

MC GOVERNANCE

Montgomery College College Council Meeting #4 Minutes

Tuesday, October 26, 2021

1 – 3 PM

Zoom Meeting

Attendees

Present: Shakenna Adams-Gormley (Vice-chair), Tonya Baker (Secretary), Transcie Almonte-Sabio, Dr. Eric Benjamin, Rebecca Adegeye, Dana Baker, Ramon De La Cruz, Ed Riggs, Rebecca Thomas, Dr. Carlos M. Molina Rosales, Katherine Goldstein

Absent: Kimberly Jones (Chair), Dr. Benita Rashaw, Alice Boatman

Proxy: Mark Levine, for Dr. Benita Rashaw, Shakenna Adams-Gormley for Kimberly Jones, Jona Colson for Alice Boatman

Guests: Dr. Charlene Dukes, Dr. Kevin Long, Dr. Rachel Bonaparte-Hagos, Sherwin Collette, Dr. Steve Cain, Krista Leitch Walker, Rosa Trigo, Stephanie Gallo Krasnoff, Mary Ellen, Meredith, Janice Dufour, Ali Fadl, Charlie Jackson, Tessie Simmons, Keke Lowe, Carla Ammerman, Emily Schmidt, Leslie Jones, Daphne Alfelor, Jona Colson, Erin Marcinek, T. Peanort, Maria Adams Davidson, Brad Bridges, Eniola Olowofoyeku, Hyde Revilla

Liaison: Dr. Steve Cain

Governance Director: Dr. Clevette Ridguard

Call to Order

There is a quorum to conduct business. The meeting was chaired by the Vice-Chair Shakenna Adams-Gormley in the College Councils Chair's absence. The meeting was called 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 spoke before the Chair's Report. The agenda was approved as revised. The minutes for October 12, 2021 meeting were approved as written.

Constituent Concerns

No constituent concerns.

Return to Campus Follow Up (Dr. Charlene Dukes, Interim President)

Dr. Dukes follow up discussion to the Colleges return to campus on November 8, 2021

1. Montgomery College has been working remotely/home for 18 months.
2. To meet the needs of our students the Library services and Tutoring have been working face-to-face along with other offices throughout the College during the pandemic.

3. College now needs to focus on the return to face-to-face services to fulfill our mission on serving our Students and the Community.
4. Initially the College was scheduled to return to our physical locations on October 4, 2021. Because the College has put in place a vaccine or exemption requirement, the date has been changed to Monday, November 8, 2021.
5. The data from the county shows the numbers of COVID-19 cases are down to 50 transmissions per 100,000 individuals. This supports the intuitional agreement that the college has to support the return to our physical locations.
6. As an organization, the College has a systematic assessment of remote work and how it has impacted our College community, the student enrollment is down considerably.
7. The institution needs to adjust and readjust and focus on how to regroup and reset, and reacclimate to campus to meet the needs of our Students as well as the College Community. The College will continue to assess remote work and telework. Teleworking is available 1 day per week starting November 8th. Four weeks after the start of the spring semester 2022 an employee can request up to 3 days of telework per week with your supervisor/division approval.
8. The spring semester 70% of our classes will be taught face-to-face and 15% remote and 15% distance learning.
9. Reminder to all employees to have their vaccination cards uploaded by Friday, November 5, 2021 by 5:00 pm. There have been 1500 vaccination cards uploaded to date.
10. Please send any additional questions to Dr. Dukes or Dr. Cain.

Chairs Report (Shakenna Adams-Gormley, College Council Vice-Chair)

- College Council Theme 2021-2022 (Creating Connections and Collaboration for students, employees, and institutional success)
- FAQs for return to campus. To learn more visit: <https://www.montgomerycollege.edu/coronavirus/return-to-campus/index.html>
- Telework plans. To learn more visit: <https://infor.montgomerycollege.edu/offices/human-resources/flexible-work-arrangements.html>
- Town Hall will be on Wednesday, November 10 at 2pm on the Takoma Park Silver Spring Campus. To attend send your email request to townhall@montgomerycollege.edu and online questions can be submitted to townhall@montgomerycollege.edu
- Student registration. Winter session will be fully online. Winter registration is open. Spring 2022 classes will be offered both on campus and online schedules are available to be viewed now Priority registration opens October 25th and general registration opens November 1st
- Students must submit proof of COVID-19 vaccination by January 7th, 2022. For more information, visit: <https://www.montgomerycollege.edu/coronavirus/students/index.html>
- Finance Dates for January 2022 Transition from Banner to Workday. To review the dates visit: <https://t.e2ma.net/click/zvndge/fwi64xc/3exksn> or if you have any questions, please contact Patrick Johnson- patrick.johnson@montgomerycollege.edu or Monica Wong.
- New Policies and Procedures for 35001CP – Compensation Program and 60001CP and Acceptable Use of Information Technology can be viewed on the College’s Policy and Procedure website: <https://www.montgomerycollege.edu/policies-and-procedures/index.html>
- 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

- 9th Annual Humanities Days at Montgomery College is October 25th thru October 29th – this is a Virtual Event. Offering 30 virtual events. All programs are free and open to the community on a space-available basis. This year’s Humanities Days theme focuses on **The Human in Humanities: Understanding Ourselves and Others**.

BOT Meeting Summary (Dr. Eric Benjamin, Administrators Council Chair)

- Presented a summary of the meeting and a PowerPoint on FY23 Fiscal Outlook (presented during the BOT meeting). The PowerPoint is available on the Blackboard Governance Community

All Councils Goal Discussion

- **Administrators Council, Dr. Eric Benjamin**
 1. Questionnaire to look at the onboarding of new administrators
 2. Produce a report and work with our colleagues in HRSTM to inform new Supervisors and new Administrators onboarding
- **Staff Council, Ramon De La Cruz**
 1. Partner up with Administrators Council and Employee Services Council to enhance staff orientation
 2. Work with HR to enhance enrichment leave
- **Faculty Council, Rebecca Thomas**
 1. Provide resources for faculty during COVID-19 with return to campus questions and concerns
 2. Increase the overall faculty councils meeting attendance
 3. Work with Academic Services council to promote the Assessment Center services
- **Academic Services Council, Shakenna Adams-Gormley**
 1. Partner with Faculty Council on the consistent messaging regarding internal language in regards to the purpose of the assessment center and the services they are equipped to provide.
- Going to collect data about the students from the meetings they have with counselors and see what kind of information is needed. Create one-page flowchart for resources available for concern being presented.
- **WDCE, Transcie Almonte-Sabio**
 1. Aligning with what the College Council is doing, increase participation and communication to raise awareness with the employees, staff and students to better understand about participatory governance
 2. Strengthen the presence of WDCE and what we offer and share with the college community to build a better partnership
- **Student Services and Success Council, Mark Levine**
 1. Continue with what the council did last year, critical information videos called “how do I do that?”, specific to a department with maybe three or four questions of critical nature to students at this time. This year the council will focus on disability support services and Achieving the Promise Academy
 2. Explore more effective and efficient ways for the College to communicate with students
- **Rockville Campus Council, Katherine Goldstein**
 1. Support the Arts on the campus
 2. Support mental health program sponsored by SHaW Center and to coordinate with Student Council on this goal.
- **Student Council, Rebecca Adegeye**
 1. Collaborations and planning with Student Service and Success Council with the SHaW Center,

ATPA, and the Career Center to help students.

2. Increase student participation
- **Operational Services Council, Ed Riggs**
 1. Expand communication efforts from the previous year. These will include: more vigorous marketing using MC Mail, Inside MC, and other venues directing constituents to the OSC website. If possible, develop a new OSC video
 2. How the return to campus from the pandemic remote working helped us improve operational services. Provide recommendations that will have a positive impact as students and faculty return to campus
- **Germantown Campus Council, Tonya Baker**
 1. Working with the SHaW Center/Student Life to provide resources to our students - particularly food, while we have no cafeteria on campus, but also hygiene products as needed
- **Takoma Park Silver Spring Campus, Jona Colson**
 1. Help to facilitate the integration of students into the campus community and foster their academic success (assessing students' needs through surveys)
 2. Improve communication. Make information more easily accessible and help employees to support students more successfully
- **Employee Services Council, Carlos M. Molina**
 1. Working on Goals TBD later

Governance (Information update (Dr. Clevette Ridguard, Governance Director))

- Please submit your governance council picture to Yvette Taylor
- Competency Badge module one and two are in Workday. Please complete the competency modules before Christmas break. Module three and four will be available during spring break. We will require that all the Chairs have them completed before the start of Fall Semester 2022.
- Secretarial training: If you weren't able to attend the training, materials can be found on the Governance Blackboard Community under general training folder
- Collaborate with other Councils on your goals for 2021-2022

Recommendation from Operational Services Council, Ed Riggs

- Motion to make the Director of Public Safety, Health, and Emergency Management a "Permanent for Position" member of the Operational Services Council and to amend the Constitution and bylaws appropriately. Dana Baker. Seconded.
- The College Council voted. All in favor. None opposed. None abstained. Motion passed.

Follet Campus Store Update, Brad Bridges, Director of Auxiliary Services

- Reach out to Meredith Eirkson-Savage with any concerns for the Rockville Campus
- The Cafés on the Rockville Campus and Takoma Park Silver Spring Campus are open to service the students, faculty and employees now
- The Germantown Campus Café is not open. It will open early part of January 2022
- Catering can be requested via the website for all three campuses
- Point of contact for each campus Daniel Martinez handles the Rockville campus, and is the general manager across all Campuses. Otto Ramirez handles catering, is the manager for Germantown, and is training the workers at Rockville, and the manager for the Takoma Park Silver Spring Campus is Trayvon Clark.

Adjourned

The meeting was adjourned at 2:21 pm