

MONTGOMERY COLLEGE GOVERNANCE

Employee Services Council

Thursday, November 9, 2017

2:00 p.m. -4:00 p.m.; Location: CT S201

Minutes

Attendees

Present: Chauncy Butcher, Richard Cerkovnik, Lisa Dyer, Liz Feldman, Mary (Aggie) Harrell, Victoria Lees, Alex Micich, Siobhán Quinn (remotely), Krista Leitch Walker.

Call to Order

The meeting was called to order at 2:05 p.m.

Richard announced that Alejandro Leopardi will no longer be on the council.

Constituent Concerns/Comments

- Victoria received concern from someone asking for alternative savings plans, specifically Roth IRAs. Krista will look into feasibility, noting that open enrollment has already commenced.
- Aggie reported on lack of placement coordination and communication regarding the alternative placement agreement with Montgomery County Public Schools (MCPS). Many students who registered early, were placed into developmental courses and were not informed of their option for college level courses in July, when the MCPS grades were posted. Will forward a request for follow up to Student Services Council.

Review of October 12 minutes

Corrections:

- EEAG— waiting on final reviewers to comment and approve.
- Sick and Safe Harbor— all community colleges need to be prepared to implement in the spring semester.

Minutes approved with addenda.

Cybersecurity Update

- Nell Feldman presented on current cybersecurity threats and responses. There has been an increase in reporting, and all are encouraged to do so.
- DUO (2 factor authentication) is in place on Office 365 and VPN (virtual private network)
 - First factor is the password
 - Second factor- cell phone, tablet, etc.

Chair's Report

- College Council

- Question posed— Are councils pass through entities or do we make recommendations, vet, etc.
- Answer: There is flexibility, and goals can be changed. Recommendations are not mandatory, but encouraged.
- Employee engagement survey is active
 - Questions posed:
 - Do we still need Institutional Research representative on EEAG?
 - Should we include Equity and Inclusion Office to membership?
- Alejandro has received Smithsonian Faculty Fellowship whose meetings conflict with ours, and therefore will no longer serve on the council.

HRSTM Report

- Compensation redesign in final stages. Moving toward Market-based system.
 - No salaries will be reduced.
 - No job loss or furloughs
 - Study shows 70% of salaries are within market, and some are above— 30% below market
 - Compensation will be monitored every two years.
 - New system goes into effect January 1, 2018.
 - Faculty compensation will be evaluated prior to negotiation of new contract.
- Ombuds recommendations came out today
- Looking at 360 surveys after winter break.
- Open enrollment ends 11/20
- FMLA— College Council has passed it on to Janet Wormack. It is embedded in a larger initiative looking at all leave policies
- Other reviews are underway
 - Discipline and discharge
 - Recruitment procedures/policies
- HR outreach and communications
 - New multimedia communications specialist
 - Campus hours will increase
 - HR has office on Rockville campus

Finalize ESC goals for FY 2018

- Three goals sent in to College Council
 - Standardization of processes across College (see gov. council goal plan handout)
 - Perhaps we find some areas of non-standardization and make some recommendations
 - Use bullet points to simplify the run-on sentences
 - Regularly look over ongoing goals to evaluate progress
 - FMLA— Recommendations accepted.
 - Code of Conduct
 - Should include “code of ethics” as addendum, indicating that this replaces “code of conduct”

Three goals accepted unanimously, as amended.

New Business

- Reactivate the ESC recommendation related to increased voice of PT Faculty in governance structure
- Re-state goal 7 (fun) as a quality of life issue
- Other goals are to remain as goals, but not passed forward as yet.
- Previous constituent concern has been addressed (regarding marketing)
 - HR is sending out info via email (Constituent was not part of email chain).
 - Seeks alternative form of communication.
- Krista— proposed topic of discussion for next meeting— employee morale

Meeting adjourned at 4 p.m.