Montgomery College Employee Services Council
FY24 - Meeting #4
Thursday, December 7, 2023
The meeting was held via Zoom
2:30 p.m. – 4:30 p.m.

- Members present
  - Paul D. Miller (Chair), Zenobia Garrison, Liz Feldman, Jin Choi, Veronica Banhn, Ramon Valenzuela, Philip Bonner, Sharon Maxwell, Sophia Maison, Lauralyn McWilliams, Shakenna Adams Gormley, Yvette Taylor, Clevette Ridguard, Cinder Barnes, Edwardo Fuentes
- Members absent
  - James Fowlkes, Mohammed Hasan, Anthony Fiora, Adegbola Adeniyi,
- Invited Guests
  - Mike Humphreys, Sokol Mato, and Christine Crefton

Call to Order

- There is a quorum to conduct business. Chair Paul D. Miller called the meeting to order at 2:30 pm. The meeting was recorded for internal use only.

Approval of Minutes
- Motion to approve the minutes from November 4, 2023, by Liz Feldman, seconded by Cinder Barnes

Constituent Concerns
- Sick leave policy when separating from college – addressed by Sophia Maison (see emails sent after meeting for specific information).

Chair's Report
- Contained in PowerPoint slides provided after the meeting. Topics included:
  - Spring '24 Professional Week: Details about the week and a link to more information.
  - Staff Enrichment Day 2024: Announcement of the event.
  - Equity Week and Excellence in Equity Awards: Information about the event and awards, including the theme "Understanding Belonging and Mattering", dates, and deadlines for program proposals and nominations.
  - Outstanding Staff Awards: Details about the award categories, nomination deadlines, and award amounts for awardees and the Staff of the Year.
  - Outstanding Faculty Awards: Recognition program for full- and part-time faculty members, award amounts, nomination deadlines, and committee information.
  - Employee Leave Carryover Chart: Information on annual and personal time off carryover limits and deadlines.
  - Required Training: Mention of mandatory training for employees.
  - Mobile Market: Volunteer opportunities and schedule details.
  - Mental Health & Wellness @ MC: Resources and programs for faculty and staff mental health and wellness.
  - Safe Zones Training: Dates and details about training focusing on LGBTQ+ community support.
  - Future of Tech: Lunch & Learn Series: Announcement of a new series with guest speakers on technology and innovation.
  - First Friday's Book Discussion: Information on a book discussion series, including dates and topics.
  - Flexible Work Policy Review and HRSTM Updates: Overview of upcoming policy reviews

and HR updates

- MC Auxiliary Services – Mike Humphreys and Sokol Mato
    - Menus/Nutritional Information: Utilization of QR codes for accessing menu and nutritional information, available in various locations and formats.
    - Communication Enhancements: Introduction of a new Metz at Montgomery College website for easy access to various services including catering orders, café menus, and contact information.
    - Feedback System: An upcoming customer feedback system for dining services.
    - Student Employment Opportunities: Information on current and future student job openings in various roles.
    - Catering Department: Introduction of a new Catering Manager, details on event invoicing, and encouragement of feedback through event surveys.
    - Vending Machines: Updates on refunds, restocking frequency, and standardized pricing.
    - Equipment Repairs: Collaboration with MC Facilities Department to ensure proper functioning of café and kitchen equipment.

HR Updates
- Sophia Mason filled in for Krista Leitch Walker for the HR updates
    - Review Employee Matters for the latest HRSTM updates.
    - Electronic W2 will be available in mid-January. Please make sure your address is correct in Workday for a paper copy.
    - Open enrollment was a success and is currently closed.

MC Foundation Innovation Grants - Christine Crefton
    - Grant Theme: Focus on "Innovations in Connection, Completion, and Community", aiming to enhance the student experience and community engagement.
    - Funding: Up to $40,000 available for projects that demonstrate innovative strategies to improve student connection, retention, and community impact.
    - Criteria: Emphasis on collaboration, big ideas, and innovative approaches. Projects should directly benefit students and have measurable outcomes.
    - Application Tips: Successful applications should connect to the grant theme, address social justice, equity, inclusion, and demonstrate innovation.
    - Grant Proposal Requirements: Proposals must include an abstract, narrative, measurable outcomes, student impact estimation, implementation timeline, need demonstration, and a detailed budget.
    - Key Dates: Important deadlines for submission, winner selection, project conclusion, and evaluation submission.

Old and New Businesses
- Just updates for the addressed constituent concerns
    - Flexible work arrangement issue from Academic Affairs – resolved
    - IT Support for Job Classification – Sent to HRSTM
    - EAP Submissions – resolved (job aids have been updated)
    - Workday Balances for Time Off – resolved (job aids have been updated and are available)
- No new businesses

Final Thoughts/Adjourn
- Motion to adjourn – Liz Feldman, Seconded by – Zenobia Garrison

Meeting Adjourned at 3:45 pm

Respectfully submitted by
Paul Miller - Chair