There is no one-size-fits-all approach to people’s health.
- My health concerns & decisions are between me and my personal physicians.”
- **Referred to College Council**

Meeting Minutes

- The minutes for the February 17, 2022 meeting were approved as written.
Motioned by Amanda Stroud, seconded by Carla Ammerman.

Guest Speaker: Ms. Tilandra Rhyne and Ms. Shakenna Adams-Gormley

Topic: Distinguished Staff Award/Staff Enrichment Day

- Opened presentation with questions from council members.
- Request from Amanda Stroud about allowing retroactive awarding for Staff Distinguished Service Award for years Staff Enrichment Day was cancelled.
- Discussion on what is the Staff Distinguished Service Award. It is a cash award presented yearly to a deserving staff employee as determined by their peers. This is the award presented at Staff Enrichment Day. It is not run by Human Resources. It is an endowment fund left by Ms. Peggy Bebee, former special assistant for staff concerns.
- Criteria can be found on the Staff Enrichment Day website at <https://www.montgomerycollege.edu/events/staff-enrichment-day/#cust-00-collapse-d12e182-1-content>
- This award can ONLY be awarded at the Staff Enrichment Day event.
- This would have to go through an approval process to Dr. Ridguard.
- Staff Enrichment Day (SED) has been cancelled in 2020 and 2021 (pandemic). No award could be given for those years. The award can’t be retroactive due to the connection to the SED event. But, hope to pick up for next event.
- Staff Enrichment Day committee had looked into various delivering and 5 options: in-person, virtual, and hybrid, luncheon only, morning only, etc., but not financially smart for those options.
- Planning for next year’s event (Staff Enrichment Day 2023) begins in August 2022.
- Next year (2023) it will be held at Takoma Park/Silver Spring Campus. Typically the Wednesday during Spring Break.
- If interested in being part of the SED planning, please contact Ms. Rhyne and/or Ms. Adams-Gormley.

Chair’s Report – Chair Ramon De La Cruz

- Welcome -Chair mentioned Dr. Williams first week at Montgomery College as the new MC

President. Dr. Williams hosted various forums at each campus and with students. He will be meeting with SALT and 2nd shift next week, as well as, Executive Council P&P Meeting.

- Employee Matters Newsletter is available.
- Announcement that Carla Ammerman will be attending Employee Services Council as Staff Council representation for discussion related to Goal #1 for onboarding/mentoring information.
- Workday process for EAP is different than past process, please attend training if you are planning to utilize EAP funds.
- Governance Nominations: time to nominate new members for ALL governance Councils.
- Staff Council members with ending terms;
 - GT Campus Representation: Surayya Johnson
 - GT Campus Representation: (not ending but retiring) Amanda Stroud
 - RV Campus Representation: Christopher Standing
 - RV Campus Representation: Beth Reilly
 - TPSS Campus Representation: Dwayne Henry
 - WDCE Staff Representation: Alton Henley
 - Central Services Representation: Lisa Thomas
 - Non-Supervisors – Support: Daphne Lee Alfelora
- Montgomery College Governance was a Finalist at Bellwether College Consortium. Congratulations to Community College of Baltimore County (CCBC) for being the 2022 winner.
- SHaW Center hosting more Mobile Markets – please consider volunteering to assist (<https://www.montgomerycollege.edu/life-at-mc/student-health-and-wellness/fuel-for-success-food-campaign.html>)
- MC Survey Findings has been published and discussion at forums.
 - Strengths-based Areas
 - Building on our impact and pride in the College mission.
 - Enhancing the successes of our equity, inclusion, and ethics efforts
 - Areas for Growth Opportunities
 - Enhancing the quality and effectiveness of performance management
 - Greater clarity and inclusivity by leaders and managers in decision-making.
- Chair is working with Ms. Sharon Wilder for the E&I stamp for SMARTIE goals.
- Spring Break is scheduled for Thursday, March 17, 2022 and Friday, March 18, 2022.

Unfinished Business

- Staff Council Goal #1 –New Employee Onboarding
 - Carla Ammerman, with Christopher Standing as backup, is attending Employee Services Meeting today, March 3, 2022, as Staff Council for speakers Elaine Doong, Leslie Jones, and Scott Brown from HR office.
 - Daphne Alfelora and Beth Reilly met with Ms. Kimberly Robinson, Chair of Employee Services Council to brainstorm about our shared goal of onboarding.
 - Beth Reilly shared notes from Brainstorming Meeting
 - General overview was for collaboration of the councils (Staff Council and Employee Services Council). Ms. Robinson met with Dr. Benjamin, Chair/Administrator Council. They are focusing on a survey to find out the needs of Administration members. Employee Services is focusing on creating a list of Best Practices for On-boarding. Staff Council was focusing on mentoring.
 - Recommendations: defining “on-boarding” timeline – 90-day mentoring, 6-month mentoring, what are the outcomes needed, type of mentoring connections, and possibly surveying staff about mentoring needs.

- Suggestion to simplify “outline best practices for workplace mentoring”
- Christopher Standing mentioned how to find, how to do, and how to complete daily tasks – possibility within the same department, unit, or position level.
- Efficiency and SMARTIE goal if we change in the future.
- P&P 32103 and 32500 Conflict discussion.
 - Motioned by Beth Reilly to table discussion to next meeting due to Carla Ammerman attending Employee Services Council Meeting and she was lead on this. Seconded by Christopher Standings. Approved unanimously.
- Christopher Standing requesting to discuss the previous concern of P&P 34101 Grievance Process for Non-Bargaining Staff. Email was sent to Dr. Ridguard, waiting for response.

New Business

- Employees with scheduling off on the holiday and replacement of holiday pay on different day of that week. Workday does not accommodate submission of leave. Assigned to Ramon De La Cruz.
 - Will be sent to Operational Services Council.
 - Questions about Alternate holiday time off
 - Operational Status – Time off drop down concern/questions.
 - Ramon will contact Workday contacts for guidance.
 - Follow- up with Sophia Mason in HR
- Situational Telework: If liberal leave use (yellow), if your position is not eligible for telework, you should not have to telework on liberal leave.
 - Faculty/Staff/Student Actions are “All classes and events continue as scheduled. Liberal use of leave and situation telework for employees at the discretion of the supervisor/administrator.”
 - Concerns with manager interpretation and equitable.
 - January 3rd has this same issue, but was allowed due with still in “emergency remote”. Various times of Emergency Remote until November 8, 2022. Then interim time between November 8, 2021 and February 21, 2022. Now we are back to “normal” operations with Telework policy (from 8 years).
 - Christopher Standing motioned “The Situational telework policy to be discussed at the next College Council Meeting”. Amanda Stroud seconded. Unanimously approved.

Announcements and Agenda Items for Next Meeting

- Next meeting to review information from Carla Ammerman from Employee Services Council
- Request to send invitations for the following speakers:
 - President Dr. Williams
 - Elaine Doong/On-Boarding
 - Sherwin Collette/Inclement Weather
 - Mary Genovese/Compensation – Requested by Ramon, but information is on hold.
- Communication information about Staff Council to our constituents.
 - Discussion on email sent to Rockville Campus staff from the RV representatives
 - Discussion on Digital Signage to share pictures to introduce Staff Council members/representatives. (Christopher Standing assigned to look into options for digital signage usage)
- Personal Announcement by Ramon De La Cruz:
 - Wrote a book “Time is Greater Than Money Volume 1” publication is available

- Recorded new album, "LOVE" has been released in February. First performance hopes to be at Community Arts Center in Takoma Park.
- "Time is Greater Than Money Volume 2" will be audio recorded.
- Personal Announcement by Amanda Stroud: Amanda will be a Board Member of Ranson Community Gardens in West Virginia.
- Announcements by Lisa Thomas-Kaonohi:
 - County funded ignite Hub Project in the Mannakee Building won an **Associate Builders and Contractors Baltimore Chapter Excellence Award**. It will be used by the public, the college, and MCPS to help fuel change through technology by helping people innovate. https://www.abcbaltimore.org/2022-excellence-in-construction-award-winners/?mc_cid=fd02952057&mc_eid=6cf71aeac9
<https://ignitehubmc.com/>
 - Event/Party for the Catherine and Ike Leggett Math and Science Building next week with County Executives and Maryland State Governor.

Adjourned at 2:35 p.m.

- Motioned by Amanda Stroud, seconded by Christopher Standing. Unanimously approved.

Respectfully submitted by
Beth Reilly, Staff Council Secretary