

MC GOVERNANCE

Staff Council

Thursday, November 16, 2023

Meeting 6

1:00-3:00 PM, via Zoom

MINUTES

Members Present: Miho Shimizu (Secretary), Thanh King, Daphne Alfelor, Dwayne Henry, Javon Inman, Betsy Leonard, Nicole Given, Rebecca Razavi, Val Melgosa, Stephanie Krasnoff, and Adaora Nwiqwe

Liaison: Dr. Michelle Campbell (Proxy: Carroll Rollman)

Guest(s): -- Mr. Michael Harting, Mr. Bill Weich, Ms. Sharon Parker, and Ms. Mary Genovese

Absent: Nghi Nguyen, Surayya Johnson (Proxy: Miho Shimizu), Katie Nguyen, Angie Moy

Call to Order

- The regular meeting was called to order at 1:05 pm by Secretary Miho Shimizu

Constituent Concerns

- **Leave Calculations**
 - My concern is the calculations of leave (annual and sick) in Workday. I have brought this to HR's attention last year but nothing has changed. I will send you the email chain when you are ready for them. This is not just my concern, it is all of our concerns because if you want to project or plan your leave, the system is not giving you correct information. Your leave accrual is not adding up. And if you have Use or Lose leave, you still may lose some because the Workday system is not giving you accurate information. Below are my examples of how this system is giving incorrect numbers. Same information, just days apart and still leave one pay period out of the calculations.
- **EAP Submission**
 - I'm writing to you today to raise a concern regarding submitting EAP; I believe there is a need to streamline and clarify the EAP process. Currently, EAP submission requirements seem to change regularly without being communicated or the Workday EAP Resource Guide updated, leading to regular rejection. For example, the Guide does not indicate that all files need to be in PDFs; however, I have had submissions rejected

because I sent a JPG of a receipt instead of a PDF. In addition, EAP submissions require an additional PDF form that duplicates information in the Workday submission process. Colleagues have told me that they expect any EAP submission to be returned at least once, and some expect their submission to be rejected up to three times; some have told me that their submission was rejected even when identical to a coworker's (which was accepted). I have also heard from multiple people that they would prefer to pay out-of-pocket than submit EAP due to the difficulties with the process, which places an undue burden on staff and potentially limits opportunities for their professional development.

- *Anne Briggs, Updated Flexible Work Arrangements procedure (Academic Affairs)*
 - I am concerned about the application and approval process for the newly updated Flexible Work Arrangements procedure, particularly as it applies to Academic Affairs staff members. Specifically:
 - I'm concerned that the deadline to submit an FWA application is November 17, but the open comment period on the amended procedure doesn't close until December 1. It doesn't seem like leadership has a genuine interest in what staff have to say about the proposed changes, if they're going to implement those changes before the feedback is due. Why is this procedure being implemented before comments are due?
 - The amended procedure is clear that the employee's supervisor and next-level supervisor make decisions about an individual employee's FWA application. The procedure lays out criteria that must be considered (needs of the unit, employee's duties, employee's performance), the requirement for a written justification if the application is denied, and an appeals process. However, in Academic Affairs, we're being told that the interim SVP has decided on a blanket policy, which is more restrictive than what the College allows (max of one regular telework day per week, no situational telework allowed). We have not been given any justification for this, and it has not been communicated to all Academic Affairs staff. I have communicated with an HR employee, who has indicated that the interim SVP does indeed have the authority to do this, but the HR employee was not able to explain the contradiction between the interim SVP's policy and the College's official P&P. I'm concerned that the College is violating their own procedure by allowing the interim SVP this authority.
 - My questions/concerns are: Why is the interim SVP being allowed to implement a blanket policy for all staff in Academic Affairs when the College procedure identifies the employee's supervisor and the next-level supervisor as the people charged with making these decisions? Why isn't the interim SVP required to consider the same criteria as supervisors, and provide justification and an appeals

process, for her FWA policy? When will this be communicated to all Academic Affairs employees? Why is MC allowing one person to override an official policy and procedure, apparently without oversight, justification, or recourse?

Meeting Minutes

- The November 2nd minutes are approved as written.

Mr. Michael Harting, *Emergency Management & Outreach Coordinator*

- Situational Awareness
 - Know where you are and what is around you
 - Be alerted and informed to make better decisions
 - 69% of active shooter incidents are over in 5 minutes (FBI, 2018)
- Be Prepared: Training
 - Take First Aid/CPR/AED/Stop the Bleed training whenever you can at firehouse, Red Cross, local hospitals, etc.
- Emergency Stations on Campus
 - Near stairwell
 - Bleed Control Kit, Automated External Defibrillator (AED)
 - Emergency messages will scroll across message boards
- Sign up for MC-Alert
- Only call 911 to report emergencies, otherwise, call campus security for minor incidents
- Montgomery College's Response to an Active Attacker – Run, Hide, Fight
- Reach out to Michael Harting for questions, training information

Mr. Bill Weich, Ms. Sharon Parker, and Ms. Mary Genovese, Classification & Compensation Practices Study

- Purpose
 - Comprehensive review of MC's
 - Job classification structures and practices
 - Design and documentation of our jobs
 - Compensation practices and salary structures
- Goal
 - To ensure MC has a relevant and competitive compensation and total rewards program that allows for adaption to changing market conditions.
- Partnering with Segal to ensure we have robust and relevant data to inform our recommendations.
- Study Timeline
 - September-October 2023: Project initiation and data collection
 - October-November 2023: Stakeholder interviews and overview sessions
 - November 2023-February 2024: Market assessment
 - March-June 2024: pay structure review

- June-August 2024: Policies and practices review
- September-October 2024: Report of findings and recommendations
- HRSTM conducted group interviews with council members through six questions

Chair's Report

- Updates to and Guidance for Flexible Work Arrangement Procedures, College's procedure for Flexible Work Arrangements (32500CP)
- The Outstanding Staff Awards' (OSA) nominations are due by 11:59 p.m., on Friday, March 1, 2024. Awardees receive \$2,000 for one of the four categories, and the Staff of the Year receives \$5,000.
<https://info.montgomerycollege.edu/offices/human-resources/awards-staff.html>
- The Staff Distinguished Service Award's deadline for nomination is Friday, February 9. Award recipient receives \$800.
<https://www.montgomerycollege.edu/events/staff-enrichment-day>
- Native American Heritage Month. MC Library Guide:
<https://libguides.montgomerycollege.edu/native-american-heritage>
- Safe Zone Training. Available Training Dates for Fall: Tuesday, December 5 | Monday, December 18. Register at
<https://www.myworkday.com/mc/learning/course/ea98018bb29d10010447dd14f88d0000?type=9882927d138b100019b6a2df1a46018b>
- SHaW Center Events Mobile Market. <https://www.montgomerycollege.edu/life-at-mc/student-health-and-wellness/fuel-for-success-food-campaign.html>
- MC's Office of Equity and Inclusion is back with our FIRST FRIDAYS Book Discussion Series! Dates: December 1, 2023, February 2, 2024, March 1, 2024, April 5, 2024. Register for Sessions: <https://bit.ly/FY24Fridays>
- Racial Healing Circle, Monday, November 20, 2023, 9:30 to 11 a.m., Germantown Campus, BE 160, facilitated by Ken Nelson and Stacey Gustavson.
<https://t.e2ma.net/click/z707hh/bh804xc/v869qt>
- Open Enrollment ends on November 17
- Last day for Staff and Administrators to Use Personal and Annual Time Off for the Calendar Year is December 22.
- Staff Enrichment Day: Wednesday, March 13, 2024. Accepting Workshop Proposal, Staff Distinguished Award, etc.
<https://www.montgomerycollege.edu/events/staff-enrichment-day/>

Unfinished Business

- None

New Business

- Leave Calculations
 - Concern was forwarded to Employee Services Council and College Council by Nghi for updates with HRSTM on this concern
 - Nghi will bring concern during next College Council

- EAP Submission
 - Concern was forwarded to Employee Services Council and College Council by Nghi
 - Nghi will bring concern during next College Council
- Updated Flexible Work Arrangements procedure (Academic Affairs)
 - Concern was forwarded to Employee Services Council and College Council by Nghi
 - Nghi will bring concern during next College Council

Adjourned at 2:46 PM

- Motioned by Daphne. Rebecca Seconded. Unanimously approved.

NEXT COUNCIL MEETINGS

December 7, February 8, February 22, March 7, March 21, April 4, April 18, and May 2

Submitted by
Miho Shimizu, Staff Council Secretary