

Montgomery College
WDCE Council Meeting #3
Tuesday, November 19, 2019
8:30 – 10:00 AM
GBTC 442

Attendees

Members Present: Joe Marshall, Nancy Newton, and Angel Griffin

Members Present

via phone:

George Payne, Henry Martin, Beri Kari-Fonge, Joel Martinez, Debbie Juneja, Charles Myers, David Reed, & Donna Kinerney

Absent Members: Essie Taylor

Proxy: Noel Lazaro (for Transcie Almonte)

Call to Order

Joe Marshall called the meeting to order at 8:35 a.m. The meeting was recorded for internal use.

Constituent Concerns/Comments

Nancy pointed out that we didn't do the constituent concerns. Joe thanked Nancy for pointing that out. Joe then opened the floor for anyone who had a constituent concern. Joe asked if anyone on the phone had a constituent concern. Henry stated that he think it was answered in our last meeting but he wanted to know where we stood at the College Council level. He wanted to know if we were a 3 or if it was still on the table. Joe thanked Henry for bringing that question up. The college council was going to change it down to one, however, the president office seen a change of amendment address and denied it. They told them that they couldn't do it. Everything had been voted to get the WDCE representative to three but it was overturned by the president's office so we still have three members who can be on the student's council. The student council's goal right now is to leave it at three , then change the forum to a lower number so they can still meet if they don't get a student representation, so they pretty much going to drop the number of the forum down to two so that it won't impact WDCE students that can represent WDCE on

the student council. Joe explained that the President's office also didn't like that WDCE was going to lose a seat. Joe said that we still have the opportunity to keep recruiting to try to get someone to fill the seat of a student representative. Joe said that they are still trying to see how to get students out to events. He also said that maybe we could get the governance out to some of our events as well. We can try to get the WDCE message out there. If everyone is ok with it, maybe we can make it an agenda item for our next meeting. Joe mentioned that we can try to come with some incentives to how to get students involved.

Charles Myers had sent an email to Joe pointing out that several classes are co-listed for credit and noncredit students, but the credit students see the class listed for the full semester as one class, but the non-credit students see the class listed in two parts, i.e. for Spring 2020 1/27 to 3/11 and 3/23 to 5/13. He stated that this is confusing for the non-credit students. He stated that there is no rational reason for this because it is not possible to register for each half of the class separately. Joe also said that it doesn't make sense to him. George stated that he can try to qualify some of it. He said that he would need to look at the specific course. He said that one possibility is that the course duration is more than 100 hours and if that's the case, we have to split the course into two. Charles stated that the course in question is not more than 100 hours. Charles stated that he has done it many of times. On the credit side, it is just listed as being co-listed. George said that we have to honor the full-length of the course. Nancy had pointed out that the end date is slightly different as well. Joe said that he doesn't know why the end date would be different, unless they don't schedule it to the final exam. Charles explained that the end date is different because they meet for the final exam and the non-credit students don't take the final exam. Joe said that it might be something that we would need to talk to the art department. Charles stated that he thinks it's WDCE. George stated that would be John Deamond and he said that he will explore it. Joe then thanked George. Henry thanked Charles for bringing that point up. Joe said that he would email this concern to George so that he could have it.

Nancy brought up about the 2FA. She explained that there were a couple of staff members who are offsite and not allowed to take electronic devices into the place where they work. She said that she was specifically talking about the jail. They are full time and part time staff members and they can't do 2FA because they can't have their phones in there. Joe explained that they can probably take tokens in there. You have to have a very legitimate reason. They do offer tokens. You have

to have a very specific business reason. Joe said that they could probably put a request in. He said that they would get them hardware tokens. Joe said that they would have a onetime code on them. He said that it would work with our 2FA factor. He said that if the jail is ok with them carrying tokens that they could request for them. Nancy asked what they look like and Joe implied that they look like a usb. Joe said that he can send out a picture showing how they look. Joe implied that they are not giving them out unless there is a specific case.

Approval of 9/17/19 Minutes and Agenda

The agenda was approved as amended. Nancy Newton motioned to approve the minutes and agenda as written. Noel Lazaro seconded the motion.

Chair Report - Joe Marshall

Joe informed us that he was elected a new position at the College. He said that he would be still with IT but no longer with WD&CE. He informed everyone that he is still eligible to serve on the Council and to serve as chair. Even though he won't be with WDCE, he will still be supporting WDCE. He then opened it up to the council for discussion regarding if everyone was ok with him continuing with his role as chair. He wanted to know if anyone had any objection with him staying on as chair. Nancy said since IT has appointed that seat to WDCE council and by Joe having knowledge of WDCE, that it makes sense to keep Joe as chair. Nancy said that she doesn't object to Joe staying on. Henry Martin and Noel Lazaro seconded the motion.

The College council has been talking about supporting sporting events at the college. The College council all agreed to bring this up to all the councils regarding having people go to the basketball games on the two dates that are coming up. He informed us that he would send out more information on what they are expecting. Joe informed us that the College council wanted whoever goes to support to wear purple and maybe wearing your governance button. Joe asked if everyone had their governance button and if there is someone who doesn't but would like one to shoot him an email. Henry stated that he has his button all the time. Joe said that he was told that if anyone in governance wanted one, that they would make sure that they get them.

Policy & Procedure Updates:

Policy updates does not affect WDCE. There's a policy regarding wording in the policy as well as some changes that are being made. Joe informed us that in the past, we had council that talked about wording in the policy. Joe said that he would be opened to anyone who wanted to do it. All the policies and procedures are opened to the public for comments. The link is on the College's website and we have until the 29th to get any comments in and if you would like to do it as a council, you would need to send it in to the WDCE council or Joe's email address so that we can combine some of them and get them in. Some of the comments do carry more weight than individually. Joe informed us that the last thing that he sent out, he received no responses for it-The Employment engagement group wanted a member of each council to become part of it. Nancy informed the group that she was a part of the council before and that takes a lot of work but it's well worth it. You do have a say in having your voice heard on the engagement survey. Joe informed everyone that it is about 3-4 meetings that talks about employee needs.

38001- Recognition Awards-Policy changes include moving detail and criteria for all Board of Trustees Awards from the procedure to the policy. Procedure changes are numerous, and include updating and aligning the criteria, eligibility, and process for all full-time faculty, part-time faculty, and staff awards. The criteria and process for the Staff Distinguished Award and Special Recognition Award has been updated to reflect current practice.

Compliance, Risk, and Ethics Office-Ethical Expectation- Maria Davidson & Christopher Moy

- Maria Davidson said that what they were doing was giving us was the compliance and ethics training. She said that it was actually the first week in November. They wanted to get to the campuses and share their compliance information and that they set it up so that they could go to all the campus councils. GBTC was actually their first campus for this semester. They could come back if there is any topic that they were there if we need them to go further in details. To let them know and they could come back. They would figure it out to who in their office can attend. Maria then wanted everyone to introduce themselves and say what they do and where they were from.
- Maria passed out a few materials that gave an overview of what their offices do.

- Gave each member who was there a roadmap for employees to be able to address their concerns regarding who to go to. Joe will send information to those who attended via telephone.
- Christopher Moy gave us a flyer regarding working with minors and explained that there is training and behavioral expectations on this. He explained that Montgomery College is committed to providing a safe environment for minors (a person under 18 years of age) who participate in College programs and activities. The flyer includes the information regarding the protection of minors from abuse or neglect, including sexual abuse, and requires prompt and effective response to suspicious or observation of abuse or neglect.
- He informed everyone that any program-serving minors must register with the youth protection coordinator at least 30 days before the event takes place. In addition, such programs must follow the Protection of minors Procedure (75005CP).
- He also explained that the College requires those working with youth, not to be alone with a minor before, during, or after an event. The “rule of three” calls for two responsible adults to be present at all times. At no time may any adult and minor be alone in a private area readily observable by others.
- Christopher informed everyone that it is mandatory, according to Maryland state law and Montgomery College procedures, that adults report suspected child abuse or neglect to authorities. After reporting, individuals are encouraged to contact the Youth Protection Coordinator: College employees are required to do so. The Youth Protection Coordinator and Title IX Coordinator and Deputy Title IX Coordinator may be able to provide remedies not available through law enforcement. Kristen Roe is the Youth Protection Coordinator and Christopher Moy is the Director of ADA Compliance & Title IX Coordinator.
- Christopher also gave us information regarding confidential reporting for Athletic concerns
 - All reports are confidential to the extent permitted by law
 - Contact a coach or member of the Athletic Department with your concern where you believe violations of policies or procedures have occurred or if you have a concern about the College’s athletic programs and activities
 - If you are not comfortable contacting a coach or any member of the Athletic Department, contact Christopher Moy in the office

- of Compliance, Risk, and Ethics or you can contact Ethics Point or contact Public Safety and Emergency Management
- Maria and Christopher gave out a guide that provides information regarding Ethical Expectations here at MC and what it stands for and the resources
 - Accountability
 - Civility and Collegiality
 - Compliance
 - Fairness
 - Honesty
 - Respect
 - Stewardship
- Christopher also gave us the insight of Title IX and information about:
 - What to Do: If an Incident of Sexual Misconduct is Reported to You
 - What to Do: If You Have Experienced Sexual Misconduct
 - What to Know: If You Have Experienced Sexual Misconduct
- Gave information on resources to contact if you have been sexually assaulted, Harassed, or Discriminated Against
 - On-Campus Resources:
 - Campus Safety and Security
 - 240-567-7777 (Germantown)
 - 240-567-5111 (Rockville)
 - 240-567-1600 (Takoma Park/Silver)
 - Title IX Coordinator
Christopher Moy -240-567-5412, MK 315
Christopher.Moy@montgomerycollege.edu
 - Deputy Title IX Coordinator
 - Kristen J. Roe-240-567-4279
 - Kristen.Roe@montgomerycollege.edu
 - Title IX Email

TitleIX@montgomerycollege.edu

Chris also explain how they protect pregnant or parenting students who might miss class. We have an obligation to accommodate these students by letting them make up their work. Nancy asked what if the father is looking after the child and the mother is in the hospital or something. Chris said that he does extend rights to the other party. Chris said that he works with faulty member, student, staff member to

develop a plan. Chris explained that another thing that we have for parenting mothers are the Mamava pods on each of our campus. They are for mothers who are breastfeeding or nursing. Chris explained a situation that occurred at GBTC where a mother was attending night class and was nursing her baby and asked if she could bring the baby and they told her no so the husband would bring the baby when the baby needed to nurse and would text her to let her know and she would step out of class to nurse her baby and would present a note to go back to class. This is one of the accommodations that they would make. They would find an office or something with some privacy so that they can be able to do that. Chris said that one of the things that he sent out was creating an inclusive environment that would use the restroom or facilities that they felt comfortable. If one person identifies as one sex, we would support them. He explained that we also have gender inclusive restrooms. Another issue that came up was preferred names. A person didn't want to be called by their preferred name because it is a form of discrimination. Chris explained that they are now creating a preferred name guideline and process for both students and employees.

Nancy asked Chris if the survey will be available in paper. Chris explained that it wouldn't be. He said that it would be a link but we probably can get in paper form, but he hasn't gotten a request for that yet. Nancy then asked would it be in other languages. Chris explained that he doesn't know. Nancy explained that we have a huge population of WDCE students who speak other languages. Chris said that he had a meeting later that day and he would bring it up at the meeting. Nancy suggested that by having the paper form where the Program Director can give it to the instructor where it could be done in class, would be a higher turnout. Since we are a one college, every voice would be included. She explained that a lot of WDCE students do not check their emails. Joe said that there is a lot of students who do not know how. He explains that maybe, we could give out the link in class. Nancy implied that we would miss a huge voice when we do it electronic.

Chris explained that students wanted to bring their child to class once, there maybe negotiations with the professor but it's not that I need to bring my child every week to class. That's not allowed. With employees who want to bring their child to work is negotiated with a supervisor. Chris explained that you must supervise that child at all times. This is the policy sumbit by 75005.

Nancy asked if they present this to students. Maria and Christopher said that they do present this to students. Let them know if you want them to present.

WDCE Goals Discussion

Joe said that we had finalized our goals at the last meeting so now we need to work on them. He informed us that we don't need to do it at this meeting but we need to get some volunteers assigned to the tasks. We need people to start working on them because we won't be able to do all the work at these council meetings. He informed us that he need the agenda would go long because of the presentation. He informed us that we can allow a little more time at the next meeting. Joe said that he wanted to see if anyone wanted to kind of volunteer to be on one of the goals. To start working on them or to start planning. Joe said that it doesn't necessarily have to be people on the council. It could be people who work in these areas. Need to make progress by next year. Joe said that he could send out an email to form some teams. Last year he said that they did both-discussions at the council meetings and outside of the council. Donna requested that the goals be sent out. Nancy stated that they were listed on the last page of the agenda. Joe said that he would send them out again. Joe explained the goals again. Joe said that he would send out the formal goals again as a email to everyone. He said that we need sub-teams to work on them. Nancy said that it would be a good idea to have Neli work on them since she does co-listed classes and she said that we could talk to someone in Health Science. She also said that we could talk to the Arts Director as well. Joe said that he reached out to someone about fixing the problem that we have where students are not having access to Blackboard. He said that he just begun that conversation. Once we get a few people working on them, then we can do it as a whole. Henry explained that the way that he got to Blackboard was to pay his \$25 fee. Joe explained that he helped a student who was two weeks into her class and didn't have access to it. He then explained that WDCE students are not giving access. The faculty needs to know that and reach out to someone to give access to their students. Nancy explained that WDCE faculty need to get trained on it but not getting paid.

George said that he could present the goals to his distabution list.

Announcements and Future Agenda Items

Joe said that he already written down the student enrollment. Joe said that he will try to get information regarding our constituent concerns so they don't become big enough. Try to see how we can get the word out to our students. Nancy announced that it was National Men Day and she wanted to thank all the men serving on the council. Donna announced that they had a student who spoke at the Board of Trustee dinner and did an excellent job. She said that they have 3 other student who spoke at another presentation. They got invited to a student leadership dinner, so they are getting called to speak about their experiences. Beri explained that students are still not using their Montgomery College emails. She said that faculty are just moving on from it and not pushing it. Joe said that students who only have one class, may not have a need for the email. Nancy explained that in Donna's area, faculty are required to use the Montgomery College emails. Nancy said in her area, students don't have access to emails. Beri asked if there was another way, they can set up to use another account if they don't want to their Montgomery College account. Joe explained that students would need to set that up. Henry said that when you first sign up for a WDCE class, an email is set up for you, so students have access. We would need to see how they can utilize it. Joe explained said that maybe we could add to our goals of how to communicate to students.

Adjournment

Nancy motioned to adjoin the meeting at 10:02 a.m.

Summited by Angel Griffin
WD&CE Council Secretary