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## MONTGOMERY COLLEGE GOVERNANCE

### Montgomery College Employee Services Council

FY23 - Meeting #5  
Thursday, February 2, 2023  
Meeting held via Zoom  
1:00 p.m. – 3:00 p.m.

#### Attendees:

- Members present
  - Paul D. Miller (Chair), Zenobia Garrison (Vice Chair), Jin Khademi (Secretary), William Dunn, Atul Roy, Ali Fadl, Jin Choi, Krista Leitch Walker,
- Proxies present
  - N/A
- Members excused
  - Lauralyn McWilliams,
- Invited Guests
  - Ms. Carla Ammerman (Human Resources Internal Consultant)

#### Call to Order

- Chair Paul D. Miller called the meeting to order at 1:00 pm. The meeting was recorded for internal use only. Approval of Minutes (Before or after Constituent Concerns)

#### Approval of Minutes

- The minutes from December 2022 were approved.

#### Constituent Concerns

- Zenobia mentioned about Refreshed Strategic Plan
- William asked whether the college has tenure plan for faculty. Krista answered that there is no tenure plan at the college. She did point out there is a rank advancement that part-time faculty can take advantage of <https://info.montgomerycollege.edu/documents/offices/human-resources/pt-rank-advancement-petition.pdf> and <https://info.montgomerycollege.edu/offices/human-resources/forms.html>
- Zenobia asked if WDCE is part of the union and Krista answered they are not.
- Question about telework policy
- Workday still a concern especially in regards to EAP

#### Chair's Report

- Reestablishing, Renewing, Rediscovering YOUR MC.
- Proposed P&P Changes
  - 31001-Sexual Misconduct
  - 38002-Honorary Degrees
  - 68004-Inspection of Public Records
  - 74001-Naming Campuses, Facilities, Buildings, Rooms, and Institutes
  - 75005-Protection of Minors
- Outstanding Staff Awards
  - The Outstanding Staff Awards (OSA) are awarded based on four categories: *Excellence in Performance*, *Excellence in Customer Service*, *Excellence in Innovation*, and *Excellence in Serving Students*.
  - The Staff of the Year award recognizes an individual who consistently exemplifies exceptional performance, leadership, and service that has a broad impact on the

- collegewide community.
  - The Outstanding Staff Awardees will receive a one-time payment of \$2,000 and the Staff of the Year Awardee will receive a one-time payment of \$5,000.
  - **All nominations are due by 11:59 p.m. on Wednesday, March 1, 2023.**
  - If you have any questions regarding the 2023 Outstanding Staff or the Staff of the Year Awards, please email [recognition@montgomerycollege.edu](mailto:recognition@montgomerycollege.edu)
- Outstand Faculty Awards
  - The purpose of this program is to recognize individual full- and part-time faculty members who exemplify the excellence that characterizes the entire Montgomery College faculty.
  - For the current year, each faculty member recognized with an Outstanding Faculty Award will receive a one-time payment of \$2,000.
  - Awardees receiving the Full-Time Faculty of the Year and Part-Time Faculty of the Year awards will receive \$5,000 each.
  - A committee of faculty and administrators representing each campus and central services, will review all nominations and recommend awardees.
  - **All nominations are due by Wednesday, March 1, 2023, 11:59 p.m.**
  - Please send your questions via e-mail to [OFACommittee@montgomerycollege.edu](mailto:OFACommittee@montgomerycollege.edu)
- Innovation Grant 2022-2023 Theme: “Transforming our Future for our Students, our College, and our Community.” Grant Amount: \$40,000
  - Grant Application Submission Deadline is March 21, 2023. Projects must conclude by May 31, 2024.
  - For more details, visit: [montgomerycollege.edu/innovationworks](http://montgomerycollege.edu/innovationworks)
  - For questions, email: [innovationworks@montgomerycollege.edu](mailto:innovationworks@montgomerycollege.edu)
  - Attend an Information Session: December 7, 2022 3:00-4:30 pm: [Register Here](#)
- TP/SS Library Renoveritions
  - December 18, 2022: the Takoma Park/Silver Spring Campus library's regular location in the Resource Center (RC) building closes.
  - January 23, 2023: the library's temporary location in the Pavilion 1 (P1) building opens.
  - Spring 2024: Renovations are complete; library's regular location in the RC building re-opens.
- Mobile Market
  - If you would like to volunteer, please [register](#). For more information, please email [Sergio Washington](#) or the [SHaW Center](#).
  - Visit the [SHaW Center's website](#) for additional information.
- ELITE Professional week PD 98% of faculty believe that ELITE’s Professional Development Opportunities are Relevant to their Work.
- Staff Enrichment Day 2023 Wednesday, March 15 at TP/SS
- Future of Teach: Lunch and Learn Series 3<sup>rd</sup> Thursday of Month, 12:00 – 1:00 PM The ignITe Hub is launching the Future of Tech Lunch & Learn series! Each month, we will host a cutting edge guest speaker to explore an innovative area in the world of technology, how it's being used to solve a community problem and the unique career paths related to this field. Register at [ignITe hub Events List](#).
- Spring 2023 Equity Week and Excellence in Equity Award April 3-7, 2023
- First Fridays Book Discussion February 3, 2023

- From Mental Health @ MC in **InsideMC – February**
  - Drawing for Stress Relief
  - Improv for Stress Relief
  - Eat Healthy Despite Food Deserts
  - Take a Brain Break
  - Crafting for Stress Relief
- Upcoming Events “The Journey Toward Becoming an Antiracist institution”  
For In-person training register in Workday at <https://bit.ly/ANTIRACISMINPERSON>  
For Virtual training, register in Workday at <https://bit.ly/ANTIRACISMVIRTUAL>
- MC Black History Month Events- Festival, Exhibits, Contests and More!
- **Learning Pathways**  
ELITE offers several learning pathways that employees can complete. You can either complete all workshops in the pathway to receive the pathway certificate or you can select to complete workshop that you want to attend. See ELITE’s [website for learning pathway details](#).
- **Safe Zones Training Is Back!** 3/3/23, 3/31/23, 4/18/23 and 4/28/23
- Lifelong Learning Institute - Spring Semester Offerings! Some courses might be eligible for EAP!
- **Weight & Fitness** You can use Employee Assistance Program (EAP) funds to be reimbursed for your participation in approved wellness partners. The maximum reimbursement for any activity is \$35, with the exception of Weight Watchers free.
- Employees who want to obtain access to the Open Gym must send an email to [Megan Cooperman](#) for the DoSportsEasy Recreation Management (DSE Rec) Form.
- Employee Experience and Climate Survey Steering Committee Update **Employee Survey: Your Voice, Your MC** Begins February 6, 2023
- **Survey Details**
  - On February 6, 2023, full- and part-time faculty, staff, and administrators will receive an email directly from Modern Think
  - In that email you will receive:
    - The survey will be available from February 6, 2023 through February 20, 2023.
    - **All full- and part-time faculty, staff, and administrators** are encouraged to participate.
    - After completing the survey, you can opt-in to **enter a drawing for one of five \$50 gift cards** from MC Campus Stores.

HR Update- Leitch Walker

- HR still working on Workday.

Invited Guests: Employee Services Council Employee Experience Catalog -- Carla Ammerman (Manager of Employee Development and Engagement)

- **Goal V. Invest in our employees** Cultivating a Montgomery College workforce that is innovative, competitive, culturally competent, and relevant is key to institutional success. Grounded in excellence, rigor, and equity, our goal is create opportunities for all employees to grow professionally and to enhance and apply the intellectual capital, knowledge, and skills necessary to achieve our commitment retention and student success.
- **Five Pillars of Employee Engagement:**
  - Start Smart
  - Positive healthy Workspace and Environment

- Provide and Maintain a Foundation of Support
  - Get Connected and Build Community
  - Encourage Growth, Success, Recognition, and Life Long Learning
- The Employee Engagement Catalog will provide:
  - Employees with one central location to identify opportunities to engage with the college in a variety of ways.
  - Brief summary on each opportunity and how to engage. Links to Website, POC, MC Learns
  - These engagement opportunities will benefit employees by providing opportunities for professional growth, networking, and building our Montgomery College Community.
    - ESC Goal #1 Making connections
      - *Between ESC meetings, each ESC member will interview a constituent of the MC community to gain a better understanding of the needs of all employees as we evolve and transform into a post-pandemic institution.*
    - ESC Goal #2 Reestablishing, Renewing, and Rediscovering YOUR MC
      - *The ESC will partner with HRSTM to create an employee resource that captures all support services and ways to engage with the MC community.*

Meeting Adjourned at 2:50 pm

Respectfully submitted by  
Jin Khademi – Secretary