
MC GOVERNANCE

Takoma Park/Silver Spring Campus Council

November 27, 2018
10:00 a.m. - 12:00 p.m.
ST 301

Attendees

- Members present: Alice Boatman, Shelly Caldwell-Bennett, Jennifer Hatleberg, Diego Hernandez, Kimberly Herrera, Dianna Matthews, Maria Moreno Uribe, Elise McPherson, Tracey Smith-Bryant, Ethan Sribnick
- Members absent: Raven Salaam, Laurie Williams
- Guests: Joel Levine, Vicki Duggan

Call to Order: Chair Tracey Smith Bryant called meeting to order at 10:06a.m.

Approval of Agenda: Office of Public Safety presenter not available; removed from agenda. Agenda approved as amended.

Approval of Minutes: Minutes from the November 13, 2018 meeting approved as written.

Constituent Concerns

- Staff constituent concern regarding the number of days staff receive for Spring Break in 2019 (only one day). Takoma Park/Silver Spring Council Chair will request clarification at College Council meeting, to determine whether further action is warranted.

Office of Compliance, Risk, and Ethics

- Vicki Duggan presented about the Office of Compliance, Risk, and Ethics (OCRE). The office has existed since 2012, and focuses on preventing compliance problems in a variety of areas including Title IX, Protection of Minors, Internal Auditing, and Ethics. Details about the office are available on its website:
<https://cms.montgomerycollege.edu/compliance/>
- The College's Code of Ethics and Employee Conduct was initiated by the Employee Services Council in 2016, and recently became an official College policy. There is required training for all employees this academic year, including online training through MC Learns (available now) and in person training (arranged by supervisors and deans).
- A confidential, third party ethics reporting line is available:
www.montgomerycollege.ethicspoint.com There have been 49 calls since implementation last year; 59% of callers requested anonymity. Callers will receive a response through the EthicsPoint system within sixty days.

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- Question & Answer session: (1) College email is the official email, and should be used for any sensitive or FERPA-related information. Communication about non-sensitive information could go through another platform. (2) Specific concerns were raised regarding the recent revision of the Public Safety Policy & Procedure. OCRE does not have oversight of the office that develops College Policies & Procedures. The Director of Policy and Planning, Kevin Long, is located in the Office of the President. Changes to the P&P are discussed in the President's Executive Council before and after public comment periods.

Council Goal Planning

- Goals were submitted to the College Council but have not been formally approved yet. The Council unanimously agreed to continue planning to achieve goals.
- Council members divided into workgroups by goal, and will continue to work in these subgroups throughout the academic year. Workgroups met for a portion of the meeting time, and developed initial plans regarding their assigned goal.
 - Goal 1: Kimberly Herrera, Elise McPherson, Maria Moreno Uribe, Raven Salaam
 - Goal 2: Jenny Hatleberg, Alice Boatman, Diego Hernandez, Ethan Sribnick
 - Goal 3: Tracey Smith-Bryant, Shelly Caldwell-Bennett, Dianna Matthews, Laurie Williams

Announcements:

- Student Life iLead presentations are the first week in December: Advanced iLead on December 4, 2:00-4:00, CM 211; iLead on December 6, 2:00-4:00, CM 211
- Jefferson Café still has spaces available; November 29, 2:00pm
- Public Safety forum will be on November 28, 9:30-11:00am, CM 211
- Student Senate is holding interviews for incoming senators (Spring 2019 term)

Next Meeting: December 11, 2018; CF 143, 10:00a.m.-12:00p.m.

Meeting adjourned at 12:00 p.m.

Respectfully submitted by Jennifer Hatleberg, Takoma Park/Silver Spring Campus Council Secretary