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# MC GOVERNANCE

## MONTGOMERY COLLEGE Staff Council Meeting Minutes

Thursday, November 3, 2016

1:00 – 3:00 PM

Rockville, MKE 115

### **Attendees:**

- Members present: David Anthony, Ola Cole, Chris Cusic, Rowena D’Souza, Linda Hankey, Stacey Miller, Beth Mole, Kaylin Nguyen, Nghi Nguyen, Andrew Schepler, Annie Shane, Chris Standing, Donna Wilson
- Administrative Liaison present: Nancy Nuell
- Guest: Eric Benjamin

### **Call to Order**

Chair David Anthony called the meeting to order at 1:02 PM and announced that the proceeding was being recorded.

### **Constituent Concerns**

- Ms. Katie Grocki, Germantown, Campus Registrar, via e-mail
  - Wanted to know if the recently passed law regarding Paid Parental Leave by Montgomery County will have any effects on current leave policy at the College.
- Mr. Buddy Muse, Germantown, Program Manager, via e-mail
  - Wanted to know what will happen to the leaves accrued after December 16.
- Ms. Amanda Stroud, Germantown, Library Assistant, via e-mail
  - Wanted to know what job positions were being compared to the overall market for the job reclassification going on right now.

### **Approval of Minutes**

The October 20, 2016 meeting minutes were approved unanimously.

### **Middle States Update**

Dr. Eric Benjamin, 2018 Self-Study Steering Committee Co-Chair

- Will contact Council chair to be on Spring 2017 council meeting agenda(s).
- Fall 2017 – Compliance Report will be submitted to Middle States (November 2017).
- Spring 2018
  - Actual draft will be submitted.
  - Self-Study Review will be sent.
  - Middle States will conduct site visits and will visit departments, units, etc. They will also visit classrooms but they must get approval from faculty and the College first.
- Montgomery College identified some of the issues that needed to be addressed.
- MSCHE wants MC to address Student Complaints
  - The ease of submitting student complaints, the documentation records, and written procedures on how student complaints are handled
- There was a great turnout from staff and faculty for the Fall Middle States listening tours.

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### **Chair's Report**

- Newsletter corrections needed for October flyer.
- Open Enrollment started October 31 so staff need to access Benelogic to make sure all information is correct.
- Mr. Chris Standing sent his comments to Dr. Kevin Long on Policy 31006.
- Staff Enrichment Day 2017
  - Donations are not allowed.
  - Budget is \$10,000 for 2017, down from \$14,000 last year.
- Employee Services Council also wants to work on the student job shadowing goal.
- Sick Leave proposal has been sent to Dr. Pollard by Dr. Wormack.

### **Liaison Reports**

- Ms. Linda Hankey, Employee Services Council Meeting
  - There was a discussion on Chartwell and the consultant's decision on Chartwell, which didn't fare well. There were suggestions on other vendors that are less expensive including Wawa, Sheetz, etc.
  - Code of Conduct was passed by the council at last meeting.
- Mr. Nghi Nguyen, Germantown Campus Council Meeting
  - Meeting was cancelled at last minute because some members could not make it.
- Mr. Chris Standing, Student Council Meeting
  - Plans to attend the next meeting.

### **Policy 31011**

- Changes and comments have been sent to Dr. Kevin Long.
- There was a suggestion to invite Dr. Long to come to the next Staff Council meeting.

### **Tracking Report**

- Most of the Open constituent concerns are closed.
- New and pending concerns will be addressed and assigned appropriately to the right contact person for each of these concerns.

### **Adjournment**

The meeting adjourned at 3:00 PM.

Submitted by Nghi Nguyen,  
Staff Council Secretary