
MC GOVERNANCE

MONTGOMERY COLLEGE

Staff Council

September 1, 2016

Mannakee Building, Board Room

1:00 – 3:00 p.m.

Attendees:

- Members present: David Anthony, Olatunde Cole, Chris Cusic, Rowena D'Souza, Linda Hankey, Stacey Miller, Beth Mole, Kaylin Nguyen, Nghi Nguyen, Andrew Scheppler, Chris Standing, Donna Wilson, David Sears (Administrative Liaison)
- Substitutes present: Matt Wilson for Shane Doyle

Call to Order

Chair David Anthony called the meeting to order at 1:04 PM and announced that proceedings were being recorded.

Constituent Concerns

- Ms. Wilson
 - Constituents are asking why ACES coaches are not registering high school students when the coaches are at the high school instead of making the students come to the College to register.
 - Chair Anthony asked Ms. Wilson to forward him the e-mail outlining the concern.
- Chair Anthony
 - Constituents want an update on the annual classification review for Grades I – J done last year. No outcome for this classification review was released.
 - Constituents want to know why the FY17 salary schedule hasn't been posted on the HR website. Ms. Amy Crowley, Employee Services Council Chair, will address this concern.

Approval of Minutes

The approval of the May 5, 2016 minutes has been postponed until the September 15th meeting

Middle States Update

Tammy Peery, Co-Chair of 2018 Self-Study Steering Committee

- Ms. Peery replaced Mr. Eric Benjamin as guest speaker for Middle States.
- Accreditation allows MC to get financial aids, it sets standards and guidelines for the institution, and it is important for students and employees.
- Used to be every 10 years, but now will be every 8 years.
- The Periodic Review Report was done every 5 years, but now will be reviewed annually.
- Last time, there were 12 standards but now will only be 8 standards, and only 7 standards affect MC.
- Recommendation is for MC to focus for on assessment: every unit needs to have an assessment, and WDCE needs to be included in the design.
- Goal is to complete the self-study by next year with the draft available by Spring and Fall.
- Make recommendations for areas that need improvement.
- There are 27 sessions for employees to come and provide feedback at the three campuses, register through MC Learns under Pedagogy & Instruction.

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- Flyers and MC communications will come out soon regarding these listening sessions.
 - If any unit wants Middle States to come and talk about the self-study then reach out to anyone on the Middle States Committee.

Julie Schwartz Weber, Ombuds

- As of this meeting date, Ms. Weber has had 18 visitors.
- Employees can contact the Ombuds for any issues.
- E-mail or call to set up meeting with Ms. Weber: ombuds@montgomerycollege.edu or 240-687-6188.

Kevin Long, Senior Policy Analyst

- Through feedback received from Governance council and public comments
 - 13 policies were modified, created 4 new polices, and retired 1 policy.
 - 15 procedures were modified, 5 new procedures were added, and retired 2 polices.
- Dr. Long's committee spent over 80 hours working on policy and procedure issues over the summer.
- Several policies and procedures including Copyright Material and Use of College's Vehicles have been modified and updated and are currently out for public comment.
- Would like to have all of Chapter 3 vetted, reviewed, and commented on by this academic year, June 2017.
- P&P website will be updated with future modifications.

Andrew Scheppler – Resolution for Prevention of Bullying and Malicious Workplace Policy Committee

- Mr. Scheppler recommended replacing the word Violence and with Malicious.
- An Ad Hoc Committee was formed to address the policy.
- At the end of last year, the Council voted to table the Ad Hoc Committee on Workplace Violence/Bullying Resolution.
- Mr. Standing wants this as an agenda item for next meeting.

Erin Hudgins, SED 2017 Co-Chair

- The date for next year Staff Enrichment Day is Tuesday, March 14th at the Takoma Park/Silver Spring.
- Theme: Remembering the Past, Reflecting on the Future.
- Ms. Belva Hill sent an e-mail seeking suggestions for workshops.
- Food menu is being worked on.
- Volunteers are welcomed and can e-mail the committee if interested in volunteering for the event.
- Ms. Kaylin Nguyen is in charge of Shuttle, and she's seeking volunteer shuttle drivers.

Tracking Reports

- Co-Chair Chris Cusic will send out information to all Staff Council members to get access to the Tracking Report.
- Mr. Scheppler motioned that by the end of the next meeting we (Staff Council) will have identified an individual for every open concern and an estimated report-back date for when that person will report back to the council. Co-Chair Cusic seconded. Motioned passed for: Cole, D'Souza, Hankey, Miller, Mole, K. Nguyen, N. Nguyen, Scheppler, Standing, and Wilson. None against.
- Ms. Mole recommended having enough time to go over the Tracking Report for next meeting.

Chair's Report

- Due to a resignation, Staff Council needs a representative from the Takoma Park/Silver Spring campus.
- Chair Anthony asked for liaisons to attend other council meetings
 - Ms. Hankey volunteered to attend Employee Council and Ms. Cole will shadow her.
 - Co-Chair Cusic and/or Mr. Nguyen will attend the Germantown Campus Council.
 - Ms. Wilson will attend the Student Services Council.
 - Ms. Nguyen/Ms. Wilson will attend the Takoma Park/Silver Spring Campus Council.
- Need one additional member for the Achieving the Dream (ATD) Core Team.
- Soccer for Peace Event – September 21th in Germantown – looking for volunteers (staff, students, faculty, anyone...).
- No updates on Sick Leave Bank.
 - Co-Chair Cusic motioned to suspend the rules and allow Dr. Janet Wormack to update the council on the Sick Leave Bank proposal. Ms. Mole seconded. Motioned passed for: D'Souza, Hankey, Miller, Mole, K. Nguyen, N. Nguyen, Scheppler, Standing, and Wilson. None against.
 - Dr. Wormack
 - Aon is helping with the Sick Leave Bank.
 - There is a tax impact to employees.
 - Favoritism is on the line.
 - Other organizations allow 3 to 4 months for long-term disability, MC allows 6 months.
 - Recommendations will come at the end of the semester.
- The new Compensation model will be out FY19.

FY16-17 Goals

- October deadline to submit to Tacy Holliday.
- One goal needs to align with students.
 - Co-Chair Cusic motioned to suspend the rules and allow Mr. David Sears to speak on our student success goal. Ms. D'Souza seconded. Motioned passed for: Hankey, Miller, Mole, K. Nguyen, N. Nguyen, Scheppler, and Wilson. Against: Standing.
 - Mr. Sears
 - Use the P&P as a guide on how staff can align their work to help students.

Next Meeting

September 15, 2016

1:00 – 3:00 PM

Germantown, PK 105

Adjournment

The meeting was adjourned at 3:00 PM

Submitted by Nghi Nguyen,
Staff Council Secretary