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# MC GOVERNANCE

## MONTGOMERY COLLEGE Staff Council Meeting #11 Minutes

Thursday, April 6, 2017

1:00 – 3:00 PM

Rockville, MKE 115

### Attendees

#### *Members present:*

David Anthony, Diana Benson, Ola Cole, Chris Cusic, Shane Doyle, Rowena D'Souza, Linda Hankey, Stacey D. Miller, Beth Mole, Kaylin Nguyen, Nghi Nguyen, Andrew Scheppler, Chris Standing, and Donna Wilson

#### *Guests:*

Dr. Janet Wormack, Senior Vice President for Administrative and Fiscal Services; Dr. Kimberly Kelley, Vice President and Provost of the Rockville Campus, Ms. Tilandra Rhyne, SED Chair 2017, Mr. Robert Roop, Interim Chief Human Resources Officer.

#### *Liaison:*

Mr. David Sears, Vice President of Advancement

### Call to Order

Chair Anthony called the meeting to order at 1:02 PM and announced that the proceeding was being recorded.

### Constituent Concerns

#### *Concern 1:*

Ms. Tilandra Rhyne, Takoma Park/Silver Spring Library

Ms. Rhyne received an e-mail from a staff who had sent out an email within the constituent's department asking colleagues to submit nominations for the Staff Enrichment Day awards. The constituent's supervisor said all nominations needed to go through him/her before the staff submitted the nominations. Ms. Rhyne wants to clarify that SED award nominations do not need supervisor's approval because all awards are peer-to-peer nominated.

#### *Concern 2:*

Staff Council Member – Mr. Chris Standing

If college employees are required to have their ID on them at all times, why is there a requirement for employees to leave their ID when requesting swipe cards to rooms such as SC152?

### *Concern 3:*

Staff Council Member – Mr. Chris Standing

In the past, if there was a need for a member to be on a committee, the AFSCME Union president was notified and asked to find a member from the bargaining unit. Now the AFSCME Union president has no knowledge at all about this, and it has to come from the Staff Council chair to ask for committee member. Why is this happening?

### **Approval of Minutes**

The minutes from the March 2nd meeting were passed by unanimous consent.

### **Guest Speakers**

**Dr. Janet Wormack**, Senior Vice President for Administrative and Fiscal Services  
Budget and Compensation Policy Update

**Robert Roop**, Interim Chief Human Resources Officer

Dr. Wormack said the state has approved the capital budget for the design of the Math and Science building project for the Takoma Park/Silver Spring campus.

The College has asked the county for \$7.4 mil in pay increases, which starts July 1st. The county has given pay increases to the College for the last 4 years. If the \$7.4 million is approved, employees will get 1 % GWA (General Wage Adjustment) and 3.5 % for increment (Merit) increases.

The College is still in the process of finalizing the results of the ongoing class compensation review done by AON Hewitt. Right now, they are looking at positions nationally, within county, and also MCPS, and comparing them with current College's positions. The plan is to finish the review in May and complete the review sometime during the summer. A committee will be formed to review the Class Compensation Policy. HR will solicit members for the committee college wide.

**Dr. Kimberly Kelley**, Vice President and Provost of the Rockville Campus  
Rockville Update

Dr. Kelley gave several updates on the Rockville campus. There will be new signage, including electronic signage, coming to the Rockville campus. Assessment Center is temporarily in the Math and Science center. This move will help increase the testing capabilities for DSS students. The Science Center Complex is complete. A survey for the Faculty and Staff dining room has received over 500 responses so far.

**Ms. Tilandra Rhyne**, SED 2017 Chair  
SED Debrief / SED 2018 Date

The SED Planning Committee considered a proposal for a make-up date, but decided against it. SED Planning Committee decided it was best to move forward. The awards recipients will be recognized at the College's closing meeting. SED will request the 2018 event to be held in May. If a May date is unacceptable, SED 2018 would return to the March date this doesn't work then it's back to spring break week. Next year's SED date will be up for a vote at the April 20<sup>th</sup> meeting.

## Chair's Report

Check email for March 28th regarding the new hiring of the Director of Employee and Labor Relations, Ms. Heather Pratt.

April 7th was the last day to vote for the Governance council members. New council members will be announced on April 11th.

Staff Council needs a volunteer from one of the Staff Council members to attend the Employee Engagement Survey meeting, 2:00 – 3:00 PM, April 13<sup>th</sup>, Rockville.

The Staff Council resolution, Bullying Policies and Procedures rewrite is finished. It is heading to the President Executive Council, and it will go out for public comment at a later time.

The request for Funding for Temporary Employees is still being reviewed.

Dr. Tacy Holliday has sent the two new resolutions for the Recognition Award and Annual Performance Award to the President's Office for consideration.

The last Staff Council meeting will be in Rockville, Gudelsky Building 222-224. Officer elections will be at the April 20<sup>th</sup> meeting.

Chair David Anthony was elected as the new College Council chair for 2017-2018.

There was a great turn-out for the County Council meeting on April 5th. Mr. Standing spoke in favor of the College funding request.

## Liaison Reports

### *College Area Review Committee*

Ms. Donna Wilson

Ms. Wilson reported:

The committee responded to an article, Program Review and Institutional Effectiveness by Trudy Bers, which is to identify ways in which program review provides information and documentation demonstrating that a community college is effective. The next activity was to do a program viability review. The purpose of the PVR is to ensure that all programs are functioning at a level that effectively uses the College's Instructional resources, supports the College's mission, and serves the needs of students and the College community.

### *Professional Development Leave Application Committee*

Ms. Donna Wilson

Ms. Wilson reported:

The 12 members convened and gave out scores and comments to Erica Bailey, coordinator. Recommended proposals to be forwarded to Mr. Bloom for review.

### *Student Services Council*

Ms. Donna Wilson

Ms. Wilson reported:

During the Student Services Success Meeting there were concerns brought up regarding gym hours are not flexible, microwaves are not clean, customer service for Admission and Financial Aid in Rockville Campus is unpleasant and hostile. Want to see syllabus before class starts. Library hours are not good.

*Operational Services*

Mr. Andrew Scheppler

Mr. Scheppler reported:

The meeting got cancelled because not enough items on agenda. Previous meetings had Ruby Sherman discuss the College budget, the President meet with the council to talk about current events, and OIT is moving to a unified ID and proximity access card.

### **Goal 3 – Staff Council**

Ms. Benson suggested moving toward a different direction of the Staff Council's Goal 3 for Student Success. The discussion will be included in the agenda for next meeting for a final vote.

### **Tracking Report**

Mr. Scheppler motioned to move the Tracking Report discussion to the next meeting. Ms. Hankey seconded. The motion passed all in favor.

### **Next Meeting**

The next Staff Council meeting is Thursday, April 20th, from 1:00 – 3:00 pm in Mannakee, Room 115.

### **Adjournment**

The meeting adjourned at 3:00 PM.

Submitted by Nghi Nguyen,  
Staff Council Secretary