

MC GOVERNANCE

MONTGOMERY COLLEGE

WDCE Council Minutes

2-20-2024

9:00 a.m. – 10:30 a.m. via Zoom

Attendees

Members present

- Rabbee Awan
- John Amoroso
- Naomi Daremblum
- Adrienne Ballard
- Emma R. Wilson
- Natasha G. Sacks
- Sue Kim
- Donna Kinerney
- Carolina Fernandez
- Clyde Straugh
- Zoila Marroquin

Members absent

- Stuart T. Walker

Call to Order

- Meeting began at 9:00 a.m.
- Meeting will be recorded for minutes review purposes only.

Invited Guests

- Krista Leitch Walker
- Steve Greenfield

Guests

- Charles James
- Shakeena Adams-Gormley
- Eric Scharff
- Fabiana Medeiros
- Clevette Ridguard
- Dinesh Fernando
- One Boyer
- Margarita Silva
- Fizie Haleem

Constituent Concerns

- Natasha Sacks – In terms of registration, many students wonder around MK looking for Raptor Central or where to get IDs or books. Why at the Rockville Campus are there no map/buildings clearly marked like they are in Germantown? This would help students find right locations to go. Rabbee will seek an answer and get back to the council.

Approval of Meeting Minutes and Agenda

- Agenda for today's meeting was approved. Emma Wilson moved to approve; Naomi seconded.
- Meeting minutes from 12/19/2023 were displayed for review.
- Motion to approve minutes by John; Natasha seconded.
- Rabbee introduces a motion to approve change to in-person meeting at Mannakee 102 and change of time to 12:30-2:00 for March Council Meeting for Truth & Racial Healing Circle. A majority of the council voted for the change. Motion to approve by Carolina; seconded by Naomi.
- Motion to change order of the agenda and have the guest present before the WDCE Updates by John, seconded by Emma.

Krista Leitch Walker, Vice President/Chief HR Officer Office of Human Resources & Strategic Talent Management

Class and Compensation Study (C&C Study)

- Why do the C&C Study? Being good stewards of the College, resources, and being competitive as market shifts. The goal is to attract and retain good people and have a good living wage. Procedures require a market compensation study every 12 to 24 months.
- Ready to transition from information/data confirmation to market assessment. This will be followed by a pay structure review, updating policies and procedures and report out findings and recommendations to Cabinet. Expect have work done by fall, implementation by 2025.
- Different design and structure for full time faculty. MC is one of the only institutions in the area without a rank compensation system. Rank based system is part of a career pathway and advancement.

- Why move from detailed position descriptions to more condensed job profiles? Individual documents for every position with the same position having very different duties in different departments. General essential duties should be consistent across the college to create standard and consistency. Nuances will be captured in performance management.
- *Question from Donna:* There are some profiles that correspond to just one position, will this change? Krista: If duties are similar, yes. But we can clean up profiles in this stage.
- Steve notes that jobs in WDCE jobs change more, profiles allow that flexibility for the change
- *Question from Steve:* Staff has an interest in clear career pathways, what added experience and education will qualify individuals for career progression? Krista explains that there will be four levels or categories of jobs. Job level guide is on the website.
- *Question from Sue:* If the skill set for a job is different than the profile, the person is employed because of specific needs. Krista mentions this would be added to performance management or recruitment.
- *Question from Natasha:* how can recognize part time faculty that are non-union or part time employees and supervisors, credit is given only for full time employees? Krista says FTE counts and numbers a supervisor oversees, but will check and circle back.
- *Question from Donna:* WDCE has positions that are equal in responsibility with credit positions but not graded at the same level, is this the time to transition those. Krista answered yes.

Flexible Work Arrangements

- Debbie Van Camp is new director of planning and policy and she has been working closely on these new flexible work arrangements procedures. A lot of the changes were clarifying language.
- The six-month probationary period is no longer required and it will be up to the Supervisor
- Webpage for telework agreements has many resources

Your Voice, Your MC

- Your Voice. Your MC action planning. Work is underway. College wide data, forums and focus groups and by units and areas. Three recommendations of areas to focus on: cross unit collaboration, strengthening trust and leadership and performance management and management effectiveness

WDCE Updates, Steve Greenfield, Interim Vice President/Provost GITE

- Let WDCE have very healthy enrollment and fiscal standards. 23,000 over 19,000 in 2023. Creeping back up to pre pandemic numbers.
- Community Colleges are advocating for no cut to Cade Funding. MC currently receives 29 cents for every dollar 4-year institutions get, cut would drop the number to 26.
- Five weeks away from opening of East County date will be April 1. Have an April schedule that will be primarily noncredit classes. Public safety increase in ECEC, as secure as it can be.
- Raptor central and customer service have been cross training.
- Attended an East County Faith & Community Leader meeting with Brad Stewart and Council member Kristin Mink. They want the College to know that it is a socioeconomically diverse community, they want their young people to advance, and food insecurity exists.
- *Question from Natasha:* Westfield South opening plan? Aim to return in Fall of 2024.

Chair Report, Rabbee Awan

- Encourage everyone in your units read Employee Matters, Inside MC & President Williams' Monday Minute to stay informed and engaged
- Virtual Town Hall Feb 28th with Dr Williams about post-completion success. Have to register in advance to attend.
- February is African American History Month, lots of activities in the College and in the county. Will share to have access to this information.
- February 21 at Takoma event on Love and African Diasporic Poetry.
- MC Library is also celebrating Black History Month, check their online guide.
- Outstanding Staff and Faculty Awards nominations are due March 1st.
- Plan for retirement, one on one consultations available.
- MC Governance Nominations (Feb 28 to March 6) & Elections (April 1st to 12). John spread the word on campus at Mannakee building at governance event.
- MC Foundation Innovation Grant Fund submission deadline is March 19. Projects have to be completed by May 2025. Information sessions are posted on Inside MC.

- Safe Zone Trainings offered this spring.
- Help Support Staff Council in their food and hygiene drive February 12-23 (this is their goal for the year).
- There is tax filing help for students at the ShaW center.
- Mobile Markets, Feb 28 at Germantown and March 6 at Rockville. Always looking for volunteers
- Next Meeting March 19th at Mannakee 102 11:45am.
- Register to attend the Circle is not mandatory attendance.

WDCE Council Goal Discussion

- Rabbee notes that as set out at the beginning of the fiscal year our Council goal was organize and participate in a series of Truth, Racial Healing & Reconciliation Circles.
- Plan and participate in one circle for the WDCE and one open to WDCE faculty to achieve our goal.
- WDCE-wide Circle it will be March 27 Volunteers for March 27th to help the facilitators.
- John has created an informational flier about the Circles and highlighted the opportunity for the community and details about how to attend.
- Flier will be emailed so that members can share on campus and teams electronically.
- Everyone will play a role in outreach efforts.

Announcements and Adjournment

Meeting adjourned at 10:24 a.m. Motion to adjourn by Carolina, seconded by Emma.