

**Montgomery College**  
**Germantown Campus Council Meeting Minutes**

Tuesday, March 3, 2020

2 – 4 PM

PK 105

**Attendees**

*Present:* Paul Jenkins, Jeff Bonnycastle, Anne Schauer, Tonya Baker, Maurice McCambley, James Washington, Barbara LaPilusa, Sharon Anthony, Binta Njie, Rebecca Razavi

*Absent:* Jennifer Capparella, John Hare

*Guests:* Margaret Latimer, Steve Drummond, Amanda Stroud

**Call to Order**

The meeting was called to order at 2:02 pm by the chair.

**Approval of Agenda and Minutes**

The agenda was approved as amended. The minutes were approved as written. The meeting was recorded for internal use.

**Constituent Concerns**

- A council member brought forth a suggestion about having a food pantry box in each building.
  - Food pantry boxes working very well – students are taking what they need directly from the boxes as the boxes are serving as micro-distribution centers.
- A council member brought forth increasing concerns regarding the spread of the Coronavirus – what is senior administration doing to prepare for potentially dire circumstances? Guest speaker Stephen Drummond will respond to these concerns during this meeting.

**Campus Police and Public Safety Update – Steve Drummond**

- Much transition is taking place in the Department of Public Safety as it moves from a guard service to public safety operation.
  - Montgomery College’s Department of Public Safety is a unique mixture of security guards and fully functioning law enforcement.
  - All Public Safety Officers are trained in the Use of Force policy and must adhere to a strict Code of Conduct.
  - It is comprised predominantly of Public Safety Officers with about 14 Special Police Officers (SPOs).
    - SPOs are trained and certified to make arrests on school property.
      - Why arrest? There are times, in a large public setting, when people do things that are illegal or dangerous.
      - The use of SPOs follows CCBC’s model.
  - Special Police Officers are called Campus Police Officers.
    - They are employed by the College.

- They are armed with handcuffs, pepper gel, baton.
  - Their goal is to stop violence in its tracks.
  - Their purpose is to create an environment in which people will feel safe.
- The SPO program in MD does not require people to have training, and this year, the state is proposing a two week special training; however, MC is requiring all of its SPOs to go through an 8-week training program.
- Public safety officers only have the power of a citizen – with the choice of assisting or calling 911.
  - MC has decided to give certain number of SPOs the authority to arrest and detain people before police gets here.
  - SPOs are guided by specific policies and training in the appropriate use of force.
  - Policy and training for use of force
- The Department of Public Safety has a focus on service, specifically to provide quick assistance and a centralized dispatch.
  - Centralized dispatch center will be located in the CT building – the center will dispatch and receive calls all in one location. The new Collegewide phone number for Public Safety will be x73333 or 240-567-3333. The old number will still be available for a while
    - Trained call takers and dispatchers will put everything into a computerized database.
      - Call takers – 1 year of experience; dispatchers – 2 years of experience
    - The centralized dispatch center will open around April 1<sup>st</sup>.
    - It will operate 7am – 11pm 5 days a week with daytime hours on Saturdays.
    - Its operation will resemble the county’s 911 dispatch center but on a smaller scale.
    - All campuses will be linked by a radio.
- Council Member Question – Is dispatch not operational 24/7?
  - No, it is not because not much happens on campuses after 11pm.
  - Every call gets answered. If there is no one on the line when dispatch takes the call, an officer will call back to be sure the person is not in peril.
- Council Member Question – After 5pm at the Germantown campus, if there is a facility issue, should people contact security? Yes, and they will contact the people who will take care of the facility issue.
- Council Member Question – Will the Public Safety emergency phones be tied to dispatch in April?
  - Yes
- The Department of Public Safety will be provided with new software and equipment.
- Training is tied to the job and important to the college community.
  - All off-campus training needs to be approved.
  - Training will focus on topics important to MC employees and students, including Title IX and other issues.
- The MC Crisis Management Team is being reinstated.
  - When something regional happens, the College determines its response and studies varies emergency scenarios and the most effective College-wide needs and responses.

- FEMA training in crisis management for higher education institutions and business enterprises includes about 1-2 hours of basic training online.
- Executive response team – If there is a major crisis, the MC President and her team will get together to talk about matters regarding a major crisis.
- Continuity of Operations Plan (COOP)
  - The College is in the final stages of editing and review the emergency operation plan and COOP.
  - If there is exposure to the virus in the county or state, will everyone have to stay at home for a period of time? How will MC continue to operate during an imposed quarantine?
    - MC's Continuity of Operations Plan (COOP) will need to develop plans for continuing education (through Blackboard or some other online source), for continuity in paying employees, for continued filing of financial aid applications, among other concerns.
  - The COOP will define priorities/critical tasks and operational plans for every working unit of the College.
  - Prevention and communication of information will be the COOP's priorities.
- A council member expressed that a lot of faculty are concerned about spring break travelling and possible health consequences, and asked if there are any discussions collegewide about giving out supplies?
  - Steve Drummond explained this topic is still in discussion.
  - Margaret Latimer recommended faculty caution students to stay home from class if they feel ill.
- A council member expressed that there is concern about confusing or contradictory information regarding coronavirus and emphasized the need to focus on communication.
  - What's the best channel to get the word out?
    - Stephen Drummond explained that a combination of communication methods, like email and social media, would likely be most effective.
    - Everyone needs to be sure to communicating reliable facts to students and people with whom we come into contact.
- Council Member Question – Is the planning that we are doing now considering that this kind of pandemic could happen again, or on a larger scale?
  - COOP plan is considering operational plans in case we shut down due to a crisis or power outage. It is also considering if we have people who can be on site to carry on MC operations.
- Online active shooter training is required of all MC employees this academic year.
  - Faculty are encouraged to brainstorm with students about what to do if there is an active threat on campus.
  - The message is to take charge of your own safety.
  - The Ohio State active threat video effectively explores prevention of violence and response to violence on college campuses.
- The Council Chair expressed his thanks to Mr. Steve Drummond for his work and the changes made to the Department of Public Safety.

### **Germantown Campus Council Discussion of its Goals**

- “A Day at the Ballpark” will be held on April 23<sup>rd</sup>.
  - Arrangements are being made for food, people to throw first pitch, sing national anthem, and the MC Raptor’s appearance.
  - The event will be held on 4/23 – If it rains, then it will be on the next Thursday.
    - The game time is still being verified.
  - Player profiles will appear on campus TV screens.
  - This is the same day as “Take your child to work day.”
  - The workgroup is pursuing signage for the event.
  - We have requested additional repairs on the fields, which are being worked on by Facilities.
  - The Council will put out a call for volunteers after plans are solidified.
- Food pantry maintenance continues to be a priority.
  - Donation boxes are placed around the campus.
  - Boxes are available in the Hillman Program Office (now called the Southern Management Leadership Program) if needed.

### **Provost Report**

- Margaret Latimer will keep everyone updated about the capital budget.
- April 22<sup>nd</sup> will be the official ribbon-cutting ceremony for the SA Building’s renovation.
- A newly-established George Mason University transfer agreement for cybersecurity students has been established.
- Cyber Competitions will take place on campus.
  - Spring break – a cyber competition for MCPS high school students
  - April – a statewide community college cyber competition
- There is a new food service contract in the works (not finalized yet).
  - Looking for improvement in the Germantown campus cafeteria space
    - The campus will have a new cafeteria in the new Student Services building in the future.
  - June 1 is the estimated starting date for the new food services contract.
  - The new vendor will also provide catering services.

### **New Business**

- The Council Chair asked for appropriate speakers for future Council meetings.

### **Chair’s Report**

The chair provided the following information and updates:

- The College Council met on Feb. 25<sup>th</sup>.
  - Martha Schoonmaker talked about PIC MC on Germantown campus.
  - Krista Leitch Walker talked about the 360 survey and engagement survey and its goal which is to help supervisors develop professionally.
- New public safety number is 7-3333, starting in April.
  - Council Member Question – How will the phone number change be announced?
    - Flyers will be distributed to announce the new number.

- Stickers or magnets with the new number were suggested by Council members.
- “Goodies with Governance” will be held at the Germantown Campus, in PK 105, on March 4<sup>th</sup> @ 2-3pm.
  - This is an open house to discuss governance and to share experiences.
  - Governance nominations: 2/28 – 3/10; Governance elections: 3/30 – 4/10
  - If available to attend “Goodies with Governance” at other locations, please do so.
    - Westfield South Center – 3/6 @ 10-11am
    - Mannakee Building – 3/9 @ 2-3pm
    - TPSS Campus – 3/9 @ 10-11am
- Staff Enrichment Day is scheduled for March 18th at TPSS
  - Staff may sign up in MC Learns.
- Excellence in Equity Awards will take place again this year.
  - Student nominations are due by 3/24 and will be given out at the 2020 Equity Summit.
  - Employee nominations due by 4/13 and will be given out at the Spring Closing Meeting.

#### **Announcements**

- Equity Submit = 4/1 @ 11:30pm-8pm
  - Participants do not have to attend entire day and can register for sections.
- The 2020 Census is underway, and faculty and staff are asked to encourage students to participate and spread the word.
  - Census Day is April 21<sup>st</sup>.
  - MC students are serving as Census Ambassadors.
  - Everybody counts in the Census count, even babies.
- Brochures were distributed for the Southern Management Leadership Program.

#### **Adjourned**

The meeting was adjourned at 3:42pm.