

<b>Category of Concern</b>	<b>New and Pending Items</b>	<b>Monitoring Items</b>	<b>Closed Items</b>	<b>Number of Items in Category</b>
HRSTM	5	1	9	15
Compensation & Benefits	0	3	5	8
Staff & Supervisory Relationships	1		1	2
College Operations	2	2	7	11
Governance in General	0		3	3
<b>Total</b>	<b>8</b>	<b>6</b>	<b>25</b>	<b>39</b>

## HRSTM Concerns

ID	Status	Issue	Concern Brought to Council By... On...	Concern Assigned to...	Action to be taken	Action Required by... (date)	Outcome
HR015	Pending	Ms. Rhyne received an e-mail from a staff who had sent out an email within the constituent's department asking colleagues to submit nominations for the Staff Enrichment Day awards. The constituent's supervisor said all nominations needed to go through him/her before the staff submitted the nominations. Ms. Rhyne wants to clarify that SED award nominations do not need supervisor's approval because all awards are peer-to-peer nominated.	Ms. Tilandra Rhyne - 04/06/2017	Ms. Rowena D'Souza	Possible refer to Ms. Krista Walker, HRSTM		
HR014	Monitor	Constituent would like to see the employee engagement survey offered on paper instead of online. She brought this item to the meeting on behalf of colleagues who do not believe the surveys are confidential. She and her colleagues feel that if the college wants true feedback on level of engagement, the survey instrument should be truly confidential and the best way is on paper, or perhaps a third party where employees do not have to log on or provide more than the campus location.	Ms. Davenport - 02/02/2017	Employee Services Council	Refer concern to HRSTM.	3/2/2017	Monitor
HR013	Closed	Ms. Lee has been moved from OIT unit to Procurement, and has received a new job title. New duties were assigned. Ms. Lee wants to know how staff can approach their new supervisor and tell him/her that they do not have time to learn newly assigned duties. Additionally, what are the College's procedures when reassigning or moving staff to another unit? Why are staff not allowed any say when they are moved to another unit?	Ms. Victoria Lees - 02/02/2017	Employee Services Council	Refer concern to Employee Services Council.	3/2/2017	Monitor: it is currently being reviewed.
HR012	Closed	A constituent brought up a concern regarding the Professional Development Leave Policy. Some staff are not approved for Professional Development Leave because the department does not have funding to hire temporary employee to fill in while the staff is on leave.	Mr. Chris Standing - 12/01/2016				
HR011	Closed	A constituent brought up a concern regarding HRSTM employees not being allowed to telework.	Mr. David Anthony - 12/1/2016	Employee Services Council	2/2/2017	Ongoing	Monitor: it is currently being evaluated.

HR010	Closed	A constituent brought a concern regarding the Classification/Compensation Information Forum. One element not addressed was the College's effort to retain current employees. Additionally, why is College changing its compensation system to a market-based system?	Ms. Maria Davidson - 12/1/2016	Mr. David Anthony	Question was answered	Completed	Further information outlined in the Compensation 101 Sessions being conducted on all campuses.
HR009	Open	There is a request for HR to recognize the importance of graduate-level certificates not just the traditional graduates degree such as Bachelor, Master, and PhD because there are some positions that do not need to obtain the traditional graduate degrees.	Mr. Chris Standing - 11/17/2016	Forward to HRSTM	Ms. Sherry Bokor, Degree Attainment	TBD	TBD
HR008	Open	A constituent brought up a safety concern regarding trade jobs for facilities. There are not enough employees to assist with the problems being reported to the Facilities helpdesk at the Takoma Park/Silver Spring campus. There have been a number of injuries reported because some employees are working without assistance.	Mr. Chris Standing - 11/17/2016	Mr. David Anthony	Pass to Operational Services Council	TBD	TBD
HR007	Closed	Constituent concern regarding how the newly passed bill from the county, Paid Parental Leave, will affect College's employees.	Ms. Katie Grocki - 11/1/2016	HRSTM	HRSTM, Ms. Rowena D'Souza	TBD	Montgomery College is a state entity, which is exempt from the new bill.
HR006	Closed	Constituent concern regarding which positions are being compared to the overall job market for the new compensation system.	Ms. Amanda Stroud - 11/1/2016	HRSTM	Mr. David Anthony	TBD	Job classes are being studied not job positions.
HR005	Pending	Constituent concern regarding why staff aren't included in change decisions at MC. How can change decisions be more inclusive to all staff? Also, why was the change model adopted by Governance in 2015, not utilized?	Ms. Laura White - 10/6/2016	HRSTM	Forward concern to Administrator Council and Employee Services Council.	TBD	
HR004	Closed	Constituent concern regarding whether the policy that prohibits full-time staff to teach part-time at MC can be modified?	Mr. David Anthony - 9/2/2016	HRSTM	Forward concern to HRSTM - Ms. Aceto for clarification on which positions are classified as exempt or non- exempt.	TBD	If your position is classified as non-exempt, you may not teach.

HR003	Closed	Constituent concern regarding drug testing for college employee's specifically those employees in the areas of safety and security (Security Guards & Facilities).	Ms. Linda Hankey - 4/21/2016	Ms. Rowena D'Souza	Refer concern to HRSTM.	10/06/2016	The current policy/procedure (drafted in 1989) requires the college to have a policy statement on the prohibition of drug/alcohol use, develop a program to deter drug/alcohol abuse and refer employees, and to implement reporting requirements. Though federal, state, and county law dictate who can and cannot be legally and constitutionally tested for drug/alcohol as a condition of employment.
HR002	Pending	Constituent concern regarding lack of WD&CE representation on the HRSTM focus groups to review hiring practices for part time faculty.	Ms. Nancy Newton - 4/7/2016	Mr. Chris Cusic	Contact Ms. Nancy Newton for further update.	10/06/2016	HRSTM to take request into consideration.
HR001	Closed	Concern brought forward regarding altered work schedules and job descriptions (how they are approved and who is responsible for writing them and reviewing them for accuracy).	Ms. RuthAnn Shrewesberry - 11/5/2015	Mr. Chris Standing	Council to refer altered work schedule and changes affecting work outcome and job description to HR.	10/06/2016	

## Compensation and Benefits

ID	Status	Issue	Concern Brought to Council By... On...	Concern Assigned to...	Action to be taken	Action Required by... (date)	Outcome
CB007	Closed	A constituent brought up a concern why hearing aid is not covered by Cigna.	Mr. Chris Standing	HRSTM	Contact HRSTM.	1/12/2017	Constituent was proved detailed information on the matter and placed in contact with HRSTM.
CB006	Closed	A constituent brought up a concern on why employees are required to bring a doctor's note when requesting a standing desk. The constituent felt that this is a wellness issue and funds for standing desk should be available through EAP wellness.	Mr. Dave Anthony - 12/1/2016	Rowena D'Souza, HRSTM		2/2/2017	EAP does not pay for standing desk.
CB005b	Closed	Constituent concern regarding compensation changes timeline; how will communication be developed in FY17 for the rollout in FY19? Can the timeline include updates that reflect plans for communicating out to constituents and impacted employees? When will constituents find out: 1) the proposed new salary schedule and 2) where in the proposed new salary schedule a constituent's job assignment/position has been placed?	Mr. David Anthony - 9/20/2016	Mr. David Anthony	Contact HRSTM and Dr. Wormack for insight.	1/12/2017	Check MC Communications regarding status
CB005a	Closed	Constituent concern regarding the development and delivery of "Compensation 101 training" for FY17. Who would attend this training and what does this training cover?	Mr. David Anthony - 9/20/2016	Mr. David Anthony	Contact HRSTM and Dr. Wormack for insight.	1/12/2017	Compensation 101 training would be made available on each of the campus; the training would cover the compensation philosophy and strategy.
CB004	Closed	Constituent concern regarding the Fiscal Update for 2017 from HRSTM. There is no mention regarding the lump sum bonuses (35001CP) that were established and accepted into P&P in FY13. Has any information been shared with staff council regarding the absence of this information in the fiscal update?	Mr. David Anthony - 9/20/2016	Mr. David Anthony	Contact HRSTM and Dr. Wormack for insight.	10/06/2016	There was no funding available for bonuses this year.
CB003	Monitor	Constituent concern regarding proposed modifications to Policy 33001-Classification and Compensation.	Ms. Nancy Newton - 11/5/2015	Mr. David Anthony	Added as agenda item on 1st mtg in March	TBD	An Ad Hoc committee was formed to research possible policy changes. Awaiting policy to be reviewed.

CB002	Monitor	A constituent would like to know if there are any updates on the staff classification/compensation meeting that was held with Aon Hewitt	Ms. Nancy Newton - 3/7/16	Mr. David Anthony	Staff Chair to contact HRSTM (Nadine or Deborah Aceto)	FY19	A Collegewide correspondence has been sent out (April 2016) to the college community with updates and additional information.
CB001	Monitor	Council member Donna Wilson reported a constituent's concern regarding the College's lack of an employee leave donation program. Ms. Wilson volunteered to research such programs currently in place at federal, state, and county entities and present her findings at a future meeting.	Ms. Donna Wilson - 9/3/2015	Ms. Donna Wilson	Present to College Council	TBD	Topic was presented to College Council and voted on March 8th, 2016 (passed unanimously). HRSTM will be reviewing request and providing feedback in April, 2016. On September 2, 2016, Dr. Wormack provided an update to the Staff Council; further analysis is being done by AFS/HRSTM.

## Staff and Supervisor Relationship

ID	Status	Issue	Concern Brought to Council By... On...	Concern Assigned to...	Action to be taken	Action Required by... (date)	Outcome
SSR002	Closed	Constituent concern from the Germantown Campus regarding administrator evaluations, the GL360. The constituent would like to know whether there is tracking to ensure that all direct reports to an administrator are given an opportunity to participate in the evaluation survey. In addition, the constituent feels that there should be a policy to protect participants from retaliation.	Mr. David Anthony - 2/18/2016	Mr. David Anthony, Ms. Rowena D'Souza	Refer constituent to policy	10/06/2016	HRSTM is hoping to roll out program to include more subordinate participation in GL360.
SSR001	Pending	Constituent concern brought forward regarding being bullied by a supervisor. The constituent has asked why this has been allowed to continue.	Ms. Linda Hankey - 9/3/2015	Ms. Linda Hankey, Ms. Nancy Newton, Ms. Cathy Henley	Staff Council has formed ad hoc committee and has reached out to Janet Wormack for assistance and input. he chair reported that this issue was raised last year (2 additional concerns regarding supervisor retaliation brought forward by Ms. Netwon and Ms. Henley).	TBD	Ad Hoc committee was created to address the issue in further detail. The Ad Hoc committee along with other entities worked together to add a Bullying section to the revised Policy 31011.

## College Operations

ID	Status	Issue	Concern Brought to Council By... On...	Concern Assigned to...	Action to be taken	Action Required by... (date)	Outcome
CO011	Pending	In the past, if there was a need for a member to be on a committee, the AFSCME Union president was notified and asked to find a member from the bargaining unit. Now the AFSCME Union president has no knowledge at all about this, and it has to come from the Staff Council chair to ask for committee member. Why is this happening?	Mr. Chris Standing - 04/06/2017	Mr. Dave Anthony	Address with SALT	9/30/2017	
CO010	Closed	If college employees are required to have their ID on all time, why is there a requirement for employees to leave their ID when requesting swipe cards to rooms such as SC152?	Mr. Chris Standing - 04/06/2017	Mr. Shane Doyle	Pass to Operational Services?		Employee ID is not yet required. Policy was handed down from Provost Office to manage SC152. Wants to make sure person who requested room is the one who's using the room. You can provide
CO009	Monitor	Ms. Davenport would like to see the requirement for "all employees" to complete the required multicultural and other trainings to be removed from staff performance reviews. Ms. Davenport would like to see the requirement removed from this year's reviews. It should not be on staff reviews until it's truly a requirement for "all employees".	Ms. Davenport - 02/02/2017	Employee Service Council	Refer to Employee Service Council	3/2/2017	Monitor
CO008	Closed	There is a request for an e-mail to be sent out to all part-time faculty members to request their parking permit before the start of the semester. This is for newly hired and returning part-time faculty.	Mr. Chris Standing - 11/17/2016	Faculty Council	Assigned to Faculty Council.	TBD	TBD
CO007	Closed	Constituent concern regarding how awards are handed out and how those individuals are recognized publicly.	Ms. Amanda Stroud - 9/15/2016	Ms. Stacey Miller	Forward to Tacy Holiday.	TBD	
CO006	Closed	Constituent concern regarding the Telework agreement policy; it should be more uniformly applied with a more central decision making process rather than leaving it up to individual supervisor/managers to decide on their own.	Mr. Andrew Scheppeler - 10/13/2016	Mr. David Anthony / Employee Services Council	Transfer constituent concern to Chair of Employee Services Council and ensure follow up to the constituent who placed the concern.	TBD	



CO005	Monitor	Constituent concern about the noise and other distractions in the new Central Services Building open space environment.	Mr. Andrew Scheppler - 10/13/2016	Staff Council	Monitor constituent feedback of new bldg layout and design once it is occupied.	Monitor	TBD
CO004	Closed	Constituent concern regarding ACES coaches not registering students at site instead of having the students come to MC to register.	Ms. Donna Wilson - 9/01/2016	Ms. Donna Wilson	Will contact ACES coordinator, Karen Callender	10/20/2016	Contacted ACES coordinator and information regarding ACES program was sent to constituent.
CO003	Closed	Constituent concern regarding why non-exempt staff can not teach classes during work hours if the class is fully-online.	Mr. Nghi Nguyen - 9/22/2016	Mr. Nghi Nguyen / HRSTM	Provide clarity to the constituent on the current policy.	10/10/2016	Non-exempt staff cannot teach per policy
CO002	Closed	Constituent concern from a TPSS staff member. She said that some students have come to her regarding the shuttle bus schedule this semester which has been very inaccurate. The shuttles haven't been on time (either they leave too early or come late) making students come late to class. Some even missed classes.	Ms. Kaylin Nguyen - 9/15/2016	Mr. David Anthony / Operational Services Council	Trasnfer constituent concern to Chair of Operational Services Council and ensure follow up to the constituent who placed the concern.	10/20/2016	
CO001	Pending	Constituent concern regarding the inclusion of WD&CE employee's on a collegewide committee's, particularly search committee's.	Ms. Nancy Newton - 4/21/2016	Mr. David Anthony		10/06/2016	

## Governance in General

ID	Status	Issue	Concern Brought to Council By... On...	Concern Assigned to...	Action to be taken	Action Required by... (date)	Outcome
G003	Closed	A constituent brought up a concern regarding the errors in the Staff Council's October news flyer.	Mr. Andrew Scheppler - 11/17/2016	Mr. Andrew Scheppler	Mr. Scheppler will reach out to the employee.	11/17/2016	Closed: Mr. Scheppler answered the concern brought up the staff via e-mail.
G002	Closed	Staff Council members voiced several concerns about the best way to communicate the Middle States information to facilities staff as they may not have time to attend the scheduled sessions.	9/2/2016	Mr. David Anthony	Mr. Anthony to speak with Tammy Perry on the topic of how best to communicate the information regarding Middle States to the facilities staff.	Before the first Middle States listening tour session takes place.	Professor Peery contacted Campus Facilities managers to work on a way to include Facilities staff in Middle States discussions.
G001	Closed	Staff Council members voiced a concern that there are no scheduled dates for the Middle States listening tour at the college's Westfield location.	9/2/2016	Mr. David Anthony	Mr. Anthony to speak with Tammy Perry on the possibility of adding a session at our Westfield location.	Before the first Middle States listening tour session takes place.	Closed: Mr. Anthony reached out to Tammy Perry who surveyed the employees at Westfield; it was decided that there is currently not a need to schedule a session at that location.