

MC GOVERNANCE

Montgomery College College Council Meeting #3 Minutes

Tuesday, October 12, 2021

1 – 3 PM

Zoom Meeting

Attendees

Present: Kimberly Jones (Chair), Shakenna Adams-Gormley (Vice-chair), Tonya Baker (Secretary), Transcie Almonte-Sabio, Dr. Eric Benjamin, Rebecca Adegeye, Dr. Benita Rashaw, Dana Baker, Ramon De La Cruz, Ed Riggs, Alice Boatman

Absent: Rebecca Thomas, Carlos M. Molina Rosales and Katherine Goldstein

Proxy: Sullivan Ross (for Katherine Goldstein), (Zenobia Garrison for Carlos M. Molina Rosales)

Guests: Dr. Charlene Dukes, Dr. Kevin Long, Dr. Meghan Gibbons, David Sears, Dr. Michelle Scott, Dr. Brad Stewart, Dr. Rachel Hagos, Dr. Sanjay Rai, Dr. Monica Brown, Sherwin Collette, Dr. Tracey Smith-Bryant, John Hamman, Nadine Porter, Jane-Ellen Miller, Dr. Steve Cain, Tykesha Reed, Lisa Burl, Phong Banh, Krista Walker

More than 90 people attended the meeting including College Council members, staff & administrators

Liaison: Dr. Steve Cain

Governance Director: Dr. Clevette Ridguard

Call to Order

There is a quorum to conduct business. Chair Kimberly Jones called the meeting to order at 1:00 pm. The meeting was recorded for internal use only.

Approval of Agenda and Minutes

The agenda was approved with one change Dr. Dukes and Dr. Cain switched time with Nadine Porter. The agenda was approved as corrected. The minutes for September 28, 2021 meeting were approved with one change-correction of the spelling of Dr. Dukes name.

Constituent Concerns

No constituent concerns.

Chair's Report (Kimberly Jones, College Council Chair)

- National Hispanic Month – September 15, 2021 – October 15, 2021
- Montgomery College's Student Parent Initiative *Students Parents Who are Making a Difference* Highlighted INSIDE MC Shereika Chin and Victoria Hincapie Monslave

- The SHAW Center is offering Mental Health First Aid virtually (the cost is \$23.95) EAP funds can be used!
 1. Friday, November 5, 2021
 2. Friday, January 14, 2022
 3. Tuesday, February 22, 2022
 4. Tuesday, April 12, 2022
 - Flu Shot Clinics
 1. Central Services Campus – October 21st 10:00 am – 2:00 pm
 2. Takoma Park Campus – October 27th 10:00 am – 2:00 pm
 Register at: https://wellness-event.kaiserpermanente.org/signup/montgomery_college
 - The Communications and Elections Committee is looking for volunteers for the committee. If interested please send an email to collegecouncil@montgomerycollege.edu by October 15, 2021. Do not need to be involved in governance already.
 - “Critical Race Theory Forum – Reframing the Narrative” by the Office of Equity and Inclusion in partnership with the Office of County Executive – Montgomery County and The Universities at Shady Grove (October 28, 2021 – 1:00 pm – 5:00 pm)
 - Campus Food Pantries
 1. Rockville Campus SV316 M-F from 9 a.m. – 5: p.m.
 2. Germantown Campus SA149 from 9 a.m. – 5: p.m.
 3. Takoma Park/Silver Spring Campus ST306 or RC105 (ST306 – M-F 8:30 a.m. – 5:00 p.m.) and (RC105 Mon, Thurs, Fri 10:00 a.m. – 4:00 p.m. and Tues and Wed 1:00 p.m. – 7:00 p.m.) *Please volunteer!*
 - Peer2Peer Program needs peer mentors. For more information about the program visit <http://www.mopeer2peerntgomerycollege.edu> and if you have any question please contact Nancy Williams – Nettles at Nancy.WilliamsNettles@montgomerycollege.edu
 - Social Justice Ambassadors Program (Spring 2022)
 - Seeking for 5-7 faculty volunteers as well as students with an interest in decolonizing the curriculum to participate in this program.
- Information sessions
- Tuesday, October 19th 5:00 p.m. – 6:00 p.m. – Registration link: <https://bit.ly/SPINFO1>
 - Friday, October 22nd 1:00 p.m. – 2:00 p.m. – Registration link: <https://bit.ly/SJP2022>
 - To learn more about the program visit: <https://bit.ly/SJP2022>
 - You can apply to the Social Justice Ambassadors Program at: <https://bit.ly/SJPAPP2022>
 - The application deadline: November 7, 2021
- Employee Connections Group Program Updates and Webinars (HRSTM)
 1. Mental Health Series: Tuesday, October 26, 2021 3:00 p.m. “Stephanie Will Presents: Skills Workshop” and Wednesday, October 27, 2021 1:00 p.m. “Rabadan Presents: Substance Use”
 - Overcoming Financial Obstacles Series, Wednesday, October 21, 2021, 2:00 p.m. “AIG Presents: Financial Planning”
 - YOUR VOICE YOUR MC. To view the recorded webinar and or presentations, visit: <https://info.montgomerycollege.edu/offices/human-resources/survey-finding.htm1>
 - Chairs Report please make sure it is unique to your council and be mindful of dates/information that is out dated
 - Secretarial training October 22nd 9:00 am – 10:00 am
 - Pictures and Goals are due by October 27, 2021 Governance Goal Plan and Constituents concerns reports are located in Blackboard under the August 26, 2021 folder

Return to Campus (Dr. Charlene Dukes and Dr. Steve Cain)

1. November 8, 2021, employee full return to campus (changed from October 4th)
2. Our current hybrid, staggered work schedule has been a temporary arrangement
3. Infections & hospitalizations are down; vaccinations are up; vaccination requirement in place at the College; masking in place
4. Expect 70% of classes to be face-to-face in the spring
5. Need to regroup and reset, reacclimate to working on campus. Students need to see we are here to serve them. Community needs to know we are here.
6. Will phase in telework, starting with maximum of 1 day per week based on supervisor approval. After a month into the spring semester, move toward fully phased-in telework. This will give us time to evaluate what we need in each area. No change to the policy – just applying it with a little moderation during this time of transition.
7. IT, Public Safety, HRSTM, and Business Services have been working in person for us this entire time. Show them that we appreciate them, embrace the reset as part of that process.
8. If any of the numbers change, will pivot as needed.

Question / Answer Period – During this time Dr. Dukes, Dr. Cain and other members of the senior leadership responded to questions.

1. Reiterated timeframe – 4 weeks after the start of the January courses.
2. Telework agreements are typically renewed annually but can be modified based on needs. Criteria being used when considering telework requests includes job classifications and essential duties. Recommended that supervisors involve their supervisor or senior administrator in decisions to ensure equity throughout divisions collegewide.
3. Q: If a faculty member is teaching online, will they have to come back to campus on November 8? A: If online has been their mode of teaching, would expect them back in January. However, this does not exempt them for being vaccinated and providing confirmation of that by Nov 8th.
4. Q: Has there been conversation about potential turnover if we are not flexible with telework? A: We have openly discussed this point but again – this is not about doing away with telework. We are recalibrating. Need time to figure out how we can be a hybrid institution, to figure out how we will function post-pandemic.
5. Any vaccination information provided to the college will remain confidential and protected as possible. Confidentiality of personal or health information is not a new concept.
6. College will provide information about our policies as widely as possible. Will post signs on the doors about masks and other information. Will do our best to let our visitors and guests know about our policies.

Workday Update and Demo (Jane-Ellen Miller, Interim Chief Information Officer)

Jane Ellen Miller and her team members, Lisa Burl and Tykesha Reed, shared a PowerPoint with some important dates and stages of the implementation of Workday

- Workday is an institutional project and will go live on January 3, 2022.
- Encourage all of governance to be a WIL (WorkDay Information Leader)
- Workday resources link <https://info.montgomerycollege.edu/offices/information-technology/workday/index.html>
- Everyone should visit the website for details.

Data Asset Management (Nadine Porter, Deputy Chief Analytics & Insights Officer)

- Shared a PowerPoint of data management processes
- Encouraged governance to get involved and become Data Asset Ambassadors
- Encouraged everyone to attend one of the upcoming focus groups
- For additional information visit the [data asset management website](#).

Revised Recommendation from Operational Services Council (Ed Riggs, Operational Council, Chair)

- The recommendation proposal was reviewed. It is now out for public comment for a 10-day period.

Adjourned

The meeting was adjourned at 2:52 pm.