
MONTGOMERY COLLEGE GOVERNANCE

Staff Council

February 3, 2022

Via Zoom

1:00pm-3:00pm

Attendees:

Members Present: Ramon De La Cruz (Chair), Beth Reilly (Secretary), Dwayne Henry, Christopher Standing, Matt Wilson, Alton Henry, Javon Inman, Amanda Stroud, Bo Wai Chan, Lisa Dobbins, Lisa Thomas, Leslie Casey, Surayya Johnson

Absent: Daphne Alfelor (Bo Chan/proxy), Carla Ammerman (Lisa Thomas/proxy)

Call to Order

- The regular meeting was called to order at 1:01 pm by Chair Ramon De La Cruz.

Constituent Concerns

- Amanda Stroud brought forward concerns about College Procedure 32103 (Closing of the College) and Procedure 32500 (Flexible Work Arrangements) will contradict/violate each policy.
 - *"The public safety webpage on closures and delays has a section about weather closures during the pandemic. It says "During an inclement weather event, employees who have been working remotely and/or have the capability to work remotely will be expected to do so according to their scheduled work day. Employees who are required to report to work on campus will be notified by their supervisors."*

This guidance is in direct opposition to, as far as I can tell, two official College procedures. Procedure 32103 (Closing of the College) says that when the College is closed, "staff members designated as 'essential personnel' may be required to report to work at the normal time. All other employees will be granted administrative leave."

In addition, Procedure 32500 (Flexible Work Arrangements) says that "in the event of a delayed opening, early closing, or full-day closing of the College due to inclement weather or other emergency conditions, a non-essential employee scheduled to telework that day is not required to work remotely and should enter any administrative leave granted for that day on their time sheet."

It appears the College is violating it's procedures by having employees telework work on a day the College is closed. I understood when we had to work when the College was closed during remote work, but now the College has made a big deal of requiring people to return to in-person work. It seems like they want to have their cake and eat it too."

Meeting Minutes

- The minutes for the December 2, 2021 meeting were approved as written.
Motioned by Lisa Thomas, seconded by Christopher Standing

Chair's Report – Chair Ramon De La Cruz

Announcement – Ramon shared who are the proxy for each missing members at today's meeting

College Council – no report, will be meeting on Tuesday, February 8, 2022.

Policy & Procedures for Review – Open for public comment

(<https://www.montgomerycollege.edu/policies-and-procedures/index.html>)

- Policy 66005 and 66005CP – Data Asset Management & Security
 - Proposed new policy/procedure to govern the confidentiality, integrity, availability, ethical use of and quality of College data to drive evidence-base decision making.
- Policy 66002 and 66002CP – Confidential Data Management and Security
 - These modifications update the policy language to align with the new Policy 66005. Procedure changes include updates of the definitions.
- Policy 41003CP – Student Cumulative Records
 - This modification updates the definition of “Personally Identifiable Information” to align with the new policy 6604.
- Policy 41006 and 41006CP– Board of Trustees Scholar Award
 - This modification would change the name of the award to Board of Trustees Academic Excellence Award, align the awards with the College's academic units, and create a standard process for student applications and selection.
- Policy 41700 and 41700CP – Board of Trustees Apprenticeship Scholar Award
 - This modification would change the name of the award to Board of Trustees Apprenticeship Academic Excellence Award and align the application and selection process with 41006CP

Board of Trustees Meeting

- Discussed Policy and Procedures that are under review
- Announced Interim Senior Vice President, Advancement and Community Engagement is Ms. Joyce Matthews
- Discussed Budget and Budget Advocacy needs for Montgomery College

Staff Enrichment Day – Cancelled for 2022

- Ramon suggested to request in the future -the use Personal Enrichment time for the day

Dr. Williams – New President of Montgomery College begins on February 28, 2022.

- Ramon sent a request for Dr. Williams to attend a Staff Council meeting in the future.

Future Speakers

- Request for Staff Council Members to let us know if they are interested in specific future guests/speakers for other spring 2022 meetings.

New Staff Council Liaison

- Ms. Joyce Matthews, Interim Senior Vice President, Advancement and Community Engagement, has been named the new liaison to Staff Council

Workday Implementation

- Time sheets have begun in Workday. Remember to complete time sheets early for supervisors' approval or will have to submit with next pay period
- Verify of purchase has glitch that workday team is working on.

Unfinished Business

Telework Presentation at Employee Services Council (Amanda Stroud)

- Document submitted with notes to Staff Council members to review about updates on Telework from December 2, 2022 – Employee Services Council
- February 21, 2022 is the end of the emergency remote and employees will need to submit Telework form to their supervisor. Telework will be determined by HR with individual, situational

allowability for telework

Staff Council Goals

- Beth Reilly motioned to move Goal #2 to be discussed before Goal #1, Surayya Johnson seconded the motion. Unanimously approved.

Staff Council Goal #2 – Enrichment Leave

- Beth Reilly shared current College Handbook - https://info.montgomerycollege.edu/_documents/offices/human-resources/employee-benefits-handbook.pdf - page 42
- Discussion with Staff Council members about approved activities, clarifying use, and ways to inform the staff and college community
- Suggestion to be added to leave page on the MC website.
- Reviewed definition differences of Professional Development Leave vs. Enrichment Leave.
- Discussed use of Enrichment Leave (reported by Amanda Stroud’s research with HR)
 - 2018 – Enrichment Leave – Total of 708 hours reported/used. Total of 111 employees.
 - 2017 – Enrichment Leave – Total of 749 hours reported/used. Total of 107 employees.
- Proposal of the change to Enrichment Leave, as submitted by Ramon De La Cruz:
 - **“Enrichment Leave: The College enrichment leave program enables staff to utilize up to 8 hours of enrichment leave each fiscal year. The purpose of this leave is to allow staff to participate in some of the unique opportunities available on and off campus such as attending a guest lecture, joining a Jefferson Café, listening to a panel discussion, student service, approved volunteer activities or attend short-term (non-PDL) training activities. Requests for enrichment leave must be made at least a week in advance and must be approved by the supervisor.”**
 - Motioned by Beth Reilly, seconded by Lisa Dobbins. Unanimously approved.

Staff Council Goal #1:

- Beth Reilly motioned to table Goal #1 discussion for next meeting due to time. Matthew Wilson seconded. Unanimously approved by members.

Guest Speaker: Ms. Nadine Porter - Topic: Data Asset Management

- Nadine reviewed the history of Data Asset Management beginning in 2019
- Discussed collaboration of MC Community, quotes from MC data citizens, internal partners, training, education and DAMP (Data Asset Management Plan).
- Review of Initial Mission and Focus on 4 Goals:
 - Build institutional capacity for data asset management
 - Ensure data integration
 - Ensure data literacy
 - Improve priority setting and decision making
- FY2022 Q1 Progress was completed
- FY2022 Q2 Progress was completed
- What’s Next? Data Asset Management Training
 - February 2022 – Data Informed Decision Making Speaker Series on Tuesdays at 3-4pm
- Coming Soon – “Data is The Sweet Spot” Podcast
- Proposed Role for Participatory Governance
 - Provide constructive feedback
 - Serve as key communicators and ambassadors
 - Create awareness and communicate about key activities (focus groups, training) and ongoing communication is vital

- Participate in and contribute to sponsored events, podcast, blogs
- Embrace data asset management and assist with the necessary culture change
- Data Asset Management Plan is located on the Montgomery College website under “data asset management” in the resource area on the right side of the screen

New Business

Discussion: Identifying opportunities to promote positive change: Matthew Wilson emailed Staff Council with discussion topics to help make MC a better place.

- **Parental Leave** – after discussion of other countries and employers policies. Matthew Wilson motioned to allow Ramon De La Cruz, Chair to bring this topic to College Council. Seconded by Amanda Stroud. Voted unanimously by members.
- **Question Box, How to do “x”** – thoughts and discuss on a ‘quick’ answer question box. Recommendation to utilize the IT Help Desk and Facilities (CT) Help Desk for most questions.
- **Suggestion Box** – Concerns discussed about a suggestion box might become place to complain, not problem-solve. Reminded members about Your Voice, Your MC surveys. Also, reminded that Governance Constituent Concerns is a place for suggestions.
- **Membership** – Question about having Union President as member of Staff Council. Staff Council was informed that The Union cannot be mixed with Governance in the capacity of required membership, as not all staff are union members.
- **Marketing of Staff Council** – Discussed ways to inform staff on all campuses who is their Staff Council representative to come to with constituent concerns. Suggestion to have an email sent to each campus with a list of their representatives. Will continue this discussion of sharing information without violating the governance minutes approval timeline.

Announcements and Agenda Items for Next Meeting

- Amanda Stroud announced that this is her last semester with Staff Council as she will be retiring on August 2022.
- Next meeting is in February 17, 2022
- Speaker at next meeting will be Ms. Sharon Wilder about Equity and Inclusion Office Updates
- Request sent for guest speakers to Dr. Williams, President of MC, Ms. Sophia Mason to discuss current Telework Policy

Adjourned at 2:58 p.m.

- Motioned by Christopher Standing, seconded by Surayya Johnson

Respectfully submitted by
Beth Reilly, Staff Council Secretary