

MC GOVERNANCE

Montgomery College
Staff Council Meeting #6 Minutes
Thursday, December 6, 2018
1:00PM – 3:00 PM
CT S301

Attendees

Members Present: Shane Doyle, Shakenna Adams-Gormley, Jamey Lawrence, Linda Hankey, Luis Santiago, Erin Hudgins, Angie Moy, Alexander Valencia-Reyes, Stacey Gustavson, Dana Daniels, Gloria Brewer, and Jeremi Lecuyer

Members Absent: Sandra Marke

Proxy: Matt Wilson (for Vickie Drake) and Angie Moy (for Ali Fadl)

Guests: Vicki Duggan and Maria Adams Davidson

Liaison: Clevette Ridguard and Brad Pabian

Call to Order

Chair Shane Doyle called the meeting to order at 1:05pm. The meeting was recorded for internal use.

Constituent Concerns

There were no constituent concerns at this time

Approval of Agenda and Previous Minutes

Minutes from October 18, 2018, and November 1, 2018 were approved as written, and the agenda was approved as amended.

Board of Trustees Constituent Conversation- Clevette Ridguard

- B.O.T. Constituent Conversation with Staff the Council meeting will take place Monday, December 10th at 5:30 to 7pm in the CT building.
- The three main questions that will be discussed are the following:
 - How can we address factors with student retention?
 - Are new policies or procedures needed to increase student retention?
 - How can individual staff be involved with student success?

- Please update your RSVP or identify your proxy to Clevette Ridguard and Shane Doyle by Friday morning.
- An update will be presented during the next Staff Council meeting.

Voluntary Retirement Deductions- Shane Doyle

Shane gave a presentation on behalf of Suzanne Redding about the Voluntary Retirement Deductions.

- Staff have state pension taken out for 12 months or 10 months, this is determined by the State and is based on the employee's specific position.
- In order to change to the voluntary deductions the following would take place:
 - Payroll system would have to have codes changed
 - Workday would have to be changed
 - All of these changes have a cost associated with them.
- If Faculty decide they want the changes as well the following may arise:
 - Problems would occur if deductions are taken out when they are not being paid (i.e. over the summer)

It was decided that Shane would investigate whether the forms for voluntary retirement enrollment stated that deductions might only be taken out for 10 months, and the topic would be revisited.

Ethics Program Update- Maria Davidson, and Vicki Duggan

Governance wants to ensure that Montgomery College is in compliance with providing a healthy, ethical environment that ensures protection against retaliation for anyone that has a concern or report made in good faith. The ethics program facilitates the following:

- A place to confidentially report an issue
- The choice maintain anonymity.
- Diligence in response to any issue brought to their attention, and build trust between employee and employer.

So far 41% of the cases reported to Ethicspoint were by people who identified themselves. The Office of Compliance believes they will be able to show trust building as the number of people identifying themselves increases. The aim to have a response back to the reporting person within 60 days. Staff should let the Office of Compliance know if there are departments or areas that would like to have a visit to review the Ethics program.

**If you have any further questions please email Shane Doyle at shane.doyle@montgomerycollege.edu*

MC 2025 Planning Committee Update- Vickie Drake

On behalf of Vickie Drake, Matt Wilson gave a brief progress report on the following:

- Met on November 8
- Created a planning 101 glossary

- Develop smart goals
- Table groups worked on goals and data needed
- Next meeting is at the same time as this meeting (today)

Council Liaison Reports

All of the Councils presented their reports and shared any constituent concerns brought to their respective Council's attention.

GWA Communication Resolution- Shane Doyle

Shane Doyle reviewed the discussion about the pay compensation plan, and the need to provide a more explicit explanation for employees whose wages are frozen. Dana Daniels moved to pass the resolution and send it to College Council. Jeremi Lecuyer and Shakenna Adams-Gormley seconded the motion and the motion passed unanimously.

Tracking Report Update

- Closed GWA communication concern
- Transportation concern – research is still being conducted on the topic of how other Community Colleges handle errands that need to be run on the College's behalf and whether employees are expected to use their personal vehicles.

Chair Report- Shane Doyle

The following College Council updates from December 2018:

- Shakenna attended the last college council meeting of 2018
- Presented the Resolution about adding PT staff to the Staff of the Year award, College Council approved it to pass to the President's Executive Council.
- The Spring Break closing issue was discussed again, Shakenna reminded the College Council of what happened the last time the topic was raised.
- Clevette Ridguard and Brad Pabian presented a recommendation tracking report on the results of concerns sent through Governance.
- Dr. Cain attended the College Council Meeting and shared thoughts about:
 - The new Montgomery County Council, concerns we could present to them about the College, and how things might change with the new elected officials.
 - The decline in student enrollment, retention, and the impact demographics can have on enrollment.
- The College Council discussed how to take better care of part-time students.
- College Council retreat will focus on training and communication.
- There is a standing College Council nomination & elections committee to fill current vacancies for Chairs, and members.
 - This committee needs members, if anyone is interested they should contact Shane Doyle.

- Currently, there are no policies and procedures out for comment except that the trespass section was put back into the security section of P&P.
- Feedback on the compensation policy comments have not been passed yet.

Agenda Items for next Meeting

- Staff Council will review forms for voluntary retirement deductions
- Discuss concerns Weather delays

Adjournment

The meeting adjourned at 2:28pm.

Submitted by Erin Hudgins

Staff Council Secretary