

MC GOVERNANCE

GERMANTOWN CAMPUS COUNCIL

MEETING MINUTES

Friday, November 18, 2022; 10:00 am – 12:00 pm

Zoom Meeting

Attendees

Present: Amanda Darr, Tonya Baker, Joanna Kilby, Kiersten Newtoff, Patricia Robinson, Brandon Mollock, Kayla Yost, Sarah Campbell (proxy for Katie Mount), John Billos, Marcus Peanort, Nichole Land

Guests: Catherine Price, Jessame Ferguson, Ava Givens, Brad Bridges, Fizie Haleem, Sally McClean, Clevette Ridguard, Megan Calvert, Makia Adam, Mohamed Kamara

Absent: Katie Mount

Liaison: Muhammad Kehnemouyi

Call to Order

There is a quorum to conduct business. The meeting was called to order at 10:01 am by the chair.

Approval of Agenda/Minutes

The agenda and minutes were approved as written. The meeting was recorded for internal use only.

Germantown Cafeteria Updates

(Brad Bridges and Ava Givens as representative/guests)

1. Ava Givens is the new GT chef and gave the following updates: The hot station, deli station, and full service for breakfast and lunch are now available M-F from 7:30 am – 2 pm. The MC website is in the process of being updated with these hours and the menu specials. The screens in the Café are being worked on to get them functioning so students can see the live menus. The cafeteria is working on seasonal specials.
2. Update of status of the dishwasher: waiting on the Health Department to come and inspect next week. Hopefully it will pass.
3. Joanna asked if students are aware the cafeteria is open. Ava responded that the usage is increasing daily.
4. Tonya asked how catering is supposed to work: Ava discussed the use of CaterTrax software on the MC website for ordering. If there are issues using this, Ava can be emailed directly at ma4058germantown@metzcorp.com. This email could include requests for items that are not on the online menu. Ava is the direct contact for GT catering.
5. Tonya asked about catering payment. Brad discussed P-card or department code payments, both of which go to accounts payable. Brad also has a link to the training video for CaterTrax that he can make available to anyone who is interested in watching it.
6. Kayla asked about when the payments are processed: Ava discussed that the catering invoices are taking a long time to show up as paid. Brad also discussed the long process this takes to show payment. Brad will look at the process to see if changes can be made. If the invoices are taking a long time to get processed and show payment, Brad is the one to reach out to confirm processing and payment.
7. Brandon asked about library holiday catering party on all three campuses. The hope is to make a menu that is the same across the three campuses. Ava preferred at least to be copied on catering issues that include the Germantown Campus as they are planned. Brad also noted the need to plan early if a large event is going to occur across three campuses so that support staff could be brought in to assist in the functions.
8. Marcus wanted to know if there is a way to work with the cafeteria to secure food for needy students. Can a Dean's office referral help get students food, and a

payment to the café can follow? Additionally, does the cafeteria participate in a food recovery program where left-over food is distributed to student organizations? Ava is interested in helping create a program such as this. Brad will check the contract but knows the Metz organization would be interested in this topic. Gift cards to solve this problem were discussed and Brad thought it is not permitted unless they were purchased by the MC foundation but will ask if personal gift cards would be permitted. The idea of donating to a fund for this purpose was purposed, but Brad said an official college fund would not be permitted. More research needs to be done on non-official crowd-sourcing funds that could be a funding solution for needy students.

Constituent Concerns

1. Amanda: Read feedback from a student affairs division meeting luncheon last week. Concerns included freshness and inadequate substitutions for dietary issues. Both Brad and Ava wanted a copy of the emails to follow-up since this event was not a Germantown Campus event. Brad suggested letting them know the feedback in a timelier fashion so it could be more promptly addressed.
2. Amanda also read a constituent concern she received from an employee. This email expressed concern that Metz Corp which replaced previous dining services on campus has re-hired employees from some of these previous companies and this may cause inferior service. Brad will forward this concern to Metz regional management for an answer.
3. Tonya wanted to express appreciation for the improved vending services on the GT campus and requested a vending service update from Brad. Student affairs snack machine is not ADA compliant. The company is in the process of getting a new machine for this location and one for the PG building. We have a new snack vending provider since January and this new provider (under Metz) is doing a better job with remote monitoring. Pepsi is the beverage vendor for MC.
4. Tonya wanted to know if we could put a location list for the campus vending machines on the website. Brad wanted to wait until the non-compliant machines were removed and then thought the food service website might be a good location for this list.

5. Brad wants to hire three students to assist in monitoring services including the vending machines at the three campuses. Hopefully these students will be hired in the spring.

6. Tonya brought up the non-functioning ink printers around the campus. She read an English department constituent request about the two kiosk printers in the PK building. The students are struggling to print their papers. The department requests the fixing of these printers, training, and replacement ink for the printing that this department has done for the general students to make up for these non-functional printers. The science center in BE is also having issues with the ink kiosk. Brad mentioned that all of technicians for the company INK have moved on to other positions. This company has been trying to hire since September 2022. INK services on MC is being solely serviced by a part-time technician for the company who has another full-time job. MC has a contract with INK through the end this fiscal year. This contract was awarded since it is at no cost to the college. There was discussion about training the departments and getting replacement keys for the departments so they can replace the paper and ink cartridges. John brought up the concept of MC creating their own printing system. This was discussed and Brad mentioned that the current company is at no cost to MC while other systems are too expensive. Brad said he would look into this idea.

Student Thoughts/Q & A

Catherine Price a 2nd year Community Health student at MC had a concern about what program options there were for students with developmental difficulties who may never get a degree but might want to get a certificate to help with future employment. Catherine has a son in this position. Marcus and Amanda offered information about existing MC programs and will be in touch with Catherine about other opportunities for her son.

Makia Adam is a general studies major in STEM at MC, plans to transfer to UMD or George Washington.

1. Involved in FYE program (student ambassador) and student panelist
2. This is her first real semester as a full-time student at MC (previously a dual enrollment student completely virtual). She is currently taking mostly virtual and

one on campus course. She is enjoying connecting with other students in the on-campus class.

3. She does not always check email and wishes MC information could be sent by an app.

4. She likes the dual enrollment program that she was able to take advantage of. She also likes the choice of three campuses and the variety of learning formats. She praised the tutoring center.

5. An improvement suggestion is to have holiday community times to meet and communicate with other students and faculty.

Mohamed Kamara is an MC general studies student in humanities and plans to major in clinical psychology.

1. Involved in FYE program (student ambassador), former president of the psychology club, and presidential scholar

2. He really likes the virtual programs such as the Social Justice Initiative during the summer and club activities. These programs helped keep him connected with other students and in the college community during the pandemic.

3. He is primarily back on campus for classes and prefers the real interaction with on campus classes.

4. Two main sources of MC information are email and friends sharing information. He wishes there was an MC app as well.

5. What he really likes about MC is the tremendous number of out-side class opportunities offered to students.

ELITE Training- Megan Calvert

1. Wanted to promote a new set of trainings on Microsoft 365 (office) that includes Word, PPT, Excel, Teams, and Outlook. It is being piloted this semester with the first training 11/29. The goal is to serve faculty and staff.

2. She would like to get feedback and suggestions for trainings that would be of service. She gave her email for contact: megan.calvert@montgomerycollege.edu and the website with the trainings:

<https://www.montgomerycollege.edu/offices/elite/microsoft-office-essentials.html>

3. John wanted to know if there is training on Forms in Excel. Megan thought this would be good for some short lunchtime seminars in the future.

4. Nicole appreciated that a training on MC branding was incorporated and wanted to know which platforms this would be included in. Megan thought it would be in Word and PPT.

5. John wanted to know if ELITE could support the MC Help Desk. After much discussion it was determined that ELITE does not have the staff for this but if a list of commonly asked questions could be collected then ELITE could create trainings on these issues.

6. Tonya wondered about virtual verses in-person training. ELITE is currently performing virtual trainings because the feedback is that this is more convenient for the faculty and staff on the three campuses.

7. Other suggestions for trainings included a filmed training session with people asking basic questions so individuals could learn from other's questions. Also, an idea was offered about a session with everyone's favorite IT tip or trick. These could be shorter sections to fit busy schedules.

8. Yuja was discussed that is coming this spring. This will be MC's own video repository. ELITE may put training videos on this platform.

Student Life Updates- Kayla Yost (see associated PPT)

1. Finishing International Education Week. The events were heavily student driven.

2. Hunger Banquet 11/29 will be catered by Metz from 4-5:30 in the GT cafeteria. Sponsored by service learning. Students receive a meal, and it brings awareness to food security/insecurity in different parts of the world.

3. On 11/30 to finish Native American Heritage month there will be a movie at 11am in HS 011, showing "Woman Walks Ahead."
4. Recruitment for spring MC leads is beginning, run by Shawn Sanders. It is a ten-week leadership program. Faculty can recommend a student at shawn.sanders@montgomerycollege.edu
5. SAB members are running candy cane grams on 11/30 and 12/1, and all will try to be delivered 12/5-12/9 to classes
6. Destress week 12/5-/12/9. Activities include the therapy puppies 12/6 from 11 am -1pm to HS 011, Sidewalk Talk event with trained listeners HS 011 and throughout cafeteria, and Holiday Movie Night (TBA) with an ugly sweater contest 12/9 at 4 pm in BE. Finally, there will be Food for Thought (food and a quiet place) during final weeks.

Provost's Report-Muhammad Kehnemouyi

1. Student advocacy: Joshua, an MC student advocated for the GT Student Services Building. Other MC students Hannah and Michelle attended with Muhammad in a meeting with Mark Elrich to advocate for MC and the need for Montgomery County to maintain and perhaps increase the budget for MC. Currently the Montgomery County budget is 6% for MC.
2. End of year GT campus celebration is 12/13. More information will be provided closer to the event.
3. HT re-carpeting will be done between 1/3/23 and 1/7/2023 so staff may need to telework.
4. PIC MC meeting last Tuesday included update on the Hughes building, which is 1 year from completion. 2nd floor will be in house scientists and provide opportunities for student internships and faculty exchange programs.
5. Department of Labor awarded MC \$1.4 million grant to support underrepresented students in IT fields.
6. The Frank Islam Athenaeum speaker series went well and was moving. This was taped and can be accessed if missed.

7. Dr. Williams will have a presidential dialog talk with Seth Goldman from Beyond Meat, a plant-based protein company, on 11/29.

Chair Report- Amanda Darr (see associated PPT)

1. College Council Report: a student panel met with this council and gave feedback about transitioning back to campus post pandemic. The need for app also discussed here.

2. An update on the East County Education Center: 55 thousand square foot facility. Credit and non-credit classes will be offered in the future.

3. Outside vendors evaluating student services came to College Council and council members discussed strengths and future opportunities for improvement/growth.

4. College Council had dinner with the Board of Trustees and covered the strategic plan refresh that is going to happen.

5. Covid update: starting 1/1/2023 masks will be optional on campus and vaccination will be optional.

6. Today is last day for benefit updates and emergency contact updates in Workday.

7. Flu shots for employees on GT are 12/1 in BE. Register first.

8. Open gym hours are 3-5pm M-TH in GT. Contact Megan Cooperman megan.cooperman@montgomerycollege.edu to sign up.

9. Outstanding faculty and staff awards are open. Submitting is online. Nominations due 3/1/2023.

10. The draft of the Academic Calendar is ready for review and revisions can be sent to the calendar committee by 11/23.

11. The mobile market 11/30 is the last one on GT this semester. Volunteers are welcome and needed.

12. The transfer fairs are now in-person. GT is 3/1/2023 from 10 am-1 pm in the SA building.

Q&A

Q. Joanna: What will the policy be in January for Covid positive tests?

A. Follow the Covid website guidelines and use publichealth@montgomerycollege.edu to answer questions.

Adjourned

The meeting was adjourned at 12:01 pm.