
MONTGOMERY COLLEGE GOVERNANCE

Staff Council

October 15, 2020

Via Zoom

1:00pm-3:00pm

Attendees:

- **Members Present:** Shakenna Adams-Gormley (Chair), Daphne Alfelor (Secretary), Brooke Crothers, Ramon De La Cruz (Vice Chair), Dwayne Henry, Surayya Johnson, Tilandra Rhyne, Carroll Rollman, Christopher Standing, Kristina Schramm, Amanda Stroud, Matt Wilson
- **Members Absent:** Charles Braxton, Reginald Cabrera, and Alton Henley

Call to Order

The regular meeting was called to order at 1:03 pm by Chair Shakenna Adams-Gormley.

Meeting Minutes

- The minutes for the October 1, 2020 meeting was approved as prepared.

Constituent Concerns:

- No constituent concern reported.

Unfinished Business

- **Posthumous Benefit – Tuition Waiver for Dependent Children of Deceased Montgomery College Employees**
 - Ramon De La Cruz motioned to submit the recommendation for an educational assistance in the form of tuition waiver for dependent children of deceased Montgomery College employees to the College Council for review. The College Council can recommend changes and send back to the Staff Council to update before presenting it to SALT and PEC for approval.
 - Matt Wilson second the motion with all in favor to approve the recommendation as is and present it to the College Council.
- **Goals**
 - Chris Standing motioned to table the communication goal on disenfranchisement until he and Shakenna Adams-Gormley meet with Sharon Bland. Ramon De La Cruz second the motion with all in favor.
- **Constituent Concerns Update**
 - Amanda Stroud shared that the Employee Engagement Survey has been reinstated using a new vendor and will share the timeline when it's available. Past responses to survey was poor. Encourages council members to promote completion of the survey.
 - Carroll Rollman provided an update on feedbacks she received from OIT, HRSTM, Accounts Payable and Procurement. Each unit agreed to update the requested forms and will communicate when changes are made to forms and processes.
 - Carroll Rollman will forward a request presented during the Staff Council meeting to have the Short-Term Leave Form formatted to enable digital signature by the

supervisor and unit administrator.

New Business – Staff Enrichment Day (SED) Update

- Tilandra Rhyne shared that the Staff Enrichment Committee is not in favor of hosting the Staff Enrichment Day virtually in spring due to the complexity of planning SED's virtual event and made the recommendation to Governance Director, Dr. Clevette Ridguard.
- Chris Standing motioned to postpone Staff Enrichment Day in spring 2021 until we are back on campus. Ramon De La Cruz second the motion with all in favor.
- Tilandra Rhyne will finalize the memo to Dr. Ridguard.

Chair's Report – Shakenna Adams-Gormley

- **P&P 31003: Conflict of Interest** (<https://www.montgomerycollege.edu/policies-and-procedures/>)
 - Send responses/comments to Shakenna Adams-Gormley, Ramon De La Cruz, and Daphne Alfelor by November 5. Shakenna will gather all responses and submit as a group by November 16.
- **College Council Update**
 - Celebrated Takoma Park/Silver Spring campus 75th anniversary.
 - PACEI Town Hall is scheduled on October 23 and October 30.
 - Flu clinic for students is scheduled for October 19 from 10 am – 12 pm.
 - Dr. Pollard will have a discussion on racial justice through policing with Montgomery County Chief Marcus Jones on October 21.
 - Donna Schena attended the College Council meeting and discussed the memo on the fraud situation.
 - The original amount loss was \$2.8 million with \$1.4 million recovered.
 - A background search was performed and there were no findings of any college employees being involved.
 - The FBI is still investigating the situation.
 - Fraud awareness training was delivered to almost 300 employees at the College.
 - The College hired an outside consultant to perform audit of our financial controls and vendors/contracts management.
 - Staff Council will invite Donna Schena to the next meeting to discuss the fraud situation and answer any questions.
 - Dr. Monica Brown and academic counselors attended the College Council meeting.
 - There's a new chat feature on the Starfish program.
 - There is a general questionnaire and an orientation questionnaire that students fill out in order to register and do certain things in the system. Streamlined the process to limit steps for students to complete. Combined questionnaires and orientation so it can be done all at one time to avoid discouraging students from registering. It will take effect in the spring 2021 semester.
 - Starfish virtual waiting room intended to guide students with finding the correct departments for their program and obtain appointment with the correct counselor to avoid long queue is piloted this semester.
 - Dr. Pollard's FY21 institutional goals is available on the Planning & Policy website. https://www.montgomerycollege.edu/_documents/offices/planning-and-policy/strategic-planning/fy21-institutional-goals.pdf. Check back on October 19 for

the most updated copy.

- **Parking Fees**

- Parking fees cannot be waived due to bonds that contain covenants. Employees who wish to stop their payroll deduction for the upcoming year should send their request to parking@montgomerycollege.edu. The effective date of the cancellation will be the first payroll period after receipt of the request. Refer to October 8, 2020 memo sent by MC Communications for additional information.

- **SVPA Updates**

- All discipline will have a full day advising on October 20 from 9 am – 7 pm. No classes for students and non-instructional duty day for faculty.
- A two-day academic planning session hosted by Dr. Rai is scheduled on November 5 and November 6. Approximately 100 participants will be invited including Dr. Pollard, SALT members, deans, department chairs, Staff Council and the Faculty Council.
 - Shakenna Adams-Gormley will share Staff Council's recommendation and feedback on returning to campus safely with the Academic Advising Committee.
 - Discussion includes higher trends happening in higher education and tutoring and library services availability during the spring, summer, and fall semesters in 2021.
 - Montgomery College will not become an online school and will still offer 7-weeks and 15-weeks courses.
 - The College will have future alignment with University of Maryland Global Campus.
 - Credit classes cap for virtual online learning:
 - ❖ Winter – 7 credits max
 - ❖ Spring – 18 credits max
 - ❖ Spring 1 and Spring 2 sessions for 7-week courses – 10 credits that are overlapping between spring 1 and spring 2. An appeal is required with academic counselor to take more than 10 credits.
- All College events have been cancelled through December 2020. Scheduling events will need to go through the CAT team for approval.
- All buildings will not be open in the spring 2021 semester. Only 1.5% are on campus this semester. The College will cap 4-5% occupancy on campus in the spring 2021.
- College is developing website geared towards students to have one place to go for information. Classes will be listed as remote, distance learning, or in-person.
- The College is applying for a \$150 million biomanufacturing grant through the Department of Labor. Deadline is November 12.
- Online community college partnership with the US Navy - 100 students will have tuition paid by the US Navy through their cybersecurity program.
- The College has 3,000 classes, of which, 536 courses are OER. There is a goal to expand OER and Z-Courses. Discussion will be forwarded to the College Council for review and deliberate on recommendations for the OER course offerings.

Announcements and Agenda Items for Next Meeting

- Update from Donna Schena regarding the fraud situation.

Adjourned at 1:57 p.m.

Respectfully submitted by
Daphne Alfelor, Staff Council Secretary