
MONTGOMERY COLLEGE GOVERNANCE

Rockville Campus Council
February 4, 2020
Rockville, Humanities (HU) 009
2:00 – 3:30 p.m.

Attendees:

- **Members present:** Christine Tracey (Chair), Lori Ulrich (Vice Chair), Nghi Nguyen (Secretary), Carrie Fitzgerald, Mojisola Ahonsi, Asia Lunn, Cinthia Martinez Lopez, Alvin Trask.
- **Proxies present:** Chi Su (James Mitchell)
- **Members Absent:** Swift Dickison, Leszek Sibilski, and Jenifer Ramirez.
- **Invited Guests:** Carlo Sanchez, Ed Riggs, Carla Ammerman (OHR).

Call to Order

- The regular meeting was called to order at 2:03 p.m., by Chair Christine Tracey.

Constituent Concerns

- No constituent concerns.

Approval of Minutes

- December meeting minutes were approved. Nghi motioned. Alvin seconded.

Ed Riggs, *Operational Services Council*

- If employees have an issue regarding Operational Services, please bring concern to council.
- Members include IT, Facilities, Budgeting and Finance, Parking and Transportation, Compliance, Administrators, Faculty, and Staff.
- OSC provides first-hand reports on OIT, Collegewide Facilities, Budgeting and Finance.
- Get real answers about present and planned MC operations through council.
- OSC can advocate for change.

Carlo Sanchez, *Public Safety Training Officer*

- **New Emergency Operation Plan:** how everyone responds to an emergency
- **Crisis Management Team**
 - ability to have people on each campus to provide support to Public Safety in crisis situation.
 - 5 to 10 people who can meet and figure out solutions to immediate crisis.
 - Get Campus Support Team in individual campus building: individuals who can take the lead during crisis situation.
- **Active Shooter Drill after spring break**
 - Individual Active Shooter drill for each of the three main campuses.
 - MC Alert is important for faculty, staff, and students to sign up for MC alerts.
 - LED message boards in classrooms have been updated. They are now shut off. Will only turn on once there is an emergency.
 - Extended the desktop notification for all smart stations inside classroom. Notification will take over the computer during emergency in classroom.

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- Fire Alarm Systems are being updated in buildings so that announcement can be distributed through the speaker system during emergency.
 - Active Online Shooter training is coming soon in MC Learns.
 - Public Safety Call Center/Central Dispatch
 - new number, 33-33, that would connect caller to a support representative and the person would be able to connect caller to the right campus Public Safety office.
 - Operation hours are from 7:00 – 22:00.
 - Coronavirus/Flu: reminder for staff, faculty, and students to always wash hands. Posters will be posted in buildings.
 - RV Council Campus Assistance
 - Get the words out to constituents about Active Shooter Drill
 - Campus Support Team rollout: council can help spread the words and help find volunteers for CST.
 - Chair Christine will update Council's goal to reflect support for Public Safety.

Chair's Report

- Attached on page 3-4
- Council agreed to amend goals to volunteer at April mobile markets at RV campus.
- Nghi Nguyen agreed to serve on the Equity and Inclusion Award Committee

Announcements

- HRSTM is rolling out 360 Survey
 - Third party operating survey
 - Four different cohorts
 - Information Sessions will be available
 - Feedback Session will also be held after survey is completed
 - See Collegewide communications regarding 360 survey information

Meeting Adjourned at 3:21 p.m.

**Respectfully submitted by
Nghi Nguyen, Rockville Campus Council Secretary**

MC GOVERNANCE

Christine Tracey - Rockville Campus Council Chair Report – February 4, 2020

- **Thursday, February 6:** Equity and Inclusion Panel: Career Tips from Young Experts in the Field of Criminal Justice. 11:00 a.m – 1:00 p.m. at TP/SS campus in CM 211. Pizza will be served.
- **Friday, February 7:** Spring Equity Dialogue – Taking a cue from President Pollard’s call for a “speak up culture” at MC, the theme for the Dialogue is “Speak Up, Speak Out.” 9:00 a.m. – 2:00 p.m. at TP/SS campus in Theatre Arts Building (TA).
- **Tuesday, February 11:** Spring Equity **Evening** Dialogue – 9:00 p.m. – 12:00 a.m. at TP/SS in CU-105.
- **Invite Census Ambassadors** to present to your class and club! The MC Counts Student Census Ambassadors are available collegewide to lead discussions and presentations about the 2020 Census to your classes and student groups. Materials for 2020 Census discussions (<https://docs.google.com/document/d/1DW1BnDbeIWAS9wYWSy9JqnggGdpg2S1f177bTQD-uMo/edit?usp=sharing>) are also available for you to use directly, including ready to use assignments specific to academic disciplines (<https://www.montgomerycollege.edu/documents/events/census-2020/faculty-assignments.pdf>). To request a presentation, please contact Nik.Sushka@montgomerycollege.edu.
- **Data Security@MC training is mandatory for everyone.** Log on to **MC Learns** and complete your training by **June 30, 2020**.
- **Tuesday, February 11: Presidential Dialogue Series: 100 Years Later: Women’s Fight to Win the Vote** - Elaine Weiss is a Baltimore-based journalist and Elsa Barkley Brown is an associate professor of history and women’s studies and affiliate faculty in African American studies and American studies at the University of Maryland.
9 a.m. CA Center / TP/SS. Free and open to the public
- **Toastmasters meeting on February 7.** 12-1pm at 9221 Corporate Blvd Central Services (CT).– Room S201.
- **Support MC Basketball:** Saturday, February 22; 3:30 p.m. (Men); Wednesday, February 26; 5:30 p.m. (Women) and 7:30 p.m. (Men)
- MC Foundation Innovation Grant – **Deadline March 12!** The grant is created by President DeRionne Pollard and made possible this year through the generosity of Montgomery College Foundation donors. Projects that align with the early college experience and that have a direct linkage to the student success scorecard, social justice, equity and inclusion, and closing the achievement gap for underrepresented students are ideal initiatives for this grant. Grants that promote collaboration and cross-functional teams will be given greater consideration. We are looking for your best thinking and innovative strategies that will impact a broad range of students. This year's grant amount is \$36,000. Faculty, staff, administrators, and students are all eligible to submit grant proposals. Collaboration among faculty, staff, administrators, and students on projects is encouraged. Students desiring to participate are required to partner with a faculty or staff member to submit an application. For more information visit: montgomerycollege.edu/innovationworks and watch the information video: <https://www.youtube.com/watch?v=C1Hi8gYU7GE&feature=youtu.be>

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- **Staff Enrichment Day is on March 18, 2020.** The theme is *Stepping into the New You Through the Eight Dimensions of Wellness*. Workshop proposals, staff distinguished award nominations, and degree completions are due 2/21/20, see the emails from the SED Committee for details.
 - **Governance Nominations and Elections:**
 - February 21-March 4 – Nominations. Be sure to nominate your peers and colleagues who would benefit from the experience.
 - March 4 – 24 – Accept or Decline Nominations
 - March 30 – April 10 – Elections. Be sure to vote!
 - **Memo from December 19, 2019:** Please be aware that in accordance with the Drug-Free Schools and Communities Act, the Montgomery College 2019 Drug and Alcohol Abuse Prevention Biennial Review is now available. The report covers information for academic years 2017-2018 and 2018-2019 and is accessible on the College website under [HEOA/Student Consumer Information-Health and Safety Information](#). For more information on the Drug and Alcohol Abuse Prevention Program for employees, please see the [Drug and Alcohol Abuse Prevention Biennial Review](#) report or contact Ms. Rowena D'Souza, Risk Management Coordinator / HIPAA Privacy Official at rowena.dsouza@montgomerycollege.edu.
 - **Effective January 1,** MC's preferred standards for official correspondence, reports, and messages to the community will transition to AP style. Based on the Associated Press Stylebook and can be found here: <https://www.montgomerycollege.edu/offices/advancement-and-community-engagement/communications/creative-services/editorial-style-guide/index.html>
 - **Outstanding Staff Awards** memo from Donna Schena on November 25. Please follow the link below to find the online submission form and other information regarding the award categories: <https://info.montgomerycollege.edu/offices/human-resources/awards-staff.html>. All nominations are due by 11:59 p.m. on Monday, March 2, 2020. If you have any questions regarding the 2020 Outstanding Staff or Staff of the Year Awards, please email recognition@montgomerycollege.edu and you will receive a response promptly.
 - **Outstanding Faculty Awards** memo from Sanjay Rai and Monica Brown on November 25. The nomination process is completely online and can be found at <https://www.montgomerycollege.edu/offices/academic-affairs/faculty-awards>. Please visit the webpage for more information about the process, the timeline, and the requirements. **All nominations are due by Monday, March 2, 2020, 11:59 p.m.** Please send your questions via e-mail to OFACommittee@montgomerycollege.edu.
 - Faculty, staff, and student volunteers are needed from 9 a.m.-1 p.m. to assist with the Rockville Campus [Mobile Markets](#). Volunteers assist with set-up, distribution of food, and breakdown of the market that offers fresh produce and other goods at no cost.

The Rockville market dates are as follows:

- February 12th; March 18th; April 8th; April 29th

Mobile Markets will be available one day a month on all three campuses from February through May. To register as a volunteer, please visit the [SHaW Center's page](#) (click Get Involved then Volunteer). You may also register on [GivePulse](#).

This council needs to nominate someone to serve on the Equity and Inclusion Award Review Committee to represent Rockville Campus.