
MONTGOMERY COLLEGE GOVERNANCE

Rockville Campus Council
November 5, 2019
Rockville, Humanities (HU) 009
2:00 – 3:30 p.m.

Attendees:

- Members present: Christine Tracey (Chair), Lori Kaufman (Vice Chair), Nghi Nguyen (Secretary), James Mitchell, Carrie Fitzgerald, Mojisola Ahonsi, Alvin Trask, Cinthia Martinez-Lopez, Dr. Kathryn Davis.
- Proxies present: Tyler McClenithan (Asia Lunn).
- Members Absent: Swift Dickison, Leszek Sibilski, and Jenifer Ramirez.
- Invited Guests: Clevette Ridguard (Governance), Dr. Kimberly Kelley (RV VPP), and Carla Ammerman (OHR).

Call to Order

- The regular meeting was called to order at 2:00 p.m. by Chair Christine Tracey.

Approval of Minutes

- Member Kathryn Davis had a correction to the minutes regarding the misspelling of her first name.
- October 1, 2019 minutes were approved. Member Kathryn Davis motioned. Vice Chair Lori Kaufman seconded.

Constituent Concerns

- Concern regarding availability of feminine hygiene products on campus. Dr. Kelley provided historical perspective. Christine will report to College Council.

Dr. Kimberly Kelley, *Campus and Facilities Reports*

- Student Services Building
 - First phase completion is scheduled for January 31, 2020.
 - Final phase completion is scheduled for March 30, 2020.
 - After final phase completion date, IT equipment, furniture, etc., will be moved into the building.
 - Occupancy of building starts after March 30.
 - A series of general classrooms and multi-purpose open labs. Scheduling for classes in these rooms will start Fall 2020.
- Email was sent out college-wide regarding the false Active Shooter alert. There is plan to centralize dispatch, so in the future, no incident will occur again. Dispatch would be responsible for sending out crisis alerts.
- There is a plan to have Special Police Officers (SPO) who've been trained stationed on each of the campuses. The SPOs would have the abilities to arrest and detain.

Chair's Report

- Montgomery College Celebrates Compliance and Ethics Week: November 4-8, 2019

- National Career Development Month is November. During the week of November 18th – 22nd, we are asking interested faculty to take a few minutes of class time to talk about your own career journey with your students.
- One of the College Council's goals this year will be to attend a game or student success event as a group to show our support.
- The Office of the Vice President and Provost, Germantown, in collaboration with the Visual, Performing and Media Arts Area at Montgomery College, is pleased to present *The Carnival of the Animals*, on Saturday, November 16, 2019, at 5 p.m. The concert will take place in Globe Hall in the High Technology and Science Center on the Germantown Campus.
- The Academic Calendar Committee invites the entire MC community to review and respond to the proposed academic calendar for the 2020-2021 year.
- Montgomery College's Creative Services team has released a new PowerPoint template.
- Fall Administrative Aid Forum information:
 - Flexible work and Telework agreements only have two level approval now. One level above your supervisor. There is another flexible work arrangement called Remote Work (pilot program) but will be geared toward certain position for example like IT positions where they would come to work location on occasion.
 - Longevity recognition/award – awarded to those that are at the top of their salary range for five consecutive years with satisfactory performance, will get a one-time lump sum award for \$1,560 added to base pay. This is processed automatically and there is no need for anyone to prompt them to get this added. Records will run reports every fiscal year to identify these individuals.
 - If requesting sick leave for more than 3 days, documentation should be sent to Farah Vivas or Rowena D'Souza in HR and not to your supervisor. You do not have to explain your medical issue with your supervisor but you do have to provide it to HR.
 - There is only one official personnel file in HR. You can request to review your personnel file. You can request one copy of your official file. After you leave MC, the records are kept 3 years, then destroyed.
- National Distance Learning Week, November 4-8. Visit ELITE website for fun facts and video testimonial.
- Boys to Men Program meets in SW 306, 12:00 - 2:00pm on Wednesdays, November 13 and December 4. There is an early registration event for all current and prospective members to receive assistance with registration and academic advising on November 7, 12:00 - 2:00 pm MT 205.
- Open Enrollment October 28 – November 18: Attend an Open Lab.
- Office of Human Resources and Strategic Talent Management released the Employee Matters 2020 update.
- Maryland Higher Education Commission (MHEC) invites all Maryland students to submit a public service announcement video to be used on regional and national television to help combat the opioid epidemic. Deadline to submit is January 15, 2020.
- Food pantries at each campus are in need of food. Each of the three main campuses has a pantry stocked with snacks, food, personal hygiene products, and household items.
- Rockville Campus Mobile Market Distribution will occur on 11/6 and 12/4 outside of the North Garage.

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- MC is trying to establish a Toastmasters chapter. Learn how to lead meetings, giving and receiving constructive feedback, and preparing speeches and impromptu speaking are among the benefits of this self-paced program.
 - Dr. Pollard presented the FY20 Goals and Priority Areas of Focus
 - Jane-Ellen Miller, CIO and Chris Cusic, IT Campus Manager
 - Multiple virtual meeting products were being used at the college.
 - GoTo Meeting is not accessible and there are limited licenses. GoTo will expire March 31, 2020.
 - Zoom will be rolled out as the virtual meeting tool in January 2020.
 - 2FA – if you do not have a personal cell phone, table, or device, the office phone can be used or the service desk can be called (though this will add time to the authentication process).
 - 300 students opted into 2FA on their own. If they need to login during class, please give them time to use their cell phone for the process and then they can put their device away for class.
 - No fobs or other devices were purchased for those without personal devices because college was looking for a cost free solution.
 - OneDrive was selected as the document storage solution at MC.
 - Two policy and procedure modifications that will be open for public comment through November 29
 - Margaret Latimer, Vice President and Provost Germantown Campus and Collegewide STEM Unit; and John Hamman, Interim Chief Analytics and Effectiveness Officer, held a scheduling presentation.

If you have questions or want additional information from the Chair Report, please contact the RV Campus Council.

New Business

- Members Cinthia and Mojisola reported out on the Annual Report Summaries. Chair Christine reported out for Asia Lunn.
- Committees were set up for the Council's two goals. Chair Christine will look into creating Team groups for the committees.

Meeting Adjourned at 3:26 p.m.

Respectfully submitted by
Nghị Nguyen, Rockville Campus Council Secretary