

MC GOVERNANCE

Staff Council

September 22, 2022

Meeting 2

1:00-3:00 PM, via Zoom

MINUTES

Members Present: Beth Reilly (Chair), Matt Wilson (Vice Chair), Nghi Nguyen (Secretary), Jim Oliver, Leslie Casey, Lisa Dobbins, Javon Inman, Miho Shimizu, Bo Chan, Ramon De La Cruz, Dwayne Henry, Surayya Johnson, Betsy Leonard, and Daphne Alfelor

Guest(s): Dr. Clevette Ridguard

Absent: Joyce Matthews (Proxy: Rose Garvin Aquilino) and Carla Ammerman

Call to Order

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

Constituent Concerns

- Brought by Ramon Da La Cruz. The types of Enrichment Leave is expanding, so there is a request to add Community Service to the list of approved events. Use and awareness of Enrichment Leave.

Meeting Minutes

- The minutes for the September 8, 2022, meeting were approved as written. Motioned by Leslie Casey. Seconded by Ramon De La Cruz.

Dr. Clevette Ridguard, Governance and Presidential Projects Program Manager

Governance Guidelines and Updates

- [Annual Governance Report 2021-2022](#) is available
- Governance/Staff Council Roles
 - Make recommendations, provide feedback, disseminate information, and offer input.
- Changes in Staff Council Members
 - Chairs can appoint members
 - Goal: keep a full roster of membership to meet quorum and conduct council business
- Expectations
 - Participate, communicate, represent, compete, and provide feedback

- Give and receive information from council to constituents, vice versa
- Ask for proxy if you cannot make a meeting (if possible)
 - Let Chair, Vice Chair, and Secretary know you will miss meeting
 - Indicate if Proxy has full voting rights
- Setting Goals
 - Each council needs to provide goals
 - Due to College Council by 10/30/22
 - Develop SMARTIE Goals
- Constituency Concerns
 - Presented to council
 - Council addresses concern
 - Chair adds to New Business or to another meeting agenda
 - Discusses during New Business or at the next meeting
 - Tracked annually
 - Concern is resolved
 - Information/referral provided or concern developed into formal recommendation
- Concerns to Recommendations
 - Concern received, reviewed, referral/recommendation formed, recommendation forward to College Council, forwarded to College's President, Reviewed by College's President, and Recommendation Implemented.
 - Provide background and content, supporting document, state resolution
- Keys to Success
 - Understand your role in council, and council's role
 - Focus on mission of the College
 - Keep everyone informed

Unfinished Business

- Equity and Inclusion Concern for Student Employees (HR22-01) is closed.
- Concern with Metz has been moved to Operational Council. Will be monitored.
- Retention of Talent
 - Ad-hoc Members: Carla, Matt, Javon, and Ramon
 - Get clarifications on the concern
 - Contact HRSTM
- Reminder of the SMARTIE Goals guidelines:
 - Develop Specific, Measurable, Action-Oriented, Relevant, Time-Bound, Inclusive, and Equitable
- Staff Council AY 22-23 Goals
 - Goal 1: Increase outreach, awareness and participation in Staff Council
 - Surayya Motioned. Lisa seconded.
 - Approved unanimously

New Business

- Welcome Betsy Leonard as the new CT representative
 - Replacing Yanira Rodriguez
- COVID Protocols – Requested from President Williams via Dr. Cain
 - “What is the perspective of College Council members about Montgomery College being aligned with the remainder of the county and transitioning to a mask optional protocol?”
 - Some staff, depending on their work situations, may not like mask being optional
 - Front line employees who interact a lot with students (WDCE and Student Affairs) may prefer keeping mask requirement
 - College’s Covid Policy also allow employees to return to work after 5 days, even if they’re still positive, which makes it difficult for mask being optional
 - “How can we enhance education efforts for healthy practices at the College, namely, being vaccinated and boosted, disinfecting your hands, staying home if you are sick, respecting others’ decisions to wear or not wear a mask, etc.?”
 - Wear masks as needed
 - Stay home when you are not feeling well
 - Suggestion to increase appropriate signage Continue with signage
 - Reminder/encourage students to be vaccinated/boosted on the Edu website/MyMC
 - WDCE Registration Office is currently passing out flyer for students to be vaccinated/boosted
 - “What is the perspective of College Council members about transitioning to vaccination optional for new employees?”
 - If there is requirement for current employees, new employees should also be required
 - What’s going on now, in the community, that is different that employees wouldn’t need to be vaccinated?
 - Would not be great, health-wise, because we could see increase in COVID cases at College
 - Also, this goes back to mask being required, if they’re not vaccinated
- Use and Awareness of Enrichment Leave
 - Ramon had conversation with Sophia Mason
 - Update list on what/where employees can participate to qualify for Enrichment Leave
 - Enrichment Leave: *The College enrichment leave program enables staff to utilize up to 8 hours of enrichment leave each fiscal year. The purpose of this leave is to allow staff to participate in some of the unique opportunities available on campus such as attending a guest lecture, joining a Jefferson Café, or listening to a panel discussion. Requests for enrichment leave must*

be made at least a week in advance and must be approved by the supervisor.

- Add to Tracking Report (Beth and Ramon)

Chair's Report

- Helping to create instructional transitions and transformations for student success.
- Town Hall with Dr. Williams: Wednesday, 9/28, 2:00 pm.
 - Submit questions via email townhall@montgomerycollege.edu
- Federal Asian Pacific American Council - 2022 Hybrid Federal Job Fair and Workshops
 - Student and Community Employment Fair
 - RV Campus, Large Gym, PE Building from 11am – 3pm
 - Register online for fair with your EDU email
- 40th Anniversary Banned Books Week
 - Read a Banned Book
 - Contact campus library for list of books
- Hispanic Heritage Month
 - 9/15-10/15
 - Visit HHM's website for full list of events (provide link)
- Mobile Market – ShaW Center
 - At all three campuses
 - Volunteer needed
- Presidential Inauguration Ceremony and Activities
 - Campus events will be held 10/11-10/13
 - Inauguration Day: 10/19, 1:00 PM, Music Center at Strathmore
- Important Memos
 - Covid-19 Updates, 9/7/22
 - Fall Safety Reminders, 9/9/22
- Safe Zone Training
 - Various dates available
 - Check MC Learns in Workday
- AANAPISI Open House

Announcements/Future Meeting Agenda Items

- Next meeting, October 6th, screenshot of council for submission
- Chair will invite Tilandra Rhyne to discuss Staff Enrichment Day 2023
- Chair will invite Mary Genovese, Classification and Compensation (or new personal)
- Chair will invite Ms. Chevelle Glymph, Covid Protocols for future meeting

Adjourned at 2:51 PM

- Motioned by Lisa Dobbins. Seconded by Surayya Johnson. Unanimously approved.

NEXT COUNCIL MEETINGS

Thursday, October 6, 1:00-3:00 PM

Thursday, October 20, 1:00-3:00 PM

Thursday, November 3, 1:00-3:00 PM

Submitted by

Nghi Nguyen, Staff Council Secretary