

Employee Services Council Meeting

10/3/2024

Attendees: Cinder Barnes, secretary; Liz Feldman; Aubrey Smith; Krista Leitch Walker; Zenobia Garrison, vice-chair (voting proxy for Veronica Banh); Paul D. Miller, chair (voting proxy for Sepy Yousefi); Lauralyn McWilliams;

Governance members: Shakenna Adams-Gormley, Yvette Taylor, Clevette Ridguard*

Absent: Veronica Banh, Sepy Yousefi, Sharon Maxwell

Guests: Chantelle McKoy, Angie Moy, Carla Ammerman, Christine Crefton, Nghi Nguyen, and Anna Donohoe

Call to order

- There is a quorum to conduct business. Chair Paul D. Miller called the meeting to order at 2:33 pm. The meeting was recorded for internal use only.

Approval of Sept. 12 meeting minutes:

- A correction was made to the minutes to clarify that governance members are separate from committee members.
- Motion was made to approve the September 12, 2024 meeting minutes as corrected/amended. Zenobia Garrison made a motion; Liz Feldman seconded, and the minutes was approved by the council.

Constituent concerns:

- Two constituent concerns:

- 1) A part-time faculty member contacted [an ESC committee member] last month about an issue he encountered earlier this year when he became sick and had to take leave.

He missed several classes, and his department approved the time he missed because he was not in class (1.5 hours). However, HR came back to the department and told him the way ESH is calculated, his actual leave request should be 3.75 hours per class missed which counts preparation time, time to grade papers, etc.

The part-time faculty member, while sick, was not incapacitated, and therefore was able to complete his outside classroom duties, grading homework and tests, holding discussions with students, preparing his classes, etc.

- 2) One of our colleagues requested a special accommodation/ device in writing because they could not use the with her hand. They presented documents from the doctor and

submitted them right away. They also followed up with a second HR representative and sent a second email requesting help/support. Despite these repeated attempts for help, there has been no response from HR, nor has help been given to the staff member.

Chair report included the following updates, events, and announcements:

- Encouragement to read:
 - Employee Matters,
 - Inside MC
 - Monday Minutes
- Memos
 - **09/25/24:** IT Security News Letter - Issue 11
 - **09/25/24: MC Media Relations-** Montgomery College Seeks Board Of Trustees Member- Deadline- 10/17/24
 - **09/27/24:** Ballot Boxes at Montgomery College
 - **9/30/2024-** Annual Security Report
 - **HRSTM 10/1/24-** Employee Data Updates Required in workday
 - **IT Communications 10/2/24-** National Cybersecurity Awareness Month;
10/2/24- Invitation to MC Phishing Pro Tournament
- OEI: 2024 Fall Equity Dialogue (Oct. 17, 12:00-2:00pm)
- Domestic Violence Awareness month, activities throughout the month
- Mobile Markets
 - Continues throughout the semester at each campus
 - If you would like to volunteer, please register on the SHaW center webpage.
- Drug Take Back Day
 - Held Oct. 24th 10:00am-2:00pm, GT campus
- Maryland Male Students of Color Summit, held Oct. 18th at the GT campus
- Kaiser Van (shots free for employees, retirees, and students); free Covid vaccines for Kaiser members
 - October 7 - Central Services
 - October 21 - Rockville
 - October 31 - Germantown
 - *November 11 - Takoma Park/Silver Spring (upcoming date)
- Student Wellness offers free food to registered students on each campus
 - ROCKVILLE
 - Snacks, coffee, groceries, and hygiene items in the Student Wellness Center, on the Lower Level of the Student Services Center, SV 001.
 - GERMANTOWN
 - Grocery items and snacks are available in the hall outside the back door of SA 149, and hygiene items can be picked up in the Student Life Office (SA 113).
 - TAKOMA PARK/SILVER SPRING

- Snacks, groceries, and hygiene items in the Learning Center (CM 110), through the Campus Dean's Office (ST 306), in the Institute for Race, Justice, and Civic Engagement (P4, 202), and the Health Sciences Building (HC 201).
 - EAST COUNTY
 - Snacks, groceries, and hygiene items at the ECEC Learning Center, in room 112.
 - FOOD LOCKERS
 - Order a bag of groceries online to pick up at food lockers on campus.
 - Mobile Market
 - For more information about food resources on and off campus, email StudentWellnessCenter@montgomerycollege.edu
- MC Election Guides
 - MC Library has created an online guide for the 2024 elections
 - Access [2024 Elections Guide](#)
- Super Staff Tuesdays/First Faculty Fridays
 - Monthly PD sessions tailored specifically for our faculty and staff, respectively. Our aim is to create a consistent and structured approach to professional development, promoting continuous growth and excellence within our community.
 - Super Staff Tuesdays will begin in September and will be held on the second Tuesday of each month. These sessions cater to our staff, offering valuable opportunities to develop professional skills, enhance knowledge, and contribute to overall career growth.
 - First Faculty Fridays will begin in October and will be held on the first Friday of each month. The focus will be on various aspects of teaching, learning, and innovative educational practices, ensuring our faculty members remain at the forefront of educational excellence.
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Guest Speakers:

Chantelle Mckoy-

- Discussion of Internal Candidate Dispositioning protocol (HRSTM) will be used to provide a structured approach for handling internal candidates (process is a part of HR)

Carla Ammerman -

- Employee engagement (Search Advocate Training, PD Leave, and Sabbatical Leave)
- Sabbatical leave workshops/deadlines
- Information sessions on professional development leave

Megan Cooperman -

- MC Cares and Wellness (HRSTM)

- Connections at work

HR Updates

Krista Leitch Walker

- Update emergency contact
- Degree status
- Complete/Update career profile

MCRPA/AANAPISI/MC Pride and Allies

Christine Crefton, Nghi Nguyen, and Anna Donohoe

Affinity and Employee resource groups

- 1) Application Submission details – Appendix A, Section 9 (page 10)
- 2) Submission and Review Process of Group Renewal – Appendix C, Section 8 (page 16)

Comments on the proposal will be sent to Paul, Anna, Christine, and Nghi by Nov. 1.

Zenobia made a motion to end the meeting at 4:28, and Liz seconded the motion.

Respectfully Submitted by

Cinder Barnes