

MC GOVERNANCE

Montgomery College Employee Services Council Meeting #6 Minutes

Thursday, March 3, 2022

1 – 3 PM

Zoom Meeting

Attendees

Members Present: *(Chair), Kimberly Robinson (Vice Chair), Zenobia Garrison, Leslie Jones, Krista Leitch Walker, Thomas K. Chen, Victoria Lees, Atul N. Roy, Jin Choi, William Dunn, Jin Khademi, Ali Fadl, Charles Cornish, and Cullinna Cornish*

Absent: None

Proxies: None.

Guests: Yvette Taylor, *Executive Associate I*; Clevette M. Ridguard, Governance Director; Scot Brown, Manager of Organizational Development and Outreach; Elaine Doong, Human Resources Specialist; Carla Ammerman, Human Resources Internal Consultant; Tonya Harris; Sherry Randolph

Call to Order

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

Approval of Agenda and Minutes

The minutes were approved with minor name changes.

Employee Services Council Constituencies Concerns

Several ESC members shared Workday experience concerns. Concerns were noted and council members were encouraged to ask their constituents to either complete the Workday experience survey or send comments to the ESC mailbox.

Chairs Report (Kimberly Robinson, ESC Chair)

- Dr. Jermaine F. Williams began his role as President of Montgomery College on February 28. Opportunities for meet and greet are available this week and next week.
- MC Governance Nominations & Elections.
 - Nominations are currently underway, elections begin March 28th. Overall Governance goal is to Involve more employees and students in the nominations and elections process.
 - Council responsibilities - Let your constituents know about the info sessions, encourage attendance, share the nominations & elections flyer with your constituents and encourage participation, nominate and vote.
- College Council Updates

- Ad Hoc Committee Mental Health Updates. PowerPoint available (in meeting invite) listing the following resources: crisis lines and websites; boost messages; new ways to engage; and library resources.
- Strategic Enrollment Management (SEM) Presentation. How can we support SEM planning at MC. PowerPoint provided in meeting invite.
 - Create a welcoming environment for students.
 - Familiarize yourself with common deadlines (i.e. registration dates).
 - Share information from different departments.
 - Customer service that goes to the next step.
 - Create a sense of urgency.
- Dual Enrollment Presentation. Overview of all programs under the dual enrollment umbrella. PowerPoint provided in meeting invite.
- 2/23/22 – Employee Matters Newsletter
 - The MC Mask Mandate is still in effect - The College will make its own decisions on mask requirements.
 - Returning to Regular Operations and Telework Guidance
- COVID-19 Dashboard
 - <https://www.montgomerycollege.edu/return-to-campus/covid-19-dashboard.html>
Beginning the 3rd week of March MC COVID-19 cases will be recorded on the dashboard. The dashboard will replace daily e-mails.
- Grants and Awards – Open to faculty, staff, administrators, and students
 - \$50,000 Available: MC Innovation Fund Grants, deadline: Monday, March 21, 2022
<https://www.montgomerycollege.edu/special-programs/innovation-works/index.html#mcinnovationfundgrants>
 - 2022 Excellence in Equity and Inclusion Awards, deadline: Thursday, March 4, 2022
<https://www.montgomerycollege.edu/about-mc/equity-and-inclusion/award.html>
- Office of Equity and Inclusion – Open to all
 - First Fridays Book Club discussion - *Caste: The Origins of Our Discontents*. Friday, March 4th from 1:30-3p.m. Register on MC Learns or at <https://bit.ly/castebookclub>
 - Upcoming workshops/presentations
 - Students - Learning Community Hour Series & Scholarships
 - All - Jazz, Culture, and Islam in America; How to Become an Election Worker; En Español: Spanish Language Video About a Montgomery College Professor's Path to Teaching
- Technology
 - Open ED Week – March 7-11, 2022 <https://www.montgomerycollege.edu/offices/elite/open-education-week.html>
 - Widespread Phishing Attacks. Be Cautious, keep your passwords private, and use MC e-mail for MC Business only. Report anything suspicious through the phishing icon.
<https://info.montgomerycollege.edu/offices/information-technology/it-security/phishing.html>
- Campus Food Pantry - the Shaw Center now has an Amazon wish list at <https://bit.ly/mcshawwishlist>
- Student support and opportunities
 - Boys to Men (BTM) Program - mentoring program aimed specifically at the retention of Men of Color at Montgomery College. Students may apply at <https://www.montgomerycollege.edu/life-at-mc/boys-to-men/intake-form.html>
 - Montgomery College Board of Trustees – student position. Term: July 1, 2022 to June 30, 2023; Deadline March 4, 2022 at 5 P.M.
 - Montgomery College Foundation – two student positions. Term: July 1, 2022 to June 30, 2023. Deadline: April 1, 2022. Application details posted in the 3/2/22 e-mail from MC Communications.
 - MCRPA Student Scholarship – up to \$1,000. Deadline: April 1, 2022.

- March is Women's History Month
 - [Wonder Women Wednesdays](#)
 - [My Sister's Keeper Feminine Hygiene Product Drive](#)
 - Recognize and thank the women in your life (work, home, other).
 - Cullinna Cornish shared TP/SS campus student life Women's History Month events.
 - Week 1-Famous women in history; Week 2 - Recognizing women on campus; Week 3 – Kahoot game compiling facts from weeks 2 & 3.
- Self-Care
 - Fitness (Live & Pre-Recorded), Health Prevention, and Mental Health resources available.
 - <https://info.montgomerycollege.edu/offices/human-resources/wellness.html>

Introduction of the Manager of Organizational Development and Outreach (Mr. Scot Brown)

Scot Brown introduced himself to the ESC and provided brief overview of his goals within HRSTM. Goals for this position will be focused on performance management, HR outreach, and employee engagement programs.

MC Onboarding Presentation (Leslie Jones, Human Resources Internal Consultant – Best Practices & Elaine Doong, Human Resources Specialist – MC Employee Onboarding)

Leslie Jones lead the presentation with an overview of best practices for employee onboarding as recommended by the Society of Human Resources Management.

Onboarding Defined

The process in which new hires are integrated into an organization. Includes initial new hire orientation, ongoing introduction to organizational structure, culture, vision, mission, and values. Onboarding is a comprehensive process involving management and other employees. The process can last weeks or up to a year.

Components of Onboarding

- Pre-boarding
- Orientation
- Foundation Building
- Mentoring/Buddy Systems
- Re-boarding

Everyone is responsible for onboarding

HR Department, Training Department, Supervisors, Co-Workers, Executive Team, Mentor/Buddy

Suggested Best Practices

- Implement the basics prior to the first day on the job.
- Make the first day on the job special.
- Use formal orientation programs.
- Develop a written onboarding plan.
- Make onboarding person participatory.
- Make sure your program is consistently implemented.
- Ensure that the program is monitored over time .
- Use technology to facilitate the process.
- Use milestones to check in on employee progress.
- Engage stakeholders in planning.
- Include key stakeholder meetings as part of the program.

- Be crystal clear with employees on role, responsibility and expectations.

Elaine Doong reviewed existing MC employee onboarding practices.

Existing Components of Onboarding

- Pre-boarding
 - Occurs through Workday.
 - New Employees (staff) receive an employee checklist (10 pages), completes paperwork (i.e. i-9), and obtain M#. Checklist covers 1st week, 30 days, 180 days, and suggestions for the next 180 days.
- Orientation
 - HR hosts orientation for staff and administrators – Currently virtually – 2 ½ days, M & R 9am – 1pm. Offered every two weeks.
 - Sample topics: Values and goals unique to the organization (foundation building), demographics, buildings, public safety, benefits, professional development, pay, evaluations, resources, and required trainings.
 - Hiring manager – covers team expectations

Staff and Administrators

- HR provides pre-boarding and formal orientation to the college for staff and administrators.
- Hiring managers receive hiring manager checklists (pre-boarding) and are responsible for departmental orientation.

Faculty

- Full-time faculty college orientation is not offered by HR, but by E-learning Innovation and Teaching Experience (ELITE) twice a year (Fall and Spring) for a 2-hour period. Topics covered are similar to staff but condensed. Dean's, department chairs, and/or coordinators handle team orientation for faculty.
- Part-time faculty college orientation occurs twice a year (Fall and Spring) – 1-hour presentation presented by the part-time faculty institute. Topics covered are similar to staff but condensed. Team orientation is handled by department chairs.

Unfinished Business #1 – Workday Goal

- The council reviewed revised wording for the Workday goal. All ESC members were asked to begin requesting experiences from constituent groups.

Old Business

- Announcement - Allison Whaley (MC Ombuds) was invited to attend a future ESC meeting, however she will be leaving the college.

Tasks/Announcement for ESC members

- All members will invite constituents to share Workday experiences.
- Next month will be a working meeting – we will focus on both goals.

Adjourned

The meeting was adjourned at 3:01 pm