
MONTGOMERY COLLEGE GOVERNANCE

Takoma Park/Silver Spring Campus Council

December 6, 2016

ST 301 (Student Services Building)

11:00 a.m. – 12:30 p.m.

Attendees:

- Members present: Ivonne Bruneau-Botello, Jeff Chuang, Mathew Decker, Vickie Drake, Tilandra Rhyne, Karin Rodney-Haapala, Heather Satrom, James Snizek, Laurie Williams, Felix Yixian Yin
- Members absent: Alice Boatman, Richard Nalley Marton
- Guests: Brad Stewart, James Ray, James Sharpe, Christian Gbewordo

Call to Order

Chair Laurie Williams called the meeting to order at 11:00 A.M. with a quorum present. The meeting agenda was reviewed and approved unanimously. The minutes from the previous meeting were reviewed and approved unanimously.

Open Comments (Constituent Concerns)

- Dr. Pollard signed support of DACA statement. It was asked if we as the Campus Council could support the statement as well.
- The Montgomery County Council reaffirmed the anti-harassment, support of immigrants and minorities statement. It was asked if we could support this or draft something similar.
 - Copies of each were brought and distributed.
 - Issue to be brought forth in future meeting.
- Concern about the travel procedures requiring employees to pay for all travel (for College-related events) and be reimbursed upon return. The concern is that not all employees are able to participate in these kinds of beneficial events.
 - Jim Snizek asked if employee had spoken to supervisor about this, to see if this could be paid in advance. Answer was that the employee had spoken to the supervisor.
 - Issue to be brought forth in future meeting.

New Business

Chair's Report

- Latest recommendation of the College Council is to ask the College to reinstate some form of graduation day celebration for students and their families.
 - Ivonne Bruneau-Botello reported that at the Chair's meeting, it was confirmed that the College would have some limited refreshments for graduates in the upcoming ceremony.
- Student Council met with the College Council and are exploring an unlimited ride system for a flat rate for students with WMATA
- As there is not a current wellness coordinator with the College, Laurie will reach out to HRSTM to follow up on wellness concerns/representative.

Campus Provost Report

Brad Stewart presented to the council:

- The wish that the Council members would pass on to their constituents his thanks for another successful semester at TP/SS
- Special thanks for the Campus Council for taking the time to meet with students and listen to their concerns
- End of Semester message to constituents:
 - Be alert: careful of personal belongings. There tend to be an increase of theft at this time
 - If you see someone who doesn't seem like they belong on campus or are not someone you recognize, stop and ask the person if they need help. This makes them

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- aware that they are being seen, and if they have legitimate business, they can be directed properly.
 - Be kind to colleagues and students at this time: it is a high stress time, so if you can give someone a break, please do so.
 - Reminder that the Campus holiday party is at 12:30 today in CU Lobby.
 - Heather Satrom brought up a concern about the assessment center hours, especially for evening, that they are not open an adequate time to meet the campus's needs.
 - Vickie Drake asked if the WRCLC visitation limitations got resolved from earlier in the semester, and was told that it had been.

Guests James Ray and James Sharpe from Office of Security came and spoke to the Council about:

- Introduced James Sharpe as the new head for Security for the TP/SS Campus. Any issues that you would have sent to James Ray will now be handled by James Sharpe.
- The issue of safety in the crosswalk between the Student Services Building and the ground entrance to the pedestrian bridge was discussed. Security reviewed reports covering the past few years, but did not have reported problems with that intersection. However, there are several solutions that could be investigated/implemented:
 - Rockville have a flashing crosswalk button for the crossing across Mannakee. Something similar could be considered for that intersection. The College could look into the cost.
 - A pedestrian crossing sign could be placed along the roadway leading to the crosswalk.
- The question of cameras, lighting, and security of the East Garage was discussed. Someone asked about the standard lighting and if it has ever been updated. James Ray mentioned that he does not believe the lighting has been replaced since it was installed, but it is something that could be looked into. However, if there is a bulb out, these are replaced regularly and with alacrity. The garage itself is monitored.
 - The only cameras in the garage are at the entrance and exit, and they are pointed externally to capture car and tag information of these vehicles, so that they can be reviewed in case there is an incident reported in the garage. There are no internal cameras in the garages.
 - Many of the cameras across the campuses are nearing their end of lifecycle, and are analog as opposed to digital. All the campuses have done a review of the cameras in buildings, and the reports have been filed. It is now a matter of funding.
 - Camera feeds are NOT actively monitored. Recorded footage is only pulled in case of a reported incident for review.
 - The question of emergency phones within the East Garage came up. It was noted that there are only phones in the stairwells, but that these do work.
 - It was noted that the new construction standards are reviewed, with a guide to how older facilities can be brought up to a similar standard. The College wants a consistent safety standard across all campuses.
- Tilandra asked if there are cameras in the parking lots? James Ray explained that there are no cameras in any of the College's parking lots, only in the garages at the entrance and exit. A recommendation could be made about including cameras in the lots, but the College would have to make the decision.

Guest Christian Gbewordo from the Student Senate came to report:

- The Student Senate consists of twelve students from the College (3 each from each campus plus 3 WDCE students)
- There have been many concerns brought forth they are working on, including:
 - Shuttle buses: asking the College to extend the time the shuttles are running, from 7 AM to 7 PM. Asking to increase the frequency and capacity.
 - Costs of texts/access codes: the new Z classes using OERs will help
 - Student Ombudsperson: students want a safe environment to have an open and honest discussion with a senior college official, where they can work through problems with faculty or colleagues.
 - Development of non-reprisal statement: Students want to be able to express dissatisfaction without fear of retaliation.
 - Metro University Pass: working to develop a flat fee unlimited ride pass for the WMATA system, to provide more transportation options for MC students.

- Twenty Four Hour Study Room on campuses
- Collaborating with Student Council, VPP Office, and Campus Council to increase the attendance/visibility of the international students' cultural event, which raises scholarship money for international students. Advancement office would control the funds, match donations raised. (Christian would like to return to the Campus Council in the spring to discuss further)
- Jeff asked Christian to help promote the food pantry to students at the campuses.
- Felix asked about the funds raised at the cultural event: are they only available to F1 students? How are the funds allocated
 - Christian explained that they are only for F1 students, who cannot get FAFSA funding. Scholarships office handles all the details.
- Laurie asked if the cultural event is an annual one?
 - Christian confirmed that it is, and that the scholarship/funds already exists, but that this is an opportunity to make it bigger and more successful.
 - Priscilla Walker is the employee who helps coordinate the event. Patricia Lopez in the Foundation Office is the person who handles the funds.

Old Business

Discussion of the Student Senators/Campus Council Meeting

- The students are interested in continuing the conversation, so we may hold another meet and chat in the spring
- Jim said that Facilities checked all the restroom stall doors in SN and all have working locks.
- Vickie suggested that the Campus Council might want to invite the Cafeteria Management staff to a future meeting, to discuss some of the issues raised, such as distributing food that is to be thrown out and the cost/variety of the food on offer.
- Karin asked what the students meant by making sure they know about resources? Wouldn't that take away from the students' accountability?
- Heather: Are orientation sessions offered at the wrong times?
- A broad discussion of how to get students to be more self-reliant and solve problems by searching for resources/information evolved among the members.
 - A suggestion was to make the First Year Experience mandatory, which lead to discussion about how that would be hard with the credit hours in programs already.
 - Jim suggested the College should look into how easy it is to drop a course, and requiring students to provide a reason for why they are dropping a course(s).
 - There was discussion about what a student can do if struggling before dropping, and Jim suggested the student speak with their professors about their concerns at the very beginning of the course, and continue to have conversations with them. If they get nowhere, consider talking to the department's chair or dean about the faculty member.

Central Calendar

- There has been a request to investigate the possibility of a Central Calendar for campus events, where all events are posted, and that anyone can see it.
- The question becomes one of who is responsible for posting it and maintaining it?
- Is this a College-wide problem?
- Room bookings are already known, perhaps the calendar can be started with these room events?
- Process of current calendar postings is unclear.
- Perhaps Facilities could coordinate?
- Kaylin Nguyen emails a weekly listing of room bookings/events.
 - Have to sign up to receive these notifications with Kaylin
- Motion was made by Vickie to bring this issue to the College Council, seconded by Heather, unanimous agreement from members. Laurie will present the issue to the College Council.

Keyboarding Skills

- Does the 1 credit keyboarding class still exist? No.
- Someone suggested there are a number of websites to help users develop this skill.
 - Typingclub.com was recommended.
- Jim suggested getting in touch with Kathy Michaelian for other suggestions

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- Suggestion was made to have a desktop shortcut on public computers to a typing website that helps with this skill. Have to ask IT Manager for this.

Goal 3 of the Annual Plan

- Discussion of goal to have a WDCE representative on the Campus Council. Decided to work on wording and approval of goal by email. Laurie would present to the College Council, as this would require a change to rules.

Announcements

- Laurie thanked the Council for their work this semester.
- Next meeting will be January 31, 2017.

Adjournment

Laurie Williams adjourned the meeting at 12:31 PM.

Submitted by

Vickie Drake

Takoma Park/Silver Spring Campus Council Secretary