

# College Council Recommendations 2016 - 2018

**NOTE: THIS DOCUMENT IS UNDER CONSTRUCTION. PLEASE CHECK  
BACK ON JANUARY 30.**

## **Fall 2016 – Spring 2017**

### **Prevention of Bullying and Workplace Violence**

Proposed revisions to the College policy and procedure on the Prevention of Workplace Violence, developed by an ad hoc committee of the Staff Council in response to a constituent concern received in fall 2015, were accepted by the Staff Council and College Council in December and advanced to the Office of the President. The proposed revisions include language to define bullying and address situations where it occurs and call for the creation of a Workplace Bullying Advisory Team and a Workplace Violence Advisory Team. **Outcome: Approved. Adopted into College Policies and Procedures.**

### **Employee Code of Conduct**

Extensive work done within governance for more than two years on the development of a proposed Employee Code of Conduct laid the framework for a recommended new College policy and procedure now under review by the PEC. The proposed code of conduct was developed by an ad hoc committee of the Employee Services Council, endorsed by the Employee Services Council and College Council, recommended for adoption, and advanced to the Office of the President in the fall.

**Outcome: Approved. Implementation by Office of Compliance, Risk, and Ethics**

### **Graduation Celebration**

Dr. Pollard approved a request from governance to reinstate a reception following the graduation ceremony this spring. The College Council asked the president to reinstate the celebration following recommendations from both the Student Council and Faculty Council. "The achievement of a college degree is an accomplishment deserving of both recognition and celebration," the Faculty Council said. The Student Council cited the "importance of celebrating completion and giving faculty and staff the space and reason to gather together."

**Outcome: Approved. Implemented Commencement 2017**

### **Student Non-Reprisal Statement**

At the request of the Student Council, the College Council supported a recommendation that the College consider an official statement regarding its commitment to provide an environment in which students and student leaders can participate freely in governance, clubs, public forums, or meetings without being subject to undue influence or retaliation of any kind. Dr. Pollard has accepted the recommendation and has asked Dr. Monica Brown to determine how to best incorporate the statement into College literature.

**Outcome: Approved. Incorporated into Student Code of Conduct.**

### **More Transportation Options for Students**

At the request of the Student Council, the College Council in December asked College leadership to explore options for MC students to be enrolled in the Washington Metropolitan Area Transit Authority (WMATA) University Pass program, under which students could have unlimited rides on Metro bus and train during the semester for a token fee. The council further recommended that the College explore how it could use student transportation fees to defray or subsidize the WMATA University Pass fee. According to the Student Council, participating in such a program could contribute to student success by providing students with more economical transportation options for school internships, field trips, and class assignments. Dr. Pollard supports the request but will first need to consider its feasibility before approving.

**Outcome: Not approved due to cost/feasibility.**

### **24/7 Access to Campus Study Space, Wi-Fi**

A recommendation from the Student Council that the College examine the feasibility of opening one building on each campus with access to Wi-Fi and computers 24 hours a day, seven days a week, was endorsed by the College Council in December. The Student Council noted that computer and Wi-Fi access is critical for students to do their assignments but that some students do not have access at home. Dr. Pollard supports the recommendation but will need to determine its feasibility before approving.

**Outcome: Approved in part. 24/7 wifi is available, but access to 24/7 study space is not currently feasible due to increased costs in maintaining those spaces and keeping campuses secure for students.**

### **New Governance Icon on My MC**

With Dr. Pollard's approval, a new governance icon was placed on the MyMC home page that takes users directly to the Governance web page with only one click. The College Council recommended the icon to make information about governance more visible and easier to access for members of the College community. The icon can be found under "Employee Tools," "Faculty Tools," and "Student Tools."

**Outcome: Approved.**

### **Engagement With College Plans, Processes**

The College Council was asked to provide feedback on proposed revisions to College policies and procedures, including input that will be used to develop the educational programs and support tools called for in the new procedure on the use of copyrighted materials. The College Council also provided feedback on the MC website redesign as well as safety and security training efforts, including suggestions for ways to reach out to students with active shooter and emergency training.

**Outcome: Input informed decision-making process.**

**Non-Retaliation for Participation in Governance.** In April the Board of Trustees approved a modification to Policy & Procedure 31101-Employee Privileges, expressing the College's commitment to provide an environment in which employees can participate freely in governance and any other College public forums or meetings without being subject to undue influence or fear of retaliation. The language was developed by the Staff Council in collaboration with Kevin Long in the Office of Planning and Institutional Effectiveness and is intended as a statement of principle by the Board of Trustees that provides protection to employees.

**Safety and Security.** Councils continued to consider campus safety and security matters, and in April the Germantown Campus Council and College Council passed resolutions requesting that the College establish a timeline and specific schedule for emergency preparedness trainings, to include active shooter response trainings, for the College community. The Office of Public Safety and Emergency Management has been responsive to governance concerns, and in May announced the availability of active shooter response trainings for employees that will be held once a month on each main campus and an off-campus location. The office has also discussed concerns with the Student Council and is working with Student Affairs to make the training available online for students and to include a presentation on safety and security at all new student orientations.

**Expanded Hours for the Campus Shuttle.** At the beginning of the spring semester, the hours of the campus shuttle were expanded to accommodate student schedules better. The changes were made in response to a request from the Student Council and recommendations from the Operational Services Council for earlier departure times in the morning and later departure times in the evening. The Student Council also worked directly with Facilities to communicate other student suggestions and concerns about shuttle service.

**Engagement With College Plans and Processes.** Constituent input was increasingly sought--and incorporated--as the College moved forward on a number of critical undertakings. Governance councils were asked for feedback on the Middle States Self-Study Design, the creation of an Academic Master Plan, a review of the Montgomery College 2020 strategic plan, and the development of a draft Employee Code of Conduct, to name but a few. In addition, Kevin Long gave regular briefings to councils on updates to existing Policies and Procedures as well as new policies under consideration, encouraging increased participation in the public comment process.

**Student Resources Directory.** At the request of the Student Council, the College Council passed a recommendation asking the College to compile a single list of resources and services available to students, including the location and a brief description of each,

and to make the list available online, through e-mail, and at appropriate locations on campuses. The goal is to increase student awareness and use of these resources. The recommendation was forwarded to Dr. Pollard. She assigned it to Dr. Brown who is overseeing the work beginning this summer.

**Voluntary Sick Leave Bank.** In response to a constituent concern, the Staff Council researched voluntary sick leave bank benefits offered by other Maryland colleges and universities as well as state and local agencies. After the Staff Council and College Council passed resolutions, the recommendation to create a voluntary sick leave bank at Montgomery College was forwarded to HRSTM for an analysis of pertinent laws, Policies and Procedures, and best practices. The analysis will be forwarded to Dr. Pollard for review, and a decision is expected in the fall.

**Food Services.** The Student Council will be working closely with the Student Senates and the Office of Procurement next fall to address student concerns about the cost, quality, and variety of food options from one campus to the next, as well as cafeteria hours and atmosphere. A student advisory group for food services is being formed, and a Collegewide survey about food services is planned.

**Instructional Materials Accessibility and Affordability.** Although Follett now manages bookstore operations, the Academic Services Council and Operational Services Council passed a joint recommendation that the College retain management of the Instructional Materials Accessibility and Affordability Guidelines. The councils also recommended that a standing committee be established to serve as a resource to the community in partnership with the bookstore vendor regarding course material affordability and accessibility. The College Council approved the recommendation, and it has been forwarded to Dr. Pollard for consideration.

### Fall 2018 – Spring 2019 (in progress)

#	By	<u>Recommendation</u>	<u>Notes</u>	<u>Date</u>	<u>Outcome</u>	<u>Open/Closed</u>

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1	Faculty	Academic Rank	Requested clarification regarding process for communicating academic rank.	Spring 2016	Referred to HR-STM and labor management discussions. Not within scope of governance.	<u>Closed</u>
2	Student	Online Student Resource Directory for Students		Spring 2016	Approved -- assigned to SVPSA	Closed
3	Staff	Policy: Prevention of Bullying and Workplace Violence		Fall 2016	Accepted - Referred to PEC, then Board	Closed
4	Employee Services	Policy: Employee Code of Conduct		Fall 2016	Accepted - Referred to PEC, then Board	Closed
5	Faculty/Student	Graduation Celebration		Fall 2016	Approved -- assigned to SVPOACE	Closed
6	Student	Student Non-Reprisal Statement		Fall 2016	Approved -- assigned to SVPSA	Closed
7	Student	<a href="#">More Transportation Options for Students</a>		Fall 2016	Not Approved after feasible study - will explore again in future	Closed
8	Student	<a href="#">24/7 Access to Campus Study Space, Wi-Fi</a>		Fall 2016	Referred to SVPAFS - will revisit when security/budget allows. Wi-fi available.	Closed
9	College	New Governance Icon on My MC		Fall 2016	Approved	Closed

10	Staff	Funding for Coverage for Staff Professional Development Leave (See e-mail dated 2/7/17 for supporting documentation)		Feb-17	Not Approved- Not financially feasible. SVPAFS will work with units to support as much as possible.	Closed
11	Student	Know Before Registering		2/28/2017	Approved in part	Open
12	Student	<i>Nurse on Campus</i>		2/28/2017	Pending - Under review by SVPSA	Open
13	Student	<i>Quiz/Exam Make-Up</i>		2/28/2017	Approved in part - SVP will develop practice	Closed
14	Faculty	Support for those impacted by executive order		2/28/2017	Approved in part - resources made available and communicated to students	Closed
15	Staff	Special Recognition Leave Award		3/28/2017	Referred to Blue Ribbon Task Force	Closed
16	Staff	Alternate Annual Performance Bonus		3/28/2017	Referred to Blue Ribbon Task Force	Closed
17	College	Email Blast Exceptions for Governance and Union Leaders		4/11/2017	Approved in part - communications for governance. Unions - out of scope of governance. Unions need to bargain for this.	Closed
18	Faculty	Faculty Council Co-Chair Request		4/11/2017	Approved	Closed



19	Employee Services	Constitutional Amendment - Part Time Faculty Continuation Regardless of Employment Status		5/9/2017	Not Approved - confers special status on PT faculty not provided for any other employee group	Closed
20	Employee Services/Operational Services	Constitutional Amendment - College Council Chair must take a year of service off		5/9/2017	Approved	Closed
21	Employee Services	FMLA Online Information		5/9/2017	Referred to SVPAFS for comprehensive review of benefits	Open
22	Employee Services	FMLA Leave Policies		5/9/2017	Referred to SVPAFS for comprehensive review of benefits	Closed
23	Academic Services/Student	Academic Support Final Exam Week - Super Sundays		10/24/2017	TBD	Open
24	Staff Council	Policy Modification – Top of Grade staff reward for degree completion		12/12/17	Referred to PEC	Open
25	Staff Council	Policy Modification – Include certifications in degree completion		12/12/17	Referred to PEC	Open