

# MC GOVERNANCE

## Staff Council

September 8, 2022

Meeting 1

1:00-3:00 PM, via Zoom

## MINUTES

**Members Present:** Beth Reilly (Chair), Matt Wilson (Vice Chair), Nghi Nguyen (Secretary), Jim Oliver, Surayya Johnson, Leslie Casey, Lisa Dobbins, Javon Inman, Miho Shimizu, Bo Chan, Carla Ammerman, Ramon De La Cruz, and Daphne Alfelora

**Absent:** Joyce Matthews (Proxy: Ray Gilmer), Yanira Rodriguez, Dwayne Henry

### Call to Order

- The regular meeting was called to order at 1:01 pm by Chair Beth Reilly.

### Constituent Concerns

- A staff member brought a concern with Metz. The staff member is increasingly getting very frustrated with Metz. They don't reply to emails nor do they answer the phone. The staff member always has to go to the cafeteria in person to talk to the catering manager, if the person is lucky enough to see him there. They've delivered the food late to events a couple times for no good reasons. Because we're not allowed to order from the outside, we always get anxious when placing an order with them because we're afraid either they don't show up or that they'll be very late AGAIN. The staff member's biggest concern is getting them to reply to emails and phone calls. They always come up with an excuse whenever the topic is brought up. On an additional note, the College also needs to update its Catering website because the catering email address isn't current and the phone number still has a voicemail greeting from Chartwells.
- Ramon De La Cruz brought up a concern of how do we (MC) do better at retaining talents during this time to not lose too many intuitional knowledge? (Retentions of Talents).

### Meeting Minutes

- The minutes for the May 5, 2022, meeting were approved as written. Motioned by Surayya Johnson, seconded by Ramon De La Cruz.

### Unfished Business

- Tracking Report Updates
  - EAP Wellness (HR21-002) – Ramon De La Cruz

- College has hired a Wellness Coordinator
- Equity and Inclusion (HR22-01) – Beth Reilly
  - Monitoring this concern, was passed to Student Council
- Payroll Timesheet (HR22-02 and HR22-03)
  - Monitoring
  - Carla Ammerman will ask Payroll for answers
- Covid in CT (HR22-04) – Ramon De La Cruz
  - College is following all procedures and protocols
  - MC Covid website is up to date
  - Recent memo was sent by Ms. Chevelle Glymph, Director, Public Health & Environmental Safety
- College Employees Directory (COP22-11) – Ramon De La Cruz
  - Referred to College Council and was referred to IT
  - IT says employees should be using Workday for up to date information
- College Vehicle (COP18-001)
  - Will follow up with Chris Standing
- Hiring Process (COP22-11)
  - Process has changed regarding document collections
  - Referred to PACEI and HRSTM
  - Wait for updates from Shakenna Adams-Gormley

**Dr. Kimberly McNair, Interim Associate SVP of Strategic Enrollment Management**

*Strategic Enrollment Management (SEM) Updates*

- Provide enrollment management paths for College
- SEM Information Sessions
  - Dates available in Workday Learns
- Feedback Opportunities
  - Emails, forms
- SEM Planning
  - Connect to strategic plans
- SEM Website coming soon
- Any Staff Council members who want to be part of the SEM Planning Committee, please contact Dr. McNair
- Contact Dr. McNair for feedback, questions, and provide idea
- View presentation for additional information

**New Business**

- Constituent Concerns
  - Metz
    - Ramon De La Cruz motioned to move concern to Operational Council. Carla Ammerman seconded.
  - Retentions of Talents
    - Ramon De La Cruz is the contact person

- Request for an ad-hoc committee to be created
      - Carla, Matt, Javon, and Ramon in committee
- Goals for 2022-2023
  - Increase awareness and participation in Staff Council
    - Newsletter
    - Campus Coffee
    - Bring a Friend to Staff Council
    - Continue goal of signage
    - Council Campus Events (Pep Rally, Campus Council Day)
  - Make this a SMARTIE (Specific, Measurable, Achievable or Attainable, Realistic, Time-Bound, Inclusive, and Equitable) Goal

### **Chair's Report**

- Presidential Inauguration Ceremony and Activities
  - Week of 10/11-10/15 & 10/16-10/19
    - Tue-Thu: Campus events (October 11-13)
    - Special donor dedication event on October 16.
    - BOT event on October 17
  - See memo if you want to participate in the ceremony
  - Strathmore Music Center in Rockville
- Town Hall with Dr. Williams
  - Wednesday, September 28, 2:00 PM
  - Send in your questions
  - Watch on YouTube
- SHaW Center
  - Several events this month and next
  - Mobile Market
    - See website for volunteer information
  - Lookout for memo from SHaW Center
- Virtual Campus Lounge Hours
  - Dr. Shinta Hernandez, Dean of Virtual Campus
  - Several dates available for event
  - See ELITE Digest
- Safe Zone Training
  - Several dates available for training
  - Register on Workday
- Federal Government Job Fair
  - RV Campus, Friday, September 25
  - Summer internship opportunities
- MC Serves! Volunteer Fair
  - Meet non-profit organizations for volunteer opportunities
  - Germantown Campus, September 13, 11:00 am-1:00 pm, HT 216
  - Takoma Park/Silver Spring Campus, September 14, 11:00 am-1:00 pm, ST Atrium

- MC Celebrate African Heritage Month
  - Different activities to celebrate
  - See [Inside MC article](#) for additional information
- MCRPA will have its Fall Open House on Tuesday, September 20, 12:30-1:30 pm. All employees are invited to come learn more about the Montgomery College Rising Professionals Association.

#### **Announcement**

- LOVE Tour (Ramon De La Cruz), Munch x Spectrum, [visit website](#).
  - Saturday, January 21, 2023, Takoma Park/Silver Spring Campus, Cultural Arts Center, 6:00-9:00 pm
- Hispanic Heritage Month Celebration Event
  - Denice Frohman, Tuesday, September 27, 11:00 AM, Germantown Campus, Globe Hall, [Register for event](#).

#### **Adjourned at 2:30 PM**

- Motioned by Matt Wilson, seconded by Surayya Johnson. Unanimously approved.

#### **NEXT COUNCIL MEETINGS**

Thursday, September 22, 1:00-3:00 PM

Submitted by

Nghi Nguyen, Staff Council Secretary