
MONTGOMERY COLLEGE GOVERNANCE

Staff Council

April 15, 2021

Via Zoom

1:00pm-3:00pm

Attendees:

- **Members Present:** Shakenna Adams-Gormley (Chair), Daphne Alfelor (Secretary), Brooke Crothers, Ramon De La Cruz (Vice Chair), Alton Henley, Dwayne Henry, Surayya Johnson, Beth Reilly, Tilandra Rhyne, Carroll Rollman, Kristina Schramm, Christopher Standing, Amanda Stroud, Matt Wilson

Call to Order

- The regular meeting was called to order at 1:00 pm by Chair Shakenna Adams-Gormley.

Meeting Minutes

- The minutes for the April 1, 2021 meeting was approved as written.

Constituent Concerns

- Christopher Standing shared a copy of the updated Compensation Procedures and requested review of the policy for possible recommendations of updates of employee compensation relating to degree attainment and salary adjustment upon promotion.

Employee Giving – Colleen Dolak, Annual Fund Manager

- Montgomery College Foundation updated their mission plan last year to align with the College's mission by providing critical financial and non-financial resources in advancing the Montgomery College mission to transform student lives and enrich the diverse communities it serves.
- Colleen Dolak shared information on how staff can support students by making charitable contributions to the Foundation.
- Email Colleen Dolak at colleen.dolak@montgomerycollege.edu with questions about contribution.

Environmental Health and Occupational Safety Steering Committee – Marvin Mills, VP of Facilities and Security

- The National Safety Council conducted a safety management system assessment at Montgomery College the week of October 23-27, 2017 and evaluated the effectiveness of the College's current safety and environmental system. Assessment is every five years.
 - The findings show that the College has some room for improvement.
 - The assessment provided safety assessment matrix, formal report, and action plan.
 - One of the recommendations is to establish a task force to accomplish the goals of the assessment and manage the action plan. Subcommittees are needed for specific actions.
 - The task force will present reports to PEC on an annual basis.

- Subcommittees:
 - Chemical and Physical Hazards Subcommittee started in February 2021. Steering committee sponsor is the Dean of Chemistry & Biosciences.
 - Occupational Safety Subcommittee started in February 2021. Steering committee sponsor is the Vice President for Facilities.
 - Community Health Subcommittee will start in fall 2021. Steering committee sponsor is the Dean of Nursing & Health Sciences.
 - Biosafety & Infectious Materials Subcommittee will start in fall 2021. Steering committee sponsor is the Dean of Chemical & Biological Sciences.
 - Emergency Operations & Recovery Subcommittee will start in fall 2021. Steering committee sponsor is the Public Safety/Health Emergency Management.
- Achievements:
 - Obtained safety training resources at no additional cost to the College
 - Established great working relationships with the safety team in the Office of Risk Management of Montgomery County
 - Used existing county contract for chemical inventory database used by the College
 - Obtained access to the BRIT learning system and training modules at no additional cost to the College

Constituency Concerns Tracking Report – Ramon De La Cruz

- Issue with updating payroll with Direct Deposit in terms of providing confirmation forms or alternative method besides sending a copy of a check – **CLOSED**
- Constituent was in accident while using own vehicle for college business. Employees are not covered by the College insurance when using their own vehicle for College business. Recommend a motor pool with College vehicles available for employees to use – **PENDING/MONITORING**

New Business/Old Business

- Goals have been completed for this year.
- Ramon De La Cruz is editing the Governance video and will forward to Dr. Clevette Ridguard and Yvette Taylor for review.
- Letters were sent to 2nd and 3rd shift employees. Follow up in fall 2021.

Chair's Report – Shakenna Adams-Gormley

- Your Voice, Your MC: Employee Experience and Culture Survey findings information sessions are scheduled for next month.
 - May 5 – 2:00-3:00 p.m.
 - May 6 – 10:00-11:00 a.m.
 - May 11 – 10:00-11:00 a.m.
 - May 19 – 10:00-11:00 a.m.
- Collegewide required trainings are due by June 30, 2021
- Annual ethics training are due by September 30, 2021
- Mental Health and Education Series –
 - FSAP Presents: Counseling and Therapy, Demystified – April 29 at 2:00 p.m.
 - Anxiety and Depression with Stephanie Will – May 18 at 12:00 p.m.
- Council chairs will have constituent meeting with the Board of Trustees on April 19.

• SVPA Updates

- Summer session – 18 sections will be on campus
- One networking class at the Germantown campus
- Biotech Bootcamp on the Germantown campus in June
- Fall semester – 600 sections available for face-to-face teaching
- College Wi-Fi will be expanded to the parking lot

Announcements and Agenda Items for Next Meeting

- All new council members will be introduced at the next meeting.
- Will hold elections for Chair, Vice Chair, and Secretary at the next meeting.

Adjourned at 2:20 p.m.

Respectfully submitted by
Daphne Alfelor, Staff Council Secretary