Germantown Campus Council
February 7, 2017
PK 105
3:00 p.m.–5:00 p.m.

Attendees
- Members present: Tonya Baker, Britney Green, Weiss Hamidi, John Hamman, Jennifer Haydel, Pauline Kelly, Allison Kraft, Mary Robinson, Kelly Rudin, Matt Sandee, Harvey Stempel, Chris Verdak, Norma Winffel
- Leader Liaison: Margaret Latimer
- Guests: Tacy Holliday, Loukia Verhage

Call to Order
Chair Norma Winffel called the regular meeting to order at 3:07 p.m. New student members Weiss Hamidi and Allison Kraft were introduced. The agenda was reviewed. Mary Robinson made a motion to approve the agenda. It was seconded and passed unanimously.

Constituent Concerns
No constituent concerns were presented.

Approval of Minutes
Tonya Baker made a motion to approve the minutes from the December 6, 2016, meeting. The motion was seconded and passed unanimously.

Provost's Report
Margaret Latimer informed the council about the following:
- Options are being considered to address Assessment Center concerns during the SA Building renovations.
- Details of the sustainable energy microgrid demonstration project are being worked out and teams from Korea are on campus.
- The bookstore is on track to open in its new location in mid-February.
- An issue in the BE Building regarding whether inner doors between recitation classrooms and labs can be kept unlocked has been resolved. Hallway doors must remain locked.
- An issue from faculty in the HS and HT buildings who are having difficulty with key card access to their classrooms has been raised.
- Four students from the Germantown Campus are going to the annual Advocacy Day in Annapolis February 8 along with students from Rockville and Takoma Park/Silver Spring.
- The Faculty Council issued a statement of support in response to what's going on with the new presidential administration. The statement says the College should be a safe, welcoming, inclusive space for all – not only students, but everyone who works here.

Chair's Report
Norma Winffel reported on the following:
- The Board of Trustees approved two new policies at its January 23 meeting, one on Student Social Media Privacy Protection and one on Drone/Unmanned Aerial Vehicle Use. (See attachment for more information.) The board also approved a change to the policy regarding Freedom of Expression.
- Council members are urged to review policies and procedures currently posted for public comment and provide feedback (See attachment for more information).
- The Student Council has asked the College to explore options for MC students to be enrolled in the Washington Area Transit Authority (WMATA) University Pass program, under which students could have unlimited rides on Metro bus and train during the semester for a token fee. The Student Council recommended that the College look at how it could use student transportation fees to defray or subsidize the WMATA University Pass fee.

- The College Council had a budget literacy presentation and a presentation from the Office of Compliance. The chair will invite the presenters to speak to the Germantown Campus Council.

Workday Presentation

Tacy Holliday and Loukia Verhage provided the council with an update on the College's transition to Workday, including a brief demonstration, some of the benefits of the new system, and a testing and training timeline. Council members raised concerns about ensuring that the data is good; that College IT staff are involved in the process; and that lessons learned from problems encountered with the rollout of Office 365 are being taken into account.

Announcements & Adjournment

John Hamman reminded the council that the Institutional Capacity Assessment Tool, a survey developed by Achieving the Dream, is available online through February 16. He stressed the importance of the assessment and urged everyone to participate.

Margaret Latimer noted the many campus and College events and encouraged council members to take advantage of the rich environment in which they work by attending some of the events offered at the institution.

Meeting adjourned at 4:38 p.m.

Jennifer Haydel
Germantown Campus Council Secretary

Addendum

Policies approved by the Board of Trustees at the 1/23/2017 Meeting

On Monday, January 23, 2017, the Board of Trustees approved two new policies:

- 42003-Student Social Media Privacy Protection – This policy implements a new Maryland law that prohibits the College from requiring any student, applicant, or prospective student to allow access to, observation of, or disclosure of information that would allow access to the student's individual personal electronic accounts as a condition of acceptance or participation in curricular to extracurricular activities. The policy also forbids the College to compel students to add College employees to the list of contacts for their personal electronic accounts. This new policy will still allow collaboration using social media as long as the student is given the option to use an account different from their personal electronic account.

- 75006-Drone/Unmanned Aerial Vehicle Use – Due to the College's proximity to Washington, D.C., there are a number of regulatory challenges to the safe and legal operation of drones. The Takoma Park/Silver Spring campus falls within the federal "no fly" zone, the Rockville campus is within another restricted air space, and the Germantown campus falls within an area subject to a different set of restrictions. This new policy outlines a general prohibition on the use and operation of drones on all College property except for approved operational or instructional use that complies with all Federal Aviation Administration (FAA) rules and regulations and any applicable College insurance provisions. Third parties and non-sanctioned individuals are not allowed to operate drones on College property, except for law enforcement officials who may be subject to other applicable law and regulations.

The Board of Trustees approved a change to the following policy and the President approved a change to the following procedure:

- 75004/75004CP-Freedom of Expression – The policy adds "freedom of the press" in response to a change in Maryland law regarding student journalists and college-sponsored media. The procedure adds a new section on "Student Journalists and College Sponsored Media" that extends First Amendment protections to student journalists and prohibits retaliation against any employee serving as a student media advisor for protecting student journalist rights.

The President also approved modifications to the following procedure:

- 61008CP-Reporting Suspected Fiscal Irregularities and Fraud with Whistleblower Protections – These modifications shift the reporting line monitoring and reporting responsibilities to the Chief Compliance, Risk and Ethics Officer.

Policy and Procedure Modifications out for Public Comment

From Email of 2/3/17 -- Three additional policy and procedure modifications out for public comment starting Monday:

33004/33004CP-Probationary Status for Staff Employees - These modifications clarify when staff employees must serve a probationary period, clarify exceptions for credit toward regular status, and clarify the process by which a probationary period may be extended or when a probationary staff employee may be discharged. These modifications also clarify the expectations of supervisors and their communication with probationary employees and HRSTM.

34005/34005CP-Resignation and Retirement - These policy and procedure modifications clarify the resignation and retirement processes for faculty, administrators, and staff as well as clarify the expectations of supervisors.

61005/61005CP-Internal Audit - These policy and procedure modifications clarify the role of the Internal Audit function at the College as well as update the audit reporting lines and include approved title changes. These modifications also clarify the responsibilities of unit administrators regarding internal audit reporting.

As always, comments may be submitted online by going to the College's Policies and Procedures website (http://cms.montgomerycollege.edu/pnp/) and clicking the link at the top under "Policy and Procedure Modifications Feedback and Public Comment." The direct link is below:

http://cms.montgomerycollege.edu/edu/plain.aspx?id=55206