

MONTGOMERY COLLEGE GOVERNANCE

Employee Services Council

September 22, 2016 / MKE 335 / 2:00 p.m.

Attendees

Members present: Nelida Andres, Veronica Arroyo, Rich Cerkovnik, Amy Crowley, Lisa Dyer, Liz Feldman, Victoria Lees, Alejandro Leopardi, Alex Micich, Genesis Powers

Proxies: None

Members absent: Suzan Hussein, HRSTM Representative

Guests: Julie Foster, Ellen Terry, Owen Pruden, Linda Hankey, Cathy Henley, Michelle Scott

Call to Order

Chair, Amy Crowley, called the meeting to order at 2:07 p.m.

- No constituent concerns presented
- May 12, 2016 minutes are approved

Food & Vending Services presentation

Owen B. Pruden (President) *Support Services Group LLC*

Mr. Pruden has been hired by the college to conduct assessments on our food services and to help the college decide on new services or service adjustments. The current contract expires 2018 so; a decision is needed before then. He has interviewed students and provost, but now needs feedback from staff. He asked us questions about *Chartwells* service which we rated from 1-10. Options presented: Meal plans, food trucks, WAWA, student debit card or getting our Hospitality Management Department involved.

Code of Conduct Final Draft

Co-chairs: Julie Foster & Ellen Terry

Julie and Ellen have been working on the Employee Code of Conduct for the last two years. They have conducted a substantial amount of research on other employer's codes of conduct as well as what is expected from by the College from their employees and what employees should expect from MC. We were given a visual overview of the Code of Conduct. An ethics helpline was also a recommendation to be implemented. Some minor suggestions were made by ESC members. The document is awaiting final approval at the next ESC meeting which is scheduled for October 27, 2016.

Chair's Report

First College Council meeting was conducted last week

- Track all items (what is being done by councils as far as speakers, constituents concerns, etc.)

- Presentation by Middle College Co-chairs Gregory, Benjamin and Peery: can register for listening tour sessions A, B and C on MC Learns. Co-chairs recommended attendees review MC 2020 and specific standards before attending a session. MSCHE Self-Study timeline as follows:
 - Gathering information and have three months to complete their draft
 - Spring 2017: new listening tours on draft
 - October 2017: draft needs to accept by President and by BOT in November, 2017.
 - January 2018: final due to Middle State Commission on Higher Education
- Presentation by Tanner Wray and Alex Moyer in which they reviewed revision to policy and procedure on copyright materials.
- Policies and procedures where our feedback has been requested: 62003-College Relations, 45004 Student Indebtedness, 31006-Equal Employment and Non-Discrimination, 34002-Disciplinary Action and Suspension, 61801-Use of Copyrighted Materials, 79001-Use of College Owned Vehicles.
- ESC members given a copy of updated ESC(May, 2016) Bylaws
- Chair asked for a volunteer to serve as vice chair for this council. No volunteers at this time.

ESC goal suggestions for 2016-2017:

- Implement Employee Code of Conduct
- “Destination employer”- what does that look like?
- Parking permit relief for employees not working on a campus
- Can there be a part-time faculty council?
- Family leave policy

ESC Meeting Time

Considered adjusting meeting time, however, there was no interest from those in attendance so; meeting time will remain 2-4 p.m.

New Business

N/A

Meeting adjourned 3:55 p.m.