

To: Dr. Tracey Smith-Bryant, College Council Chair

From: Dr. DeRionne P. Pollard, President

Subject: **College Council Recommendation 19-07: Employee Assistance Program (EAP) Funds Communications**

Date: June 28, 2019

Thank you and all the members of the College's participatory governance system for your leadership in considering issues of importance to the Montgomery College community. I have received and reviewed the College Council's recommendation 19-07: EAP Funds Communications. The document presented to me by the College Council is attached.

On April 9, 2019, the College Council voted to move recommendation 19-07 forward to the president. This action recommends that the College create a widget on the Human Resources and Strategic Talent Management (HRSTM) website that continuously shows the amount of EAP funds left for the fiscal year. This action also recommends that HRSTM send more frequent updates regarding EAP funds including when the EAP fund has only 30 percent left and also when there is only 10 percent left. In addition, that it be explicitly stated that employees may encumber EAP funds in advance and the process by which one would do so.

Based on my review, I am approving this recommendation pending a review of the feasibility of the widget, as well as the development of a communications plan. I am assigning this recommendation to Ms. Donna Schena, senior vice president for administrative and fiscal services.

Thank you for your dedicated service to Montgomery College's governance system and all of the work you do to support Montgomery College's mission and vision. Please do not hesitate to contact me if you have further questions or concerns.

Attachment

cc: Senior Administrative Leadership Team
Director of Governance (Administrative Associates)
2018-2019 College Council Chair, Ms. Catherine Giovannetti

Staff Council Recommendation

EAP Communications

Background:

The Staff Council received a constituent concern regarding the speed at which EAP funds run out each year for non-bargaining staff. In researching this concern, the Council learned that not all staff members are aware they can encumber funds in advance. The Council also discussed ways to ensure that all non-bargaining staff are more aware of the availability of EAP funds left in any given year.

Whereas:

Montgomery College currently sends an email around mid-year to announce the percentage of EAP funds remaining.

Whereas:

Not all constituents are aware that they can encumber funds in advance to ensure the availability of funds for conferences or courses taking place later in the year.

Be it Resolved:

That the Montgomery College Staff Council respectfully requests that Montgomery College:

- Add to the HRSTM website a widget that continuously shows the amount of EAP funds currently remaining without the need for anyone to manually update the website as funds are used.
- Prominently add to the HRSTM website, and future communications to the College community about EAP, an explanation of the fact that employees can encumber EAP funds in advance and the process by which one would do so.
- Send an email when EAP fund has only 30% left, and also when there is only 10% left.

Purpose:

To ensure non-bargaining staff are better able to plan and utilize EAP funds before they run out each year, especially those who might be using EAP for the first time and are unfamiliar with how quickly funds run out and how the process works.

Student Impact:

There is no direct Student Impact of this resolution.

Economic Impact:

The council expects there will be a minimal economic impact of this resolution due to the labor hours expended by those who would create the recommended online widget. The council expects that such a widget would only need to be created and directly linked to the remaining funds so that no one would need to manually update it.