MONTGOMERY COLLEGE GOVERNANCE
TPSS Campus Council Meeting Minutes
Monday, March 7, 2022
Zoom
1:30PM – 3:30PM

Attendees

Members Present: Jona Colson, Jeri Gresham, Richelle Charles, Khanh Vuong, Diana M. Benson, Alice Boatman, Sonja Jackson, Jeff Chuang, Charmaine Weston and Schnell Reed Garrett (Additional Attendees: Clevette Riguard, Eniola Olowofoyeku, and Grace Gourdine)

Proxies: None

Members Absent: Fenet Degemu Shertaga

Invited Guests: Brad Bridges, Director of Auxiliary Enterprises (Food Service & Vending)

Liaison: Dr. Brad Stewart

Call to Order
The regular meeting called to order at 1:32pm by Chair, Alice Boatman

Approval of Agenda/Minutes
Motion to approve minutes. Second. Minutes approved as written. Motion to approve agenda. Second. Agenda approved as written.

Constituents Concerns
- Student concern: Many snacks are unavailable in the bookstore. Brad Bridges will be addressing this during today's meeting.

Provost's Report
- Thank you all for welcoming the new Montgomery College President, Dr. Jermaine F. Williams to campus. He spent time with faculty, staff and students. He will return for Leggett building opening, meet with employees on second shift and will visit the campuses in the evening.
- Putting finishing touching on design documents for the renovation for the Resource Center Library;
- Library will be housed in temporary trailers in Jessup Blair Park, near the west garage
- MC may build a fitness center/community center in Jessup Blair Park for the college and community use – pending master planning process and capitol budget process approval.
- VP and Provost working to create honors and awards ceremony for students.
- There will be a hybrid graduation ceremony at Rockville. No tent this year. Most of the audience will be zooming into the graduation.
- Spring break coming up. (March 17 and 18) Enjoy your break!
- Summer Session – college is working to find balance between offering face-to face classes and virtual classes

Updates on Food Services and Vending
Brad Bridges, Director of Auxiliary Enterprises, provided the following updates:
- Prices are within contracted pricing.

- Vending has been an issue for about 1 ½ years. We have switched vendors now. All vending machines are now full. Beverage machines are half full. (If you see any empty machine take a photo and send it to Brad Bridges).
- MC Book store at TPSS sells more snacks than any other campus bookstore. Brad will see if a large variety of items can be provided once there are more students on campus.
- Café hours were 10am-2pm, extended to 9am-2pm. As students start to come to campus, the hours will expand. (When we return to full student capacity the café hours will be 7:30am – 6:30pm Mon-Thurs. and 7:30am – 2:30pm Fri.)
- Caribou coffee is offered in the café
- Main entrée, if available, is gone by 12 noon.
- Any consideration given to having a vending machine that offers frozen food that can be microwaved. (This type of vending option is currently being explored. The current vendor, Metz would stock these machines).
- Vending machine malfunction sometimes. Students may need a refund if it didn't distribute the item purchased. (Stickers will be placed on vending machine directing students to go to the Café to get a refund.)
- Payment options for vending machines: cash, (swipe) credit cards, Samsung Pay, Apple Pay, etc.
- Will there be a pre-loaded ID card that will work in the vending machines? (Brad will inquire and get back to the council).
- If a balance is remaining on RaptorCard can the value be converted to the new card? The new vendor does not have a card. However, students can get refunds for remaining balances on their old RaptorCards by taking it to the Cashier's Office.
- Food vendor, Metz and Admissions are currently working together to create meal certificate/voucher cards with control numbers on them, so they cannot be duplicated.

Chair's Updates
- TPSS Campus Council is short the following seats: part-time faculty, student and full-time instructional faculty. Anything that we can do to recruit for these opening seats would be helpful. (Update during meeting: Schnell Reed Garrett volunteered to serve as the part-time faculty representative).
- Dean of Student Affairs running out of funds for student assistance.
- Nominations are live through March 10th. Voting goes live on March 28th. Available open seats: Full-time instructional faculty, Staff, two Student. (You may serve two consecutive terms on a council, then you may serve on a different council.)
- E&I Book Club is the first Friday of the Month – Featured book, "Caste: the origins of our discontent" by Isabel Wilkerson. (Book centers around the caste system in America) Sign up through MC Learns.
- Innovation Grant still open. Grant closes on 3/21/22

Annual Goals Implementation Work
- Updates:

  o Goal 1: Help to facilitate integration of students into the campus community and foster their academic success.
    - Brief Update:
      - Council agreed to send the Student Integration Survey out broadly, instead by course or as an in-class survey.
      - Pros and Cons of survey type: Broad survey will reach more students versus In-class survey would only center on specific courses and the council would need approval from faculty

- Reviewed questions in draft of the Student Integration Survey
- Suggestion: contact John Hammon to reference the SENSE survey, so as not to duplicate efforts within our Student Integration Survey
- When will we conduct tabling events? Sometime in February and March between 12pm – 2pm. (No action, as Fenet absent today.) Fenet will follow up with Alice regarding specific dates.

- Goal 2: Improve and streamline campus specific communications to make information more easily accessible and to empower employees to support students more successfully.
  - Brief Update:
    - **QR Code** (Idea: "You are Here" QR code could have link to Resource Map, Infographic, and/or MC website) (*Volunteers: Diana, Charmaine, Fenet*)
      - List below the MC website link(s) to which a QR code would connect students: Student Services, Basic Needs, SHaW Center, Special Programs
      - Recommendation for College Council: add QR codes in campus buildings. Rational: The QR code will serve as directory of services and offices in each building. Informs the user of the offices/services in the building.
    - **Resource map** would include: Basic Needs, Resources and support centers on TP, SHaW Center, and I need help with… an appeal, food, a professor, a class, skill building, Finding people like me—by major, by ethnicity, interest, by activity, by event
    - **Wallet Card** (Idea: Wallet Card list services available at TPSS and grouped as they make sense - basic needs, academic needs, learning centers. (*Volunteers: Jeri, Fenet, Jeff, Sonja*)
      - Wallet Card, size of a credit card; Located in restrooms or on faculty course syllabi; One side of card would be Montgomery County resources; other side of card would be Montgomery College services: public safety, financial aid, counseling & advising, student employment services, library, service learning & civic engagement, RaptorCentral, digital learning center, student life, academic services, the learning centers, the SHaW center. ([See example card here)](#)
    - **Digital Signage** slides (Idea: Slides with info specific to TP/SS to display on campus monitors) TPSS Campus Council must consult do it yourself training from Brady Patton, MCTV. https://www.montgomerycollege.edu/offices/advancement-and-community-engagement/communications/digital-signage/index.html (*Volunteers: Alice, Richelle, Khanh, and Schnell*)
      - Place signage on monitor/digital boards in café area; TPSS Campus Council should include slides to promote: campus council meetings, two Food Pantries, Institute for Race Justice and Civic Engagement (P4), Student IDs (ST211),
      - Communication Dept questions: Is there a way to know what is already on the Digital Signage

boards? Who can put things up on the Digital Signage Board? Are the images static or are video w/audio an option?
- o Suggestion: MC has social media accounts; May want to use Twitter and text to communicate TPSS council meeting messaging. (Get in touch with Kimberly)
- o Discussed campus physical poster design/content. General poster will be placed around campus. (Draft of poster shared). Possible content: Email, QR code, encouraging involvement in campus governance, TPSS governance email address, Questions, Comments Concerns, Word Cloud (Jona will continue to work with Communications to improve the poster).

Announcements
- Reminder: Next meeting schedule for April 11, 2022

Agenda Items for Next Meeting
- To be determined

Adjourned
Meeting adjourned at 3:33pm.

Respectfully submitted by
Richelle Charles
TPSS Campus Council Secretary