

# MC GOVERNANCE

Montgomery College  
Staff Council Meeting #3 Minutes

Thursday, October 18, 2018

1:00 – 3:00 PM

CT 301

## Attendees

*Members Presents:* Shakenna Adams-Gormley (Vice Chair), Dana Daniels, Shane Doyle (Chair), Vickie Drake, Ali Fadl, Linda Hankey, Erin Hudgins, Jamey Lawrence, Sandra Marke, Angie Moy, Luis Santiago

*Absent Members:* Stacey Gustavson, Alexander Valencia-Reyes

*Guests:* Julie Weber, Denise Simmons-Graves

*Proxy:* Shakenna Adams-Gormley (for Gloria Brewer)

*Liaison:* Clevette Ridguard, David Sears

## Call to Order

Chair Shane Doyle called the meeting to order at 1:04pm. The meeting was recorded for internal use.

## Constituent Concerns

Council received a concern that misogyny should be in prohibited actions and behaviors in the P&P 31002.1 the Hate Violence Activity, and 31011CP the Prevention of Bullying and Workplace Violence.

## Approval of Agenda and Previous Minutes

Minutes approved as amended with correction to the spelling of Betsy Leonard's name. The agenda was approved with the addition of the Staff Award resolution section to the agenda.

## Ombuds Report

Julie Weber (College Ombuds) gave the short review of the annual Ombuds report. She highlights the following:

- Visits have gone up from 115 to 203 over a two year period. Overall, visits from all departments have gone up with the exception of Part Time Faculty and Staff.
- Ombuds is independent from Montgomery College. It provides an, impartial, informal, and confidential place where visitors share their grievances as well as share good news. Ombuds also provides helpful options for visitors to explore.

- Concerns of most visitors are employee and employer relationship, civility, and career progression.

(For more information visit: [montgomerycollege.edu/ombuds](http://montgomerycollege.edu/ombuds) and view the long report.)

### **MC2025 Report**

Vickie Drake (Staff Council representative to the MC2025 Committee) provided the following meeting highlights:

- Created a blackboard community for the 2025 strategic planning committee.
- Feedback needed on the café forums. (data still being collected)
- There will be more upcoming events throughout the semester.
- Starting the next meeting on, the committee will adopt a standard strategic community terminology.

### **Selection of Council Liaisons**

The following Staff Council members have volunteered to be liaisons for the Campus Councils:

- Vickie Drake will be the liaison for the Takoma Park Silver Spring Council
- Erin Hudgins will be the liaison for the Rockville Council
- Dana Daniels will be the liaison for the Germantown Council
- Sandra Marke will be the liaison for the Faculty Council
- Angie Moy will be the liaison for the Operational Services Council

The following Councils are still in need of a liaison:

- Employee Services Council
- Student Council
- Student Services and Success Council
- WDCE Council
- Administrator Council
- Academic Services Council

If anyone is interested in becoming a liaison contact Shane Doyle at:

[shane.doyle@montgomerycollege.edu](mailto:shane.doyle@montgomerycollege.edu)

### **Staff Awards Resolution**

Staff Council is currently working on a resolution for the Staff Member of the Year Award. Here are the results:

- Vickie Drake motioned to approve the resolution as drafted. Dana Daniels seconded the motion.
- During discussion, Vickie Drake moved to amend the resolution to add that part time staff would receive a pro-rated award amount. Dana Daniels seconded.
- Angie Moy motioned to table both motions until the council has more information about the award and part time status. Jamey Lawrence seconded the motion. All voted in favor with the exception of 1 member who opposed, and 1 member who abstained.

### **Allow Out of Office Messages on Doors**

Denise Simmons-Graves presented a short report on out of office civilities to help Montgomery College as an institution become more civil with our Students and visitors. Dr. Simmons-Graves highlights the following helpful step:

- When you are out of the office, consider putting a message on your door that you are not there, when you will return to the office, and an alternative place or person to go see if assistance is needed before your return.

### **Finalizations of Goals**

- Goal #1 make a recommendation to add civility language developed by the Equity Inclusion committee into the employee handbook.
- Goal #2 clarify the eligibility of non-full time and non-permanent employees for things like training, and Governance and work to improve the inclusion of these types of employees if necessary.
- Goal #3 address all outstanding constituent concerns from last year so that their status can be changed to either closed or monitored.
- Dana Daniels moved to adopt the goals plan as prepared. Shakenna Adams-Gormley seconded the motion. All voted unanimously.

### **Tracking Report Update**

Shane Doyle presented the following tracking report updates:

- The eligibility of part-time staff for the staff Member of the Year Award concern will be addressed November 1, 2018.
- The general wage adjustment merit increment communication concern will be addressed November 1, 2018.
- The sick leave bank concern is closed as addressed.
- Request for the transparency with health benefits is unable to be addressed. The Union has to address that concern.
- Parking tag concern is closed.
- College services not suspended for the day so staff can attend enrichment day concern is closed; college services will be suspended until 2pm on enrichment day.
- 12 month employees' pension and supplementary retirement account deductions taken out only 10 months out of the year concern is still pending. Possible discussion next meeting November 1, 2018.

### **Chair Report: Shane Doyle**

- P & P change as it pertains to the compensation programs 35001- degree attainment, EAP funds, demotion pay changes, and changes to the longevity award are out for public comment until November 2, 2018.
- P & P language change as it pertains to 30092- volunteers and internships are out for public comment until November 16, 2018.
- P & P changes for Safety & Security include titles, communications, and adds information about Special Police Officers/investigators.
- Two factor authentication will be mandatory in January 2019.

**Adjournment**

The meeting adjourned at 3:01pm.

Submitted by Erin Hudgins  
College Council Secretary