

# MC GOVERNANCE

## Staff Council

Thursday, February 2, 2023

Meeting 9

1:00-3:00 PM, via Zoom

## MINUTES

**Members Present:** Matt Wilson (Chair), Ramon De La Cruz, Nghi Nguyen (Secretary), Daphne Alfelor, Carla Ammerman, Bo Chan, Lisa Dobbins, Christin Slaughter, Miho Shimizu, Dwayne Henry, Javon Inman, and Betsy Leonard

**Liaison:** Marcus Rosano (Proxy for Joyce Matthews)

**Guest(s):** Kayla Yost (Proxy for Surayya Johnson), Christine Hunt (Proxy for Carla Ammerman)

**Absent:** -

### Call to Order

- The regular meeting was called to order at 1:00 pm by Chair Matt Wilson.

### Constituent Concerns

- A constituent has a concern of how the College handled the December 23rd holiday and use or lose annual leave.
  - "I did my part and made plans to spend down my leave appropriately. The college at the last minute gave an extra holiday to everyone and so I lose annual leave because of it? I get penalized. If we would have known we were going to get the extra holiday, we would have made plans to use our leave elsewhere. I know the college has policy that is why I took my leave accordingly, but I think for this instance, the College should at least discuss for exempts for use or lose leave. I am sure I am not the only one that this happened to. Response from Payroll when I sent the below email: "There is a policy in place that no one is allowed to carryover more than their Annual Time Off Limit for the year, and there would be no exceptions." My email to HRSTM and Payroll included the following:
  - What will be done about annual leave that was forfeit because of the added holiday that was added at last minute? That caused me to lose a full day of leave (7.85 hours). Will this be placed back into my records?
- Belvey Russ would like to learn more about negotiating rates for medical and dental benefits. I came to MC from MCPS and now pay more for my medical

insurance (that covers less) than I did for all of my medical benefits (medical, dental, vision and FSA) with MCPS. I did some research on how much other Maryland community colleges pay for their benefits and there are options for lower rates especially with CareFirst.

- With the unprecedented number of acting, interim, and temporary assignments the College currently has, I would like the President, the Chief Human Resources Officer, and the Office of Compliance to confirm and publicly commit to the P&P, specifically that before a year of temporary assignment is concluded that one of four things occur: 1. To end the assignment; 2. To establish a date to begin recruiting for the vacant position; 3. To extend the assignment for a limited, fixed period of time, or 4. Reassign the individual to the vacant position on a regular basis. Although it may not be specifically stated in the P&P, employees who are temporarily assigned to a position should not be required or expected to hold or conduct the functions of two or three positions simultaneously. If the P&P is not going to be followed as written, and any current violations to the P&P are not rectified, the P&P should be reviewed and updated to reflect the intentions of the College in regard to temporary assignments moving forward.
  - P&P 32100CP, III Scope and Applicability, Section E. Acting or Interim Appointments
  - P&P 35001CP, XVI. Temporary Salary Adjustment

#### **Vice Chair Election**

- Nghi nominated Ramon for Vice Chair
- Ramon accepted

#### **Meeting Minutes**

- No corrections for December 15, 2022, minutes. Approved.

#### **Scot Brown, Organizational Development & HR Outreach Manager, HRSTM**

##### *Employee Engagement Survey*

- Your Voice Your MC: The Employee Experience and Climate Survey
- Begins February 6 and ends on February 20
- Have an impact on the future of MC
- All responses are confidential
- [montgomerycollege.edu/your-voice](http://montgomerycollege.edu/your-voice)
- Full- and part-time employees will receive individual email from Modern Think with link to survey and unique username and password
- Option to opt-in to enter \$50 drawing from MC Campus stores
- Contact Scot Brown if you have questions

#### **Chair's Report**

- Staff Enrichment Day 2023
  - Wednesday, March 16, 8:00 AM-4:00PM
  - Looking for workshop proposal

- Bebee Distinguished Award
- Volunteers for event
- Anti-racism training for all Governance council members
- Governance elections are coming, will be announced weekly on Inside MC
  - 2/27-3/8, Nominations Period
  - 3/9-19, Period to Accept or Decline Nomination
  - 3/29-4/7: Election Period
- Five Policies & Procedures that are up for review
  - Feedback must be submitted by Friday, February 24
- Three upcoming Truth and Racial Healing Circles
- Last call for Outstanding Staff Awards
  - Deadline 3/1, 23:59

### **Unfinished Business**

- Goal – Food Insecurity, Food Drive
  - Valentine’s Day Food & Hygiene Drive
    - 2/6-2/17
    - Drop-off areas in GT, RV, TPSS, GBTC, and CT
  - Spread the Love Campaign
    - Write a message of encouragement to students
    - Hearts are collected and delivered to various offices in Student Affairs to give anyone who might need it.
  - Also touch on Outreach Goal
- Goal – Increase Outreach
  - Find ways to reach staff

### **New Business**

- Costs of Insurance Concern
  - Betsy will look into this concern
- Forfeited Leave Hours Concern
  - Javon will look into this concern
- Procedures and Policies: Acting, Interim, and Temporary Assignments Concern
  - Matt will look into this concern

### **Adjourned at 2:20 PM**

- Motioned by Javon. Seconded by Lisa.

### **NEXT COUNCIL MEETINGS**

Thursday, February 16, 1:00-3:00 PM

Thursday, March 2, 1:00-3:00 PM

Thursday, March 23, 1:00-3:00 PM

Submitted by

Nghi Nguyen, Staff Council Secretary