

MC GOVERNANCE

Montgomery College
Employee Services Council Meeting
#4 Minutes

Thursday, December 2, 2021
1 – 3 PM
Zoom Meeting

Attendees

Members Present: (Vice Chair), Ms. Zenobia Garrison, Ms. Leslie Jones, Dr. Thomas K. Chen, Dr. Victoria Lees, Ms. Kimberly Robinson, Ms. Krista Leitch Walker, and Dr. Atul N. Roy

Absent: Mr. One Boyer, Mr. Charles Henry Cornish and Ms. Alexandra Sofia Lopez

Proxies: None.

Guests: Yvette Taylor, *Executive Associate I*; Kimberly Jones, *College Council Chair*; Ms. Sophia Mason, *Director of Human Resources Business Services – HRSTM*; Mr. Sherwin Collette, *SVP, Administrative and Fiscal Services*; *Liaison for Staff Council*, Amanda Stroud, Dr. Clevette Ridguard, *Governance Director and Manager of Presidential Projects*, Michael Knight, Britney Carter, Rhonda McLaren-Scott, Nancy Newton, Jacquelyn A. Williams, Adaora Nwigwe, Annie Welsh, Laurie Williams, Ashley Jones, Carroll Rollman, Chauncy Butcher, Venessa Aderibigbe, Anna Donohoe, Carla Trimuel, Patricia Polimadei

Call to Order and proposed outcomes

There is a quorum to conduct business. Vice Chair Ms. Zenobia Garrison, called the meeting to order at 1:00 pm. The meeting was recorded for internal use only.

Approval of Agenda and Minutes

The agenda was approved as submitted. The minutes for November 4, 2021 meeting were approved with corrections Unfinished Business goal number 1 add if any and under Unfinished Business goal number 2 add Leslie Jones will handle ESC communications through Employee Matters and Kimberly Robinson will handle INSIDE MC.

Employee Services Council Constituencies Concerns

- Liaison from the Staff Council presented a constituent concern; the concern is inference to the memo sent out to the college community from HRSTM about the minimum wage rate. The liaison states it has been the college's practice to follow the Montgomery County minimum wage rate with the \$15.00 hourly rate going into effect on January 1, 2022. Montgomery County increased their minimum wage rate to \$15.00 an hour on July 1, 2021. Montgomery College employees whose wages are tied to the minimum wage rate are student assistants and casualty temps. It is not fair to deny the employees 6 months of additional earning power. Moving the college's effective date for minimum wage increases to align with the county should not pose an undue hardship on the payroll department. It sends a signal that some employees are not more equal than others, we are ONE

college. ESC will follow-up (tabled).

Chairs Report (Zenobia Garrison, ESC Vice Chair)

- Leslie Jones presented and updated the ESC on the College Council Meeting on November 23, 2021
 - Theme for 2021-2022 (College Council Theme for 2021-2022: Creating Connections and Collaboration for students, employees, and institutional success).
 - Dr. Arlene Blaylock, *Director of Institutional Research & Effectiveness* presented a PowerPoint presentation on student enrollment. The PowerPoint presentation can be viewed on the Blackboard Governance Community page.
 - Liz Greaney, *Chief Business – Financial Strategy Officer* presented a PowerPoint Presentation on budget and fiscal matters. The presentation can be viewed on the Blackboard Governance Community page.
 - ESC expressed interest in collaborating with the Administrative Council and Staff Council in reference to the ESC goals for 2021-2022.
 - The Office of OMBUDS – is an independent, neutral and impartial, confidential and informal resource for all Montgomery College, employees: To learn more visit www.montgomerycollege.edu/ombuds
 - Mental Health First Aid is Virtual
 - Friday, January 14, 2022
 - Tuesday, February 22, 2022
 - Tuesday, April 12, 2022
 - Budget Development for FY23 Operating Fund Budget – As we are planning and developing our FY23 operation fund budget that begins July 1, 2022, we have to remain steadfast in four guiding principles:
 - Student success and affordability
 - People stewardship
 - Operational stewardship
 - Resiliency
- Feedback and budget questions may be submitted to budget@montgomerycollege.edu
- Equity and Inclusion book series (Four Hundred Souls, by Ibram X. Kendi). If you would like to join they hold a discussion on the first Friday of the month. The spring semester the book will be (Caste, by Isabell Wilkerson).
 - Germantown Fundraiser to support the Campus Pantry PLEASE join us all day Wednesday, December 8th at the California Tortilla Paramount – 2630 Spectrum Avenue, Gaithersburg, Maryland 20879 – By ordering and mentioning “Montgomery College”, 25% of your order will be donated towards the Germantown Campus Food Pantry! ** Orders done through UberEATS and other delivery services do not count** How to order – online ordering or app ordering can be done by adding “Spirit Day” to your cart!
 - HR – Important dates to remember: Workday blackout Thursday, November 27th – Saturday, January 2nd and Thursday, December 23rd the last day to use or lose annual and personal leave. For full-time and SSL-eligible employees unused leave will be lost as of Friday, December 24, 2021.
 - Faculty and Staff outstanding awards nominations – check your email for important dates
 - Crucial Conversations – Montgomery College E-Learning, Innovation, and Teaching Excellence Space is limited. Reserve your spot today!
 - December 1st – Session 1: 9:00 – 11:30 am & Session 2: 2:00 – 4:00 pm
 - December 3rd – 9:00 – 11:30 am
 - December 6th – Session 1: 9:00-11:30 am & Session 2: 2:00 – 4:30 pm
 - College Council Subcommittees
 - Communication and Nominations (Tonya Baker, Shakenna Adams-Gormley and Transcie Almonte-Sabio) Our goal is to create a series like “did you know” starting in December that

will come out every two weeks in INSIDE MC, email, social media and maybe the digital screens.

- Starting in January 2022 the committee will be working on Spring communications. College Council November 23, 2021
- Creating a bookmark for nominations and elections to distribute around the campuses
- Creating Governance Day!

Telework Discussion (Ms. Sophia Mason, Director of Human Resources Business Services)

- Referenced the memo Returning to Campus sent out by Dr. Charlene Dukes to the College Community in October of 2021.
 1. Onsite presence to assist students
 2. Temporary reduction of telework from 2 days 1 for now and up to 3 days per week with your supervisor's approval starting in Feb 21, 2022 (complete telework agreement) download the form from MYMC under employee forms.
 3. Employees with medical/health conditions seeking accommodation should reach out to Rowena Dsouza rowena.dsouza@montgomerycollege.edu

Overview of the Office of the Senior Vice President of Administrative and Fiscal Service (Mr. Sherwin Collette)

Mr. Sherwin Collette introduced himself to the ESC and provided an overview of his Divisions and Leadership style.

Final Thoughts

Dr. Carlos M. Molina Rosales has stepped down, a new Chair will be announced before our next meeting on February 3, 2022

Adjourned

The meeting was adjourned at 3:06 pm

