

MONTGOMERY COLLEGE GOVERNANCE

Employee Services Council

Thursday, November 8, 2018

2:00 p.m. - 4:00 p.m.; Location: CT S102

Minutes

Attendees

Present: Sabrina Bielefeldt , Christopher Campanella (via phone), Richard Cerkovnik, Rowena D’Souza (via phone), Liz Feldman, Nicole Given, Chayanne Samuels, Tori Stickland, Gaby Cusic for Krista Leitch Walker

Absent: Sundu Andrea Bayoh, Aggie Harrell, Michelle Harrell, Tori Strickland

Guests: Donna Schena, Clevette Ridguard

Call to Order

The meeting began at 2:05 pm.

Constituent Concerns/Comments

- There were no constituent concerns.

Prior Meetings Minutes

- Both the September and October minutes were approved with no changes or modifications.

HRSTM Update

- Gaby reminded everyone that open enrollment closes at 5 p.m. on Friday, November 16.
- Employees should utilize the Human Resources Internal Consultants as a first point of contact when dealing with anything HR related.

Chair’s Report

- Chayenne will have increased participation in meetings while she is vice chair, which will give her an opportunity to run part of the meetings. She will also attend College Council meetings as her schedule allows so she can learn the ESC’s role and the ESC chair’s role during those meetings.
- Rich created a constituent concern tracking document that the council can use to track the status of all concerns brought forth during meetings.

Constituent Concerns Discussion

- Café in Cafritz – referred to TP/SS Campus Council and the Operations Council
- Andy Sainz –Rowena mentioned Andy is familiar with the process of requesting accommodations as she has worked with him in the past. Rich will draft a response and have Rowena review it before sending to Andy.

- Part-time faculty invited to department meetings – Liz asked for this to be removed since it can be addressed as part of standardization.
- Part-time faculty paystubs – HR and Payroll are aware of the issue and would like to include more information. This cannot be done while we are still using Banner and will have to wait for Workday.
- Part-time faculty substitution action forms – The departments make the decision on these forms. An employee who has submitted a form should receive a copy. Payroll needs to clarify the process for the departments so everyone knows what to do.
- Safe & Sick Leave – HR is aware of the issue and is going to schedule a meeting in the spring with the department aides to increase understanding and ensure proper implementation. There is a form on the HRSTM website that part-time faculty should be using when requesting leave.
- Good Faith Consideration – Done through Employee & Labor Relations office, constituent should contact the office if he/she has examples of things that didn't happen in a timely manner
- Instruction via distance – Is this treated consistently for both full and part-time faculty? Need to check with Aggie for clarification and check if this is a constituent concern.
- Public safety personnel/presence at the Rockville Campus – Contact Shawn Harrison for plans, guidelines, and timeline related to changes at Rockville due to water damage and the notification delays regarding the gunman on the TP/SS campus. Will officer visibility be increased and will special commissioned officers be a part of the police union?
- Opening buildings on weekends for a few classes – More details are needed for clarification but this will need to be addressed by Employee & Labor Relations. There are concerns from both the public safety office and the building service workers assigned to the buildings on the weekends.

Standardization

- Liz distributed documents with items related to part-time faculty she would like to see addressed as part of standardization, including consistency with department messaging (communication), onboarding and orientation, and incentives to get more part-time faculty engaged.

At the next meeting, we will discuss standardization of communication and succession. Sharon Bland, from the Equity and Inclusion office, will attend to discuss ethics.

Meeting adjourned at 4 p.m.