
MONTGOMERY COLLEGE GOVERNANCE

Staff Council

October 21, 2021

Via Zoom

1:00pm-3:00pm

Attendees:

Members Present: Ramon De La Cruz (Chair), Daphne Alfelor (Vice Chair), Beth Reilly (Secretary), David Sears (Liaison), Alton Henley, Dwayne Henry, Christopher Standing, Amanda Stroud, Surraya Johnson, Matt Wilson, Javon Lamar Inman, Carla Ammerman, Bo Wai Chan, Lisa Dobbins, Lisa Thomas, and Leslie Casey

Invited Guest: Dr. Clevette Ridguard

Call to Order

- The regular meeting was called to order at 1:00 pm by Chair Ramon De La Cruz.

Request made Ramon De La Cruz to Amend the Agenda, to remove the scheduled speaker: Mary Genovese.

- Motioned by Beth Reilly, seconded by Amanda Stroud

Constituent Concerns

- Christopher Standing brought forward a constituent concern regarding handicapped parking at the Takoma Park/Silver Spring Campus during the construction. Eight (8) handicapped spaces were removed and placed in either East Garage or on Takoma Ave. Due to the distance from the garage and parts of campus, Christopher is requesting to look into the options of a Ferry System or Public Safety rides. Currently, escorts within Public Safety vehicles were suspended due to COVID. Staff Council member, Dwayne Henry, is giving rides to those with physical challenges. Christopher Standing and Lisa Thomas will be researching this concern.

Meeting Minutes

- Motion made to amend the October 7, 2021 minutes with correct spelling of names.
 - Motioned by Beth Reilly, seconded by Amanda Stroud
- The minutes for the October 7, 2021 meetings were approved as corrected.
 - Motioned by Christopher Standing, seconded by Matthew Wilson

Chair's Report – Ramon De La Cruz

Staff Enrichment Day – Chair met with members of the Staff Enrichment Day committee to discuss activities and options. Staff Enrichment Day is projected to be held in March 2022 on the Takoma Park/Silver Spring Campus.

Workday is launching financially on January 3, 2022.

- Changes will include ordering. Recommended to complete your order early before Winter Break.
- Training is being offered on using Workday. 1800 employees engaged in training so far.
- Changes include how Hourly employees must complete timesheets. Concerns about computer access for some hourly employees (Facilities Staff).
- Office of Information Technology (OIT) is looking for Workday Leaders/Will Ambassadors. Please encourage staff constituents to consider being a Workday Leader. Email IT department if you are interested.

Telework Policy/Conversation:

- Summary of memo sent to all College employees.
- Currently, the college has been working in Emergency Remote Work during the pandemic.
- Telework is a college policy that is individually approved for a one-year approval and must be renewed yearly. There are no current approved Telework positions during the pandemic.
- Telework policy requests have returned with the limitation to 1 day/week until the 2nd week of the Spring 2022 semester (November 2021- February 2022).

College Council Report

- College Communication: Remember to check MC Communications, Inside MC, and HRSTM Newsletters
- College Council is looking for volunteer to serve on “Communications and Elections Committee”. The committee is charged with developing and implementing an educational campaign to raise awareness about MC governance. Committee members will also help encourage participation in the nominations and elections that take place in the spring. Email Kimberly Jones if you are interested in serving.
- Reminder: COVID19 Vaccination Requirement by November 8, 2021 for employees and January 7, 2022 for students
- Critical Race Theory Forum – Reframing the Narrative will be on October 28, 2021 at 1:30pm
- Two Goals set for College Council: Mental Health and Communication

Data Assessment Management Plan (DAMP)

- Spoke with Nadine Porter about DAMP. Goal of paperless and protection of data.
- Focus Groups will begin next week.
- College needs a Data Warehouse Consultant.
- Podcast videos coming out in Spring 2022. Anyone interested in assisting with writing a jingle, please email Ramon De La Cruz at ramon.delacruz@montgomerycollege.edu

Environmental/Safety Committee at Montgomery College

- Creating safety training and consolidating list of testing (ex: water, air, machinery, student devices, location of needs). Email Staff Council if interested in participating on the Environmental/Safety Committee.

Academic Affairs Council

- TPSS Campus updates
 - The Catherine and Isiah Legit Math and Science Building construction is progressing.
 - Bridge repairs have been approved to start: updating basic maintain of supports and rust.
 - Exterior water testing is being done on library building.
- Rockville Campus updates
 - Invention Hub at Mannakee Building in partnership with Apple at MC and MC has presence in Bethesda at Apple location.
 - Finance Lab open
 - New theater seats in PAC building. Plays are being offered in-person with proof of vaccination.
- Germantown Campus updates
 - HT Building elevator upgrade complete – waiting for inspection approval
 - Telescope site added behind BE Building
- GOAL season of the year for Governance

Speaker: Dr. Clevette Ridguard: Review of Robert’s Rules of Order

- Discussion on History of Robert’s Rules of Order

- Why use at Montgomery College: provides structure, order, and time management
- General Roles and Overview
- Chair's responsibilities, meeting script, making amendments, and voting needs quorum.
- Held mock session with volunteers
- Referral to Governance website and Governance Blackboard site for documents and PowerPoints

Unfinished Business

- **Tabled: P&P 58005 Closing of the College.** Request to review the policy in order to make sure it supports the memo from Donna Schena and addresses remote learning/teleworking
- **P&P 34101 Grievance Process for Non-Bargaining Staff.** Request to replace the words "Non-Bargaining" with "Staff" - Christopher Standing will craft recommendation letter to all councils for input.
- **Staff Council Goals FY22:** Two Goals in discussion
 - **Voting for goals**

Goal One: "Improving the onboarding process of new employees through collaboration with other governance councils and establishing a mentorship network."

- Motioned to approve: Christopher Standing, Seconded by Daphne Alfelore
- Votes:
 - In favor: Daphne Alfelore, Christopher Standing, Beth Reilly, Matthew Wilson, Amanda Stroud, Javon Lamar Inman, Surray Johnson
 - Opposed: Lisa Dobbins
 - Abstentions: Lisa Thomas, Bo Chan
- Ways to accomplish: recommendation of a one-week orientation for all new employees.

Possible Goal Two: Enhance community enrichment opportunities with use of Enrichment Leave (not discussed or voted on at this point).

New Business

- Telework Policy: Tabled for next meeting. Speaker unable to attend.

Announcements and Agenda Items for Next Meeting

- Reminder: New 2021-2022 Staff Council group photo will be taken at November Meeting.
- Bring a mentoring resource to share with council at next meeting.
- Goal Two will be discussed and voted on.

Adjourned at 3:11 p.m.

- Motioned by Beth Reilly, seconded by Amanda Stroud

Respectfully submitted by
Beth Reilly, Staff Council Secretary