

MC GOVERNANCE

MONTGOMERY COLLEGE
WD&CE Council Minutes
Tuesday, September 21, 2021
8:30 a.m. – 10:00 a.m.
Zoom

Present: Carolyn Bushey
Emma Wilson
Natasha Sacks
Liz Sepulveda
Transcie Almonte-Sabio
Nelson Gomez
Manuri Perera
Donna Kinerney
Fizie Haleem

Absent: Irena Tsingotis
Nancy Newton
Amelie House
Claudia Yasmin Arevalo

Call to order

- Meeting began at 8:30 a.m.
- Tracy Almonte-Sabio announced that meeting will be recorded for meeting review purposes.

Approval of meeting minutes and agenda

- Last meeting minutes displayed for review.
- No corrections noted.
- Agenda was approved – Liz moved to approve; Manuri seconded it.

No Constituent Concerns noted

Speaker: George Payne, Vice President and Provost of WDCE

- Welcoming remarks.
- Focus on COVID-19. New position: Chevelle Glymph, Director of Public Health & Environmental Safety.
- New policy on vaccination requirements:
 - All staff members and faculty will have to show proof of vaccination (2 dose protocol); this includes employees who teach and work remotely. For employees, vaccination requirement starts mid-November.

- Exceptions: non-vaccinated employees to be approved by HR.
 - All students who take classes on campus will have to show proof of vaccination starting in January. Process of confirmation is to be determined. Students who take classes remotely are exempted from this requirement.
 - WDCE students of contract classes must comply with their employers' requirements.
- Confidentiality: Medical status is confidential under the HIPPA laws; cannot ask students or employees of their vaccination status or medical information.
 - Facilities:
 - New space in Mannakee. Health Science is using a new lab; on campus activities – resumed; class size – smaller, classes – combination lab on site and distance. Gudelsky's classes are good example.
 - Coming up: Innovation hub – at MK – ribbon cutting in the Fall; County and elected officials will be present at opening.
 - Westfield staff will be moving to Mannakee; file boxes are provided.
 - Grant activity is on the rise; new partnerships include WorkSource Montgomery; new training: 5G wireless connectivity technician training, including tower climbing.
 - WDCE Customer service – full hours of operation on sites.
 - GBTC – COVID case; process of reporting: employer -> supervisor-> HR; HR & Public Safety handle tracing, reporting and follow up.
 - Question from Emma re ICB vaccination status. Response: ICB students at community locations - considered as face-to-face under College policies;
 - Question from Transcie re vaccination requirements at contract training sites. Response: employer assembles the group; follow employer policies.
 - County Government will require vaccinations soon.

Chair Report/Updates – Transcie Almonte-Sabio

- Town Hall meeting with Dr. Duke held 9/21 at 11:00 a.m.; Presidential Search meetings 9/20, 9/22. 9/28; future meetings are scheduled; the new President will be in place by December; Moving Market – different campuses; vaccine clinic – TP/SS, GT, RV. Presentation Month – SHaW Center - funds for students to apply; COVID sites RV, TS ST building; HEERFF funds for credit/non-credit students; Hispanic Heritage Month; photo of the WDCE Council -- at the next meeting.

Guest Speaker – Chevelle Glymph, Director of Public Health & Environmental Safety

- At the College for 7 weeks; focus on COVID policies:
 - Wearing masks indoors; handwashing, sanitizing before and after being at location; main issue – vaccination; if someone tests positive – provide info to public health will follow; can be confused with seasonal allergies – if sick should stay home; if a person has been in contact with COVID infected contact - to provide referral or info; if not well, need to get tested, should provide info, if positive, notify leadership of

the department, Department of Safety – overall email to the College community; if exposed but no symptoms – no quarantine; CDC quarantine 10 days, test 3 – 5 days; quarantine for those not vaccinated – 14 days. Prevention is the key – washing, sanitizers – prevention measures. Role – putting together policies and processes. Health Assessment will continue, may have minor changes.

Transcie Almonte-Sabio – Goal Setting

- The WDCE Council Chair proposed the 1st goal - increase staff/student participation and awareness of the WDCE Council.
- Suggestions from Committee members to increase student participation: for students to be aware of the WDCE Council – getting info to them via flyer, web page; suggestion for a class; getting info to students – what Governance is about; to get student participation, look at certification classes or multiple level courses (e.g. – childcare grant); minimum – 6 months' service – alternate with another student; bring a friend to the next meeting; advertise in BIT newsletter about WDCE Council; ask students of LAN and LLI programs; entice student participation with stipend or free class; gift cards from TechHire could be used to provide incentive.
- Possible 2nd goal: look at program processes for roster distribution, sending out contracts, could save time if automated. This goal was rejected, as WDCE program have different needs. Alternative suggestions: make a flowchart for instructors on processes; Workday may resolve some of these problems; Lumens – may have complications on how different systems communicate; different process to follow; privacy is a consideration; it could be a project on the side for program directors to look at processes; inform WDCE program directors and staff of Workday changes and capabilities.
- Another 2nd goal possibility – increase public awareness of WDCE and its offerings. Change perception of MC as just junior college. Suggestions included: visits from high school students for credit/non-credit; credit students could tour WDCE labs; info sessions in high schools on career days; train Student Services employees about WDCE – it is important but may not be a governance goal. Other possible second goals: create a network group consisting of PDs/Program Coordinators to exchange ideas and share best practices; how to introduce the new President to WDCE.

Transcie Wrap-Up:

- Liz, Transcie, and Natasha to meet to sort out possible goals.
- Goals to be confirmed at the end of October.
- The schedule of WDCE Council meetings for the year was confirmed.
- Ideas or suggestions for guests for next meetings: Manuri – Workday for update; Donna reach out to Dr. Cain for updates on Presidential Search Committee and make WDCE voices heard, make sure that WDCE concerns would be included; for WDCE to enhance presence in different areas and treat WDCE as a partner.
- Speakers for future meetings: Donna will reach out to Dr. Cain, will check with George first; Manuri will reach out to the Workday group.
- Fizie asked for possibility of Public Safety monthly updates? Transcie – they are too busy; we will follow their updates.

- Manuri motioned for the meeting to adjourn; Donna seconded it.
- Next meeting – Tuesday; October 19 at 8:30 a.m.

Meeting adjourned