

MC GOVERNANCE

GERMANTOWN CAMPUS COUNCIL

MEETING MINUTES

Tuesday, March 02, 2021; 2:00 – 4:00 pm

Zoom Meeting

Attendees

Present: Tonya Baker, Amanda Darr, Mais Alraee, Jennifer Capparella, Christopher Cusic, Charlie Jackson, Brandon Mollock, Paul Jenkins, Lori Kelman, Sharon Anthony, Maurice McCambley

Absent: Abo-keze Ewimbi, Blessing Anyim

Guests: Steve Cain, Sharon Parker, Mary Genovese, Sally McClean, Andrew Scheppler

Liaison: Margaret Latimer, Clevette Ridguard

Call to Order

There is a quorum to conduct business. The meeting was called to order at 2:04pm by the chair.

Approval of Agenda/Minutes

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

Constituent Concerns

- Sally McClean – increase awareness about Operational Services Council
 - Can help with many issues which all impact academics
 - Collegewide council with a lot of administrators on the council
- Tonya Baker - Update on collegewide calendar – have collegewide events calendar but need to encourage use
 - Zoom trainings in March and April
 - [MC Online Events Calendar](#)

College Expansion Update – Dr. Steve Cain

- Some people have difficulty accessing current locations.
 - Place for people to meet and interact.
 - Thinking about the future and how we serve the residents of the county.
- MC was asked to look into feasibility of fourth campus.
- Eastern county – surveyed and interviewed students from this area.
- Report to Board of Trustees and County Executive
- Feasibility Study – reaching out and understanding needs.
 - Market analysis/community needs – probably most important and longest phase
 - Engage with community, understand the needs and interest.

- Real estate analysis – use insights from phase 1 to investigate potential real estate options
 - Potential for pre-campus presence
- Buildout scenario/capital budget
- Operating budget
- Facilities Master Plan Amendment – BOT approval required and due to MHEC by 2/1/22
- Study partners: Ayers Saint Gross, Kennedy & Company, and McEneaney Commercial
- College Expansion Advisory Committee – includes people from all areas of the College
 - Meets monthly
- Nothing pointing us away from moving in this direction
 - Long term view – fourth campus
 - Short term view – some sort of other presence to serve sooner
- Need to think about the campus and the operational process of the campus
 - Require extensive approval
- Funding – will request new additional funding
- Question – What does it mean for us in terms of less people coming to Germantown campus?
 - Full fledge campus will take around 7-10 years
 - Attracting and serving new students
- Question – How will it be different or the same as existing campuses?
 - Courses and programs offered and services
 - How things are structured and built
 - Thinking about how we serve students – services all in one place
 - How to connect students with food and housing insecurities?
 - Would be nice to have a signature program at the campus
- Question – Have there been discussions on dormitory?
 - No – have considered but it’s a big step
- Will send out presentation to council members
- If there are any questions, please contact Tonya and Margaret.

FY21 Compensation Market Study (HRSTM) – Sharon Parker and Mary Genovese

- Every 12-24 months a group of benchmark jobs will be reviewed
 - Look at jobs and see how they fit in our salary structure
 - Partnership with Segal
 - Key stakeholder engagement – Councils, Unions, and Staff Management
- Objectives and desired outcomes
 - Ensure pay structure reflects our compensation philosophy – competitive, equitable, and fiscally sustainable pay practices
 - Assess market position for benchmark jobs and confirm external competitiveness – market competitive pay structure enabling MC to attract, motivate, and retain key talent
 - Review pay structure to confirm job align based on internal worth – consistent and equitable pay decision-making
- Work plan
 - Introduction meetings

- Collegewide announcement will go out soon
- Data collection – approximately 140 benchmark jobs
 - Benchmark jobs – job that serves as a standard point of reference for making pay comparisons
- Analysis and recommendations – conducted by Segal
- Implementation
- Timeline – staff and admin slightly different from faculty
 - Staff and Administrators: Winter 2021 – Summer 2021
 - Faculty: Winter 2021 – Summer 2022
- Collaboration – partners will provide insight and support
- Impact to employees – potential job grade changes
 - Changes to employee pay will be determined after the market study has been completed and a fiscal impact assessment had been conducted
- Question – How does this relate to department chair?
 - Department chair is a hybrid role – not selected as a benchmark job
- Question – All positions at the College are included?
 - Staff and administrators will be looked at together
 - Use best practice to conduct study
 - Benchmark – easily matched on the market
 - Want to make sure all levels and departments are represented
- Pay decisions not part of study
- Question – Is this different from workforce study?
 - Different but linked – Segal conducting both studies
- Will share PowerPoint with council members
- If there are any questions, reach out to [Sharon Parker](#) or [Mary Genovese](#).

Nominations and Elections

- 2-year terms – possible to get re-elected
- Nominations: 2/26-3/10
 - Encouraged to make nominations
 - Can nominate for any of the councils
- Elections: 3/29-4/9
- Council members joining next year will attend May meeting
 - Will also elect officers
- Virtual campus coffee on Thursday, 3/2

Goals

- March challenge – reach out to 2 people
- Nominate someone from Germantown Campus for Equity and Inclusion Award
 - Planning to extend deadline
 - Suggested to nominate Harry Zarin
 - Need to fill out form and have 2 letters of support
 - Tonya Baker will fill out the form
 - Sharon Anthony and Amanda Darr will work on letters of support

Provost's Report

The provost provided the following information and updates:

- Governance has been redesigned to be more inclusive – direct people to the right resources
- Campus expansion – a lot of work and research being done
- Return to campus
 - Summer I and II – remote and online classes
 - Fall – mostly remote and distance courses with some exceptions (labs)
 - Remote environment works well for some people
 - Talks on HyFlex classrooms – future of Higher Ed
- Approached by state and county about Germantown Campus being a possible vaccination site
 - Not control by MC
 - No decision yet
- Computer space on each campus – MAPEL Center on Germantown Campus
 - Faculty should be first to know if students are struggling – provide access to students
 - 6 students for each 2-hour timeslots
 - Not for group projects
 - Students only allowed to sign up a limited number of times
 - SHaW Center can assist students without computers – reach out to [Benita Rashaw](#)
 - Will make faculty aware of this – faculty should inform students with needs
 - Will provide more information when available
- Question – Do 7-week classes come and go?
 - Have always offered 7-week classes – some gravitation but will always offer 15-week classes
 - Meeting needs of students more effectively
- Will follow up with deans and chairs about HyFlex

Chair's Report

The chair provided the following information and updates:

- Virtual Transfer Fair – higher turnout than fall (reported by Amanda)
- [Conversation with Leadership](#) on 3/4 at 10am
- Required training on MC Learns Through Workday – Conflicts of Interest course
- 2021-2022 Academic Calendar approved
- Blood Drive on Germantown Campus on 3/16 – 3/17
- Presidential Scholar nomination due Friday at noon
- Virtual Alternative Spring Break: 3/15 – 3/19
- STEAMed Event on 3/5
- [Spring Equity Week](#): 4/5 – 4/9
- Two [Policy and Procedures](#) are out for public comment

Adjourned

The meeting was adjourned at 4:02pm.