
MONTGOMERY COLLEGE GOVERNANCE

Staff Council

May 5, 2022

Via Zoom

1:00pm-3:00pm

Attendees:

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

New Members: Carla Trimuel (WCDE), Jim Oliver (GT), Nghi Nguyen (RV)

Absent: Joyce Matthews/Liaison (Proxy: Katie Kumkumian), Christopher Standing (no proxy), and Yanira Rodriguez David (new member)

Call to Order

- The regular meeting was called to order at 1:02 pm by Vice Chair Daphne Alfelor.

Constituent Concerns

- Shakenna Adams-Gormley brought forward two concerns about mistakes on timesheets.
 - If there is a mistake on a timesheet, payroll does not notify the employee or that they made a correction to the timesheet. Employee won't know until look at their paystub and/or has received the wrong money.
 - If employee/supervisor corrects or changes the timesheet, the supervisor and employee saw that it was listed as 80 hours/timesheet. Payroll indicated that the system (Workday) did not list the 80 hours. There is either an update issue or system glitch. Look at your timesheets, because they may not be correct.
- Dwayne Henry brought forward a concern for a constituent about Montgomery College's hiring process. The process for hiring for the MC search committee chair was advised about having the opportunity for a "Advocacy Member" on the committee or in attendance of interview. (There are 60 people trained as advocates). Concerns include:
 - Chair of search committee chooses the pool of applicants for interviews before the search committee sees any applicants and other members on committee see those chosen by chair. Concerns about checks and balance, personal opinion.
 - Search committees are no longer asked to turn in a scoring grid and no check/balances for the decisions.
 - No notes from the interviews are submitted and could create a bias.
 - Only need the RSR form (why you chose the candidate – strengths/weakness) and only for the chosen candidate.
- Ramon De La Cruz asked what happens when an employee has no leave remaining but has to be out due to COVID.
- Ramon De La Cruz brought forward concerns about public safety/wellness with contracting COVID in the CT Building. Daily Health assessments are not being check for the outside vendors and visitors, there is a high spread rate due to open environment space, and health risks increased.

Meeting Minutes

- The minutes for the April 21, 2022 meeting were approved with corrections. Motioned by Matthew Wilson, seconded by Lisa Dobbins.

Chair's Report – Vice Chair Daphne Alfelor

- No College Council or Academic Affairs meeting
- Montgomery College's 2022 Commencement will be held on two days at 10am on May 19 and May 20.
 - Thursday, May 19, 2022 is Commencement Ceremony for graduates with last name beginning with A – L.
 - Friday, May 20, 2022 is Commencement Ceremony for graduates with last name beginning with M - Z.
 - College services will be suspended until 2pm on May 18, 19, and 20 so that faculty and staff can participate in the professional events and commencement ceremonies.
- Closing Meeting will be held in Globe Hall at Germantown Campus on May 18, 2022.
- Rehearsal for Commencement will be on Wednesday, May 18, 2022 at 2pm for students/graduates.
- Please sign up to volunteer/assist for 2020 Commencement on the MC-Special Events site.
- Student Life Awards will be on Friday, May 6, 2022 from 12-2pm on Rockville Campus.

Unfinished Business

- Review 2021-2022 Constituent Concerns. Daphne Alfelor discussed each of the 24 constituent concerns and reviewed the status, assignment, and action
 - HTSRM – 4 concerns
 - 2 – monitoring
 - 2 - closed
 - Compensation and Benefits – 1 concern/pending
 - College Operations – 19 concerns
 - 1- pending
 - 3 - monitoring
 - 15 - closed
- Goal #1: Mentoring and orientation
 - Collaboration with Employee Services Council
- Goal #2: "Expand enrichment leave awareness and opportunities to include mobile market, manna bag lunch days, club advising, student group event support, mentoring, community service, and volunteerism opportunities".
 - Ramon De La Cruz will submit the goal to College Council for review before sending it to Human Resources, Dr. Cain, and Mr. Collette for approval to change the wording of the benefit section in the Employee Handbook.
- Goal #3: Communications with 3rd shift Staff members
 - Ramon completed video

New Business

- Shakenna Adams-Gormley brought forward two concerns about mistakes on timesheets.
 - Discussion with concerns about non-payment, glitches, and employee not informed by payroll– assigned to Carla Ammerman to contact payroll and Workday representatives.
- Dwayne Henry brought forward a concern for a constituent about Montgomery College's hiring process equity and inclusion and accountability of selection. Shakenna Adams-Gormley

recommend we refer this to PACEI and Human Resource department. Follow-up will be conducted by Beth Reilly through Shakenna Adams with help from Carla Ammerman.

- Ramon De La Cruz brought forward concerns about public safety/wellness with contracting COVID in the CT Building. Daily Health assessments are not being check for the outside vendors and visitors, there is a high spread rate due to open environment space, and health risks increased. Assigned to Ramon De La Cruz for follow-up with Public Health and Ms. Glymph.

Introduction of Incoming Staff Council Members

- Daphne Alfelor thanked our out-going members for the service.
 - Amanda Stroud (GT)
 - Christopher Standing (RV)
 - Alton Henley (WDCE)
 - Lisa Thomas (CT)
- Daphne Alfelor announced Re-elected to Staff Council members for 2022-2024
 - Beth Reilly (RV)
 - Dwayne Henry (TPSS)
 - Daphne Alfelor (non-supervisors – Support)
 - Surayya Johnson (GT)
- Daphne Alfelor introduced the new Staff Council Members for the 2022-2023
- Newly elected Staff Council members for 2022-2024
 - Nghi Nguyen, at MC for 15 years (RV)
 - Carla Trimuel, at MC for 2 years (WDCE)
 - Jim Oliver, at MC for 21years in IT department (GT)
 - Yanira Rodriguez David (CT)
- Returning Staff Council members (2021-2023)
 - Leslie Casey (GT)
 - Lisa Dobbins (RV)
 - Javon Inman (TPSS)
 - Matthew Wilson (TPSS)
 - Carla Ammerman (CT)
 - Bo Wai Chan (CT)
 - Ramon De La Cruz (non-supervisors – facilities)

Voting of new Staff Council Leadership: Dr. Clevette Ridguard

- Dr. Ridguard announced that she will be taking nominations for all leadership positions within Staff Council and thanked current leaders for their service during the 2021-2022 year.
- Reviewed the roles of governance leadership.
 - Chair – set agendas, attend College Council meeting, facilitate meetings, and lead
 - Vice Chair – serves in absence of chair, tracks constituent concerns
 - Secretary – record meeting minutes, update membership list and keep attendance, post meeting announcements on website, and monitor Staff Council email
- Dr. Ridguard started with nominations for Chair
 - Daphne Alfelor nominated Beth Reilly – Beth Reilly accepted the nomination
 - Ramon De La Cruz nominated himself
 - Each candidate gave a speech of reason to vote for them.
 - Vote was conducted via zoom through private chat to Dr. Ridguard.
 - Beth Reilly was elected Chair of Staff Council for the 2022-2023.

- Dr. Ridguard opened up nominations for Vice-Chair.
 - Beth Reilly nominated Ramon De La Cruz – Ramon De La Cruz accepted the nominations.
 - Matthew Wilson nominated himself.
 - Each candidate was asked to speak. Ramon De La Cruz declined nomination.
 - Matthew Wilson was elected as Vice-Chair of Staff Council for 2022-2023.
- Dr. Ridguard open nominations for Secretary
 - Matthew Wilson nominated Leslie Casey – Leslie Casey declined.
 - Beth Reilly nominated Nghi Nguyen – Nghi Nguyen declined.
 - Nghi Nguyen nominated Carla Trimuel
 - Carla Trimuel was elected as Secretary of Staff Council for 2022-2023.

Announcements and Agenda Items for Next Meeting

- New Chair should attend the May 10, 2022, College Council meeting from 1pm-3pm via zoom.
- Governance meetings will be held via Zoom for 2022-2023 year.
- Members will need to be available to attend Governance Training during Professional Development Week in August 2022 via Zoom.

Adjourned at 2:13p.m.

- Motioned by Ramon De La Cruz, seconded by Amanda Stroud. Unanimously approved.

Respectfully submitted by
Beth Reilly, Staff Council Secretary