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## MONTGOMERY COLLEGE GOVERNANCE

Rockville Campus Council

May 4, 2021

via Zoom

2:00–3:30 p.m.

### Attendees:

- Members present: Christine Crefton (Chair), Carrie Fitzgerald (Vice Chair), Nghi Nguyen (Secretary), James Mitchell, Katherine M. Goldstein, Jennifer Page, Chantal Vilmar, Andre Ferguson, Joanne Carl, and Justin 'Matt' Hicks.
- Proxies present: -
- Members Absent: Veronica Carbajal and John Coliton
- Invited Guests: Dr. Kimberly Kelley, James Gillis, Carla Ammerman, Sullivan (Jillian) Voss, Elizabeth Ridings, Elizabeth Melanson, Lisa Hackley, and Matthew Sandee.

### Call to Order

- The regular meeting was called to order at 2:01 p.m., by Chair Christine Crefton.

### Constituent Concerns

- No constituent concerns.

### Approval of Minutes

- April minutes were approved. Andre motioned. Carrie seconded.

### Dr. Kimberly Kelley, Rockville Campus Provost

- *Old Student Services Building*
  - Demolition of building is scheduled for Monday, May 10
  - Plan to do slow-motion photography to experience the demolition
  - Will take about two or three weeks
- *Fall Semester*
  - Lab classes will be in-person
  - No classes are being held in these buildings: Theatre Arts, Computer Science, Counseling, Art, PE (some rooms will still be used)
  - College will not require employees and students to be vaccinated
  - Discussions on whether more in-person classes should be added
  - Lab and Online Class
    - Looking at strategic locations on campus for students who take in-person labs and who signed up for online class so they can attend these online classes without having to travel home
    - Looking to staff locations
    - Students and employees will need to be masked
    - Students will need to make appointment to use space
  - Wi-fi
    - College wants to have greater free wi-fi access for students who want to use internet access on campus
  - Vending Machine

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- Increase vending machines on campus for purchase of snacks and drinks

### **James Gillis, Facilities**

- More facilities staff will return after July 4 to prepare for Fall semester
- Finance Lab is almost complete, full completion might be in June/July timeframe
- Mannake Building
  - Second floor upgrade has been completed, but still a lot more work
  - Third floor work is coming
  - Completion date is sometimes in late July

### **Carla Ammerman, HR Updates**

- Self-reporting website is coming for employees who wants to let the College know they've been vaccinated (voluntary)
- Be on the lookout for email communications on when the College will reopen

### **Jane-Ellen Miller, IT Updates**

- *Workday*
  - Feature for Workday notices to go to email
  - Required training information is posted for employees
  - Employees can view and update benefits in system
  - Change and update your personal information and emergency contact information
  - MC Learns for employees to register for professional trainings and workshops
- *Computer Labs*
  - IT continues to check and maintain computers on all campuses
  - Updates are made to computer including software programs, browsers, etc.
- *Desktop Replacement*
  - If funding is available, there is a plan to remove desktop computers and replace them with laptops
  - Laptop would be provided to all employees with docking station
  - This would allow employees to move around between campuses and still be able to carry around and work on laptop
  - Most full-time employees are now provided with a laptop
  - Larger monitors will be provided along with laptop and docking station
  - Desktop/PC would be removed from offices
  - Employees who need PC/desktop/Mac would still be able to keep them

### **Chair Report**

- Microcredentials at MC Information Session May 7 2-3:30 pm. Register through MC Learns
- Register MC Learns for Employee Survey Findings Sessions: 5/5; 5/6; 5/11; 5/19
- Dr. Pollard's Town Hall on May 18 10am
- MCRPA annual retreat May 27 1-4. Register here:  
<https://montgomerycollege.zoom.us/meeting/register/tJ0lcOuvqDovE9ycwyAAAno7FxnPVnZmCW3iG>
- Seeking new digital storytelling interns for fall 2021:  
<https://www.montgomerycollege.edu/humanities/digital-story-telling>

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- Southern Management Leadership Program:  
<https://mcblogs.montgomerycollege.edu/southern-management-leadership-program>
  - 2021 Virtual Asian-Pacific Heritage Month Festival:  
<https://www.montgomerycollege.edu/events/asian-pacific-heritage/asian-pacific-month-festival.html>
  - #MCARTRemote share your work on social media
  - Mobile market and pop up pantry updates
  - Nominate your colleague for a quarterly staff special recognition award due June 11.
  - Professional Development updates – reminder to complete required training
  - Mark your calendars:
    - **Spring Closing Meeting:** 10 a.m., Wednesday, May 19:  
<https://www.montgomerycollege.edu/events/opening-or-closing-meeting/index.html>
    - **Dr. Harry Harden Jr. Student Academic Excellence Honors and Scholars Awards:** 4 p.m., Monday, May 17: <https://www.montgomerycollege.edu/events/harry-harden-jr-academic-excellence-awards/>
    - **Commencement:** 10 a.m., Friday, May 21:  
<https://www.montgomerycollege.edu/events/commencement/index.html>
  - Save the date August 14 for 2021 Single Parent Conference:  
[www.montgomerycollege.edu/singleparentconference](http://www.montgomerycollege.edu/singleparentconference)
  - Announcements:
    - We welcomed many speakers this year:
      - September – Mental Health with Stephanie Will
      - October – Wellness with India Hunter
      - November – Enrollment Numbers with John Hamman and met the new Ombuds Allison Whaley
      - December – Strategic Planning with Kevin Long
      - March – Auxiliary Services with Bradley Bridges
      - April – Bystander Training with Katherine Goldstein and Antonette Jones
      - May – IT updates with Jane-Ellen Miller
    - We met both of our goals:
      - Support the arts at MC by attending virtual performances
      - Create a newsletter format and send out in the fall to constituents
    - Thank you to the following people who have made this year successful:
      - Carrie Fitzgerald for your two years of service and leadership as Vice Chair this year.
      - Nghi Nguyen for your two years of service and leadership as Secretary for both years.
      - James Mitchell for your two years of service.
      - Chantal Vilmar for your year of service.
      - Andre Ferguson for your active engagement this year and sharing the student perspective with us – Congratulations on your election to serve next year!
    - Congratulations to the incoming council members and elected leaders!

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## Elections and Nominations

- **Chair**
  - *Nominees:* Katie Goldstein
  - Joanne motioned to install Katie as Chair. Andre seconded.
  - *Elected:* Katie Goldstein
- **Vice Chair**
  - *Nominees:* Sullivan (Jillian) Voss
  - Jennifer motioned to install Sullivan as Vice Chair. Joanne seconded.
  - *Elected:* Sullivan Voss
  - Joanne Carl volunteered to act as a mentor as needed
- **Secretary**
  - *Nominees:* Jennifer Page
  - Andrew motioned to install Jennifer as Secretary. Justin seconded.
  - *Elected:* Jennifer Page

Meeting Adjourned at 3:12 p.m.

Respectfully submitted by  
Nghị Nguyen, Rockville Campus Council Secretary