

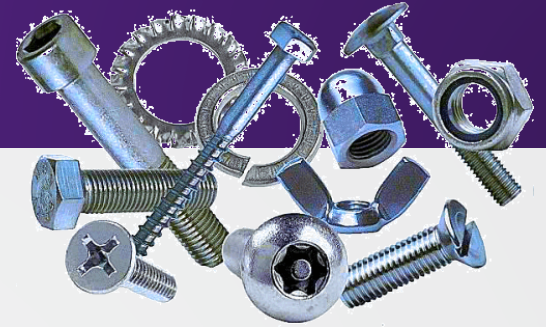
Governance Training

Council Officers' Training

Dr. Clevette Ridguard
Governance Director
August 24, 2023
2:00 pm to 4:00 pm
MKE Room 122

WELCOME





Meeting Outcomes

- Overview of Governance Process
- Communication Guidelines
- Expectations of Leadership
- Review of governance templates, reports, and due dates
- Leadership/Professional Development Exercise
- Council Planning Time
- Wrap-up and Q and A



2023-2024 Governance Theme

“Cultivating connections across the College community to empower everyone’s voice.”

Governance Communication Plans and Protocols 2023-2024

*Let's Review
See the Handout*

About Concerns

CONSTITUENCY CONCERNS

1. Concern presented to Council
2. Council addresses concern
3. Concern is tracked annually
4. Concern is resolved
5. Information/Referral provided or Concern develops into formal recommendation

ROADMAP FOR EMPLOYEES TO ADDRESS CONCERNS

Do you have a concern you feel needs to be addressed? This document provides a roadmap regarding where you can go for assistance and resolution.

Contact your supervisor or manager with your concern. Supervisors and managers are your first line of communication.

Ombuds—Guidance at any time.

- Confidential, neutral, independent, and informal resource with whom you can discuss any and all workplace issues
- Offers discussion and coaching on workplace issue resolution, strategies, and options
- Refers employees to other MC resources

Ombuds@montgomerycollege.edu

EthicsPoint Reporting Line

- Submit concerns anonymously and confidentially
- Managed by the Office of Compliance, Risk, and Ethics

montgomerycollege.ethicspoint.com
844-572-2198

Intellectual Property Concerns

- Contact the Dean of the relevant academic department

Additional Resources

- Governance Councils
- Labor Unions—AAUP, SEIU, or AFSCME

Student Concerns

If contacting your supervisor/manager is not possible or appropriate, or you wish to obtain further assistance, then contact the appropriate area listed below. Your options for consultation and resolution may vary based upon your concern.

Human Resources: Employee and Labor Relations EmployeeRelations@montgomerycollege.edu

- Alcohol or Drug Abuse • Benefit Abuse • Bias Incidents
- Disability Discrimination • Discrimination or Harassment
- Employee Behavior • Involity • Nepotism or Favoritism
- Sexual Harassment • Workplace Violence or Bullying

Compliance, Risk, and Ethics Ethics@montgomerycollege.edu

- Conflict of Interest • Disability Access Issues • Ethical Misconduct
- Grants Research Fraud or Misconduct • Improper Giving or Receiving Gifts
- Maryland State Ethics Filing and Reporting Questions
- Protection of Minors • Regulatory Compliance
- Violations of College Policies not otherwise identified
- Title IX • Athletic Concerns

Internal Audit InternalAudit@montgomerycollege.edu

- Accounting and Auditing Matters
- Fabrication of Contracts, Reports or Records
- Fraud • Theft/Embezzlement • Employee Time Reporting or Time Abuse
- Waste, Abuse, and Misuse of Institution Resources

IT Privacy & Cybersecurity Compliance ITSecurity@montgomerycollege.edu

- Data Privacy • Inappropriate Use of Technology
- Account Compromise/Credential Theft

Environmental Safety EnvironmentalSafety@montgomerycollege.edu

- Occupational Safety Concerns • Environmental Related Issues

Library libguides.montgomerycollege.edu/copyright

- Copyright Questions and Concerns

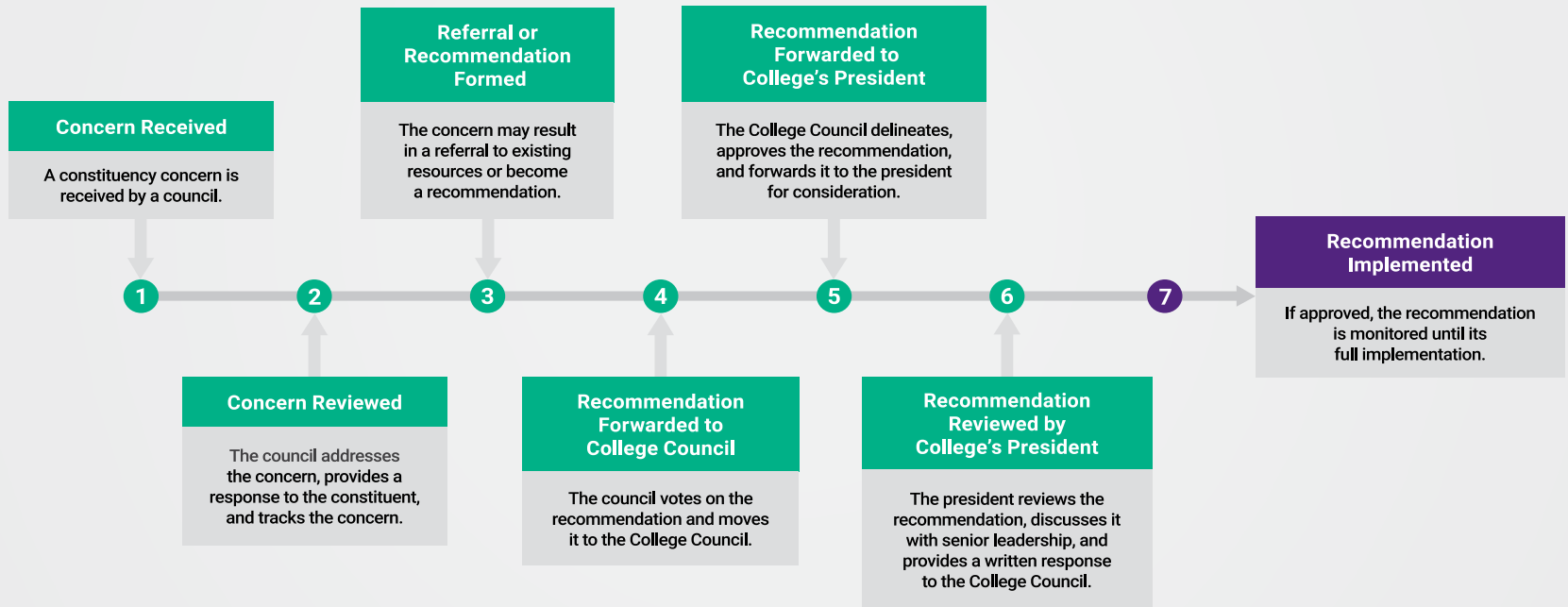
Office of Public Safety and Emergency Management 240-567-3333

- Physical Safety and Protection • First Aid • Emergency Assistance
- 24-hour Escort Service (upon request) • Lost and Found

How do I handle Constituency Concerns?

- Listen to understand the concern-rewrite the concern, if necessary. Thank the presenter and determine if the concern should be added to new business for the next meeting or if a referral is warranted. Explain to the presenter how you plan to handle the concern.
- Start to track the concern on the Constituency Report.
- Add concern as item for New Business at the next meeting.
- Discuss and assign the concern to a council member of research/inquiry. Use the email template for investigation/ fact-finding.
- Assigned person brings information to next council meeting and emails the presenter. Process concludes or moves as a referral or recommendation development.

Concerns to Recommendations



The Constituency Report

**MC Governance
Constituency Recording Report**



| Council Name: | | | | | | |
|---------------|--------------------|---|--|----------------|----------------|---|
| No. | Item/Issue/Comment | Concern brought to Council by <i>(name of person(s))</i> | Council Member Assigned to person ... <i>(include date of assignment)</i> | Date of Update | Action/Outcome | Status <i>(Indicate if it is Pending or Close)</i> |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Pathway to Recommendation/Action

- An issue needs attention ...
- Is it an issue that can be resolved via a referral? Does it have board implications?
- Does the issue lend itself to a concern or a recommendations?
- I (we) have a great idea (advocate for a solution) via a recommendation.....
- Are there other council(s) that your council should **collaborate** with for their input or response? If so, which council should you **engage or inform**?



Recommendation Format

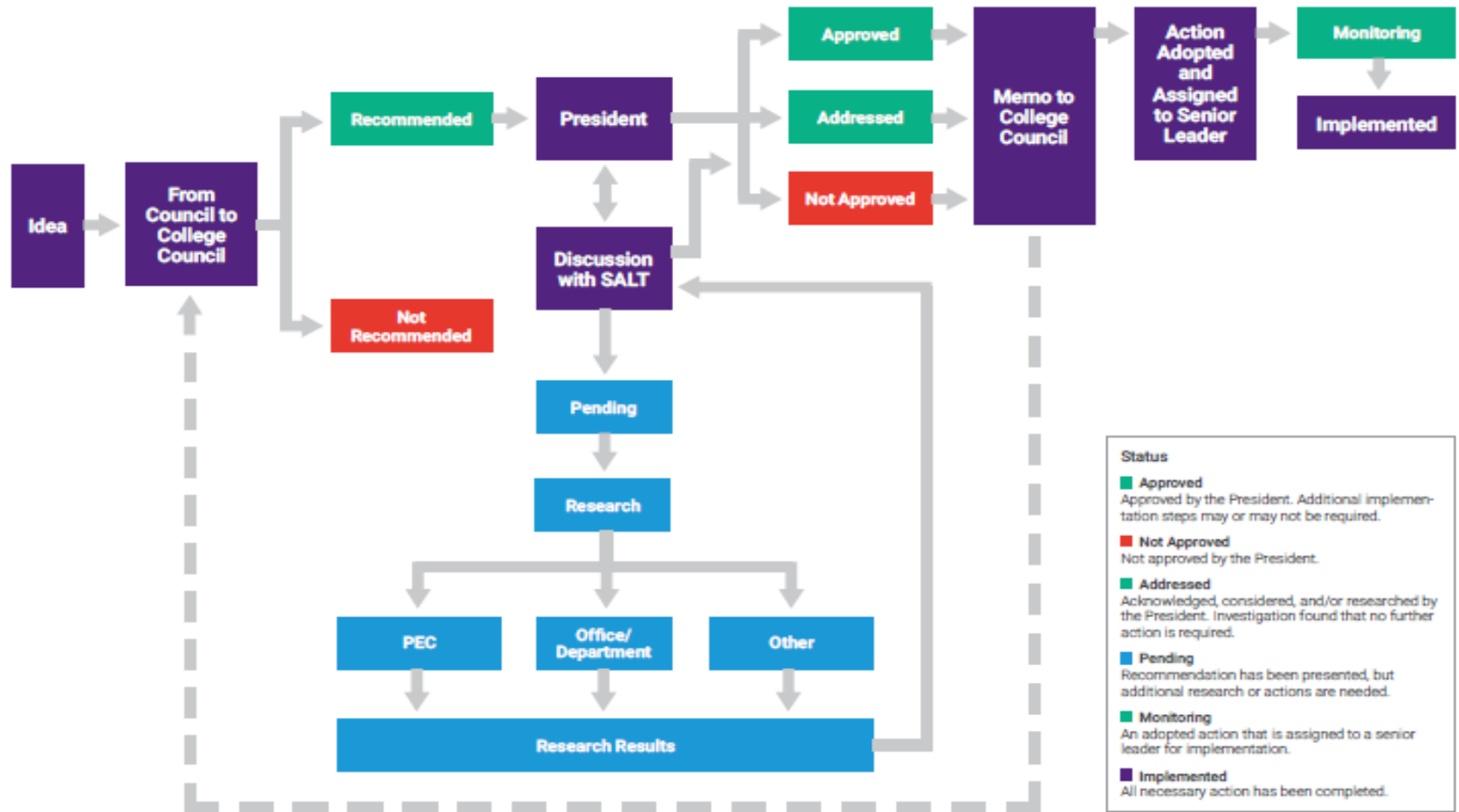
| MC MONTGOMERY COLLEGE | |
|---|----------------|
| Governance Recommendation | |
| Title: | |
| Council Name submitting the recommendation: | Council Chair: |
| Date of Approval by the Individual Council: | |
| Date Recommendation Review by College Council: | |
| Recommendation Presenter: | |
| Recommendation Issue or Concern: <i>(Provide background reasoning or justification and any research findings or supporting documentation for recommendation.)</i> | |
| Resolution: | |

- **Provide** background and context
- **Provide** supporting documentation
- **State** the recommendation (resolution)
- **Provide:**
 - Student Impact
 - Economic Impact to the Institution
 - Equity and Inclusion Impact

About Recommendations

1. Approved by Individual council
2. Approved by College Council
3. Presented to the President
4. Decision Made
5. Decision is monitored and tracked until implementation is complete

Governance Recommendations Workflow

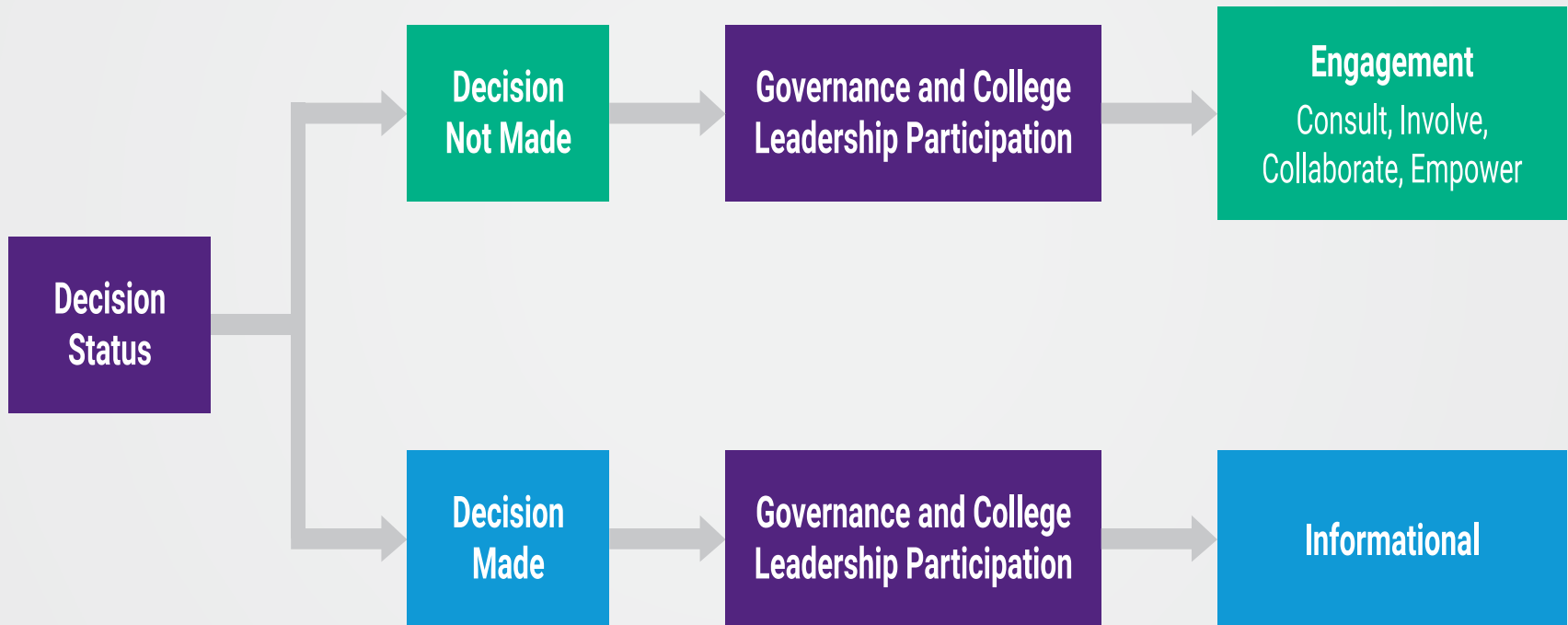


Status

- **Approved**
Approved by the President. Additional implementation steps may or may not be required.
- **Not Approved**
Not approved by the President.
- **Addressed**
Acknowledged, considered, and/or researched by the President. Investigation found that no further action is required.
- **Pending**
Recommendation has been presented, but additional research or actions are needed.
- **Monitoring**
An adopted action that is assigned to a senior leader for implementation.
- **Implemented**
All necessary action has been completed.

College Leadership and Governance Participation

How does this work?



Decision Made: Informational Level

•Informational Only

- The goal and promise is to keep the College community informed so they can understand what is taking place.
- Think of this as doing public relations and fulfilling the promise of keeping the College community informed.
 - *Examples: Budget Presentations (The county's allocation of funds to the College is determined.)*

Decision not made: Levels of Engagement

- **Consult** – Leadership asks for input relevant to a pending decision at one point in the decision-making process. The promise is to consider input.
- **Involve** – Leadership involves one or more governance councils with multiple opportunities for input. The promise is to consider input and representative perspectives to a larger degree than consult.
- **Collaborate** – Leadership engages in all key aspects of designing a solution. Consensus is not required, but promise is to weigh governance recommendations heavily in the final decision.
- **Empower** – Leadership empowers councils to decide among possible choices and provides resources to make an informed decision. The promise is to implement the recommendation as much as feasible.

COUNCIL GOAL

1

MC GOVERNANCE

Governance Council Goal Plan

*Instructions: Each council submits at least one goal to the Governance Director and cc College Council mailbox by **Friday, October 27, 2023**. Council may choose to complete a maximum of two goals, but only one is required. Councils will complete a brief annual report based on this goal (see page 3) by **Friday, May 26, 2024**. Consult with the SMARTIE Goal Template and definitions created by Engineer Inclusion.*

Council Name: _____

Council Chair Name: _____

PART ONE: GOAL PLAN

Issue: What is one topic or issue your council will consider this year for the purpose of developing a recommendation? (Use MC's Strategic Plan and other institutional documents to have a council discussion about issues needing improvement or enhancement at the institution. Think about how your council goal aligns with the MC Strategic Plan, MC transformational aspirations, and other existing institutional initiative or project at the College.)

Goal #1: What goal would the council like to accomplish by the end of the academic year?

SMARTIE GOAL FRAMWORK

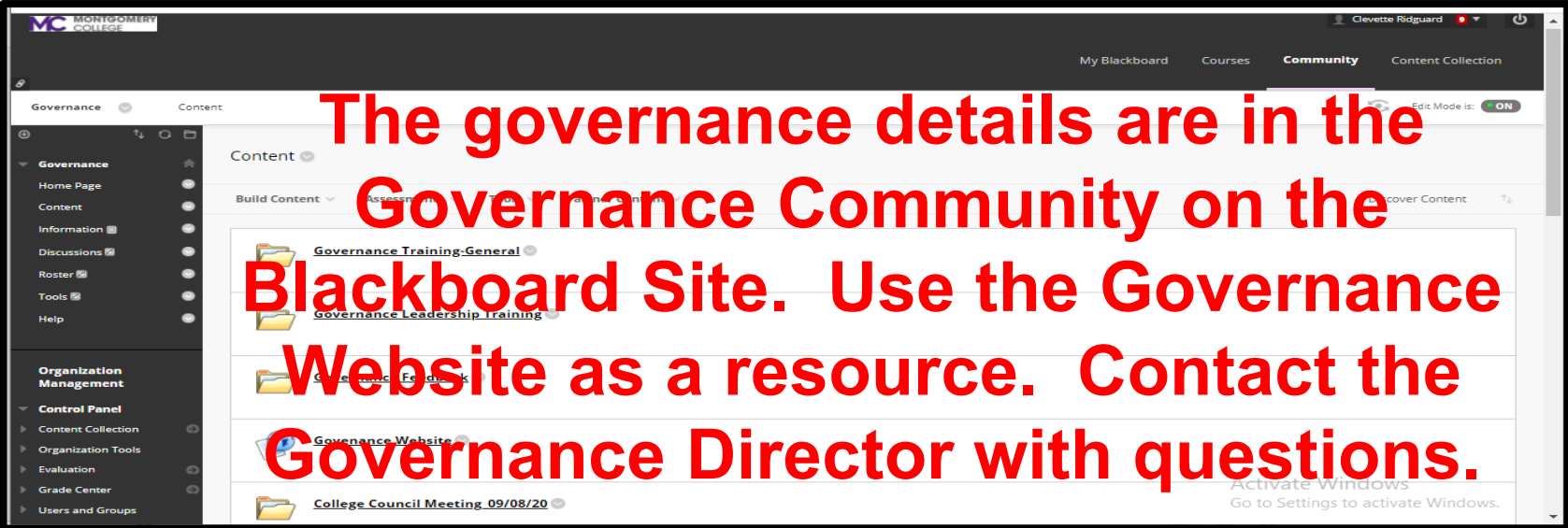
Develop SMARTIE Goals

Goals are critical to success! To improve diversity, equity and inclusion, we must be intentional in our efforts. Use this worksheet to craft SMARTIE goals!



| | SPECIFIC What is it you want to achieve? Consider including the 5Ws: what, why, who, where and when. | MEASURABLE How will you know when you have achieved your goal? To be able to track progress and to measure the result of your goal, consider: how much or how many? | ACTION-ORIENTED To keep you motivated toward attaining your goal, are there <u>identifiable</u> intermediate actions/milestones? <i>Variations: achievable, attainable, acceptable.</i> | RELEVANT What results can realistically be achieved given your available resources, including people, knowledge, money and time? <i>Variation: realistic</i> | TIME-BOUND What is an appropriate deadline for achieving your goal? How will you track progress? | INCLUSIVE How will you include traditionally marginalized people into <u>processes</u> , activities, and decision making in a way that shares power? | EQUITABLE How will you include an element of fairness or justice that <u>seeks</u> to address systemic injustice, inequity, or oppression? |
|---|--|---|--|---|--|--|--|
| 1 | | | | | | | |
| 2 | | | | | | | |

DETAILS



The screenshot shows the Blackboard Governance Community interface. The left sidebar contains a navigation menu with sections: Governance (Home Page, Content, Information, Discussions, Roster, Tools, Help), Organization Management, and Control Panel (Content Collection, Organization Tools, Evaluation, Grade Center, Users and Groups). The main content area is titled 'Content' and shows a list of folders: Governance Training-General, Governance Leadership Training, Governance Website, and College Council Meeting_09/08/20. A red text overlay is centered over the screenshot, providing instructions on where to find governance details.

The governance details are in the Governance Community on the Blackboard Site. Use the Governance Website as a resource. Contact the Governance Director with questions.

Governance Logistics

- Setting up the Meeting
 - Zoom Guidelines
 - Put agenda in the Zoom invite
- Planning for the Meeting
 - Inviting Speakers
- Conducting the Meeting and Follow-Up
 - 21 • Action Items, Emails, and Reports

Invite Governance Director, Yvette Taylor, and College Council Chair to all Zoom Meetings.

Communication Guidelines

- Meeting Agenda Templates
- Minute Templates
- Meeting Script for Chairs
- Governance Email Addresses/Mailbox
- Governance Recommendation Template
- Constituency Report Template
- Governance Council Goal Template

About Robert's Rule of Order

Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.

- Everyone has the right to know what is going on at all times.
- Only one **thing** (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the chair, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).



The Motion Process

- 1 • Member makes a **clearly worded motion to take action or a position.** •"I move..."
(Note: Motions are recorded in minutes)
- 2 • **Motion must be seconded.**
"Second!" A second allows discussion to occur; it does not signify approval. A motion without a second does not move forward.
- 3 • **Chairman restates the motion.**
"It is moved and seconded that..." Provides clarity
- 4 • **Discussion/debate occurs.** Maker of motion starts discussion.
Amendments may be offered - return to step 1 to amend motion: "I move to amend the motion by..."
- 5 • **Chair closes discussion and states the question/asks/calls for a vote.**
"The question is on the adoption of the motion that..."
Motion repeated word-for-word
- 6 • **Chair provides voting directions:** "Those in favor of the motion, say aye";
"Those opposed, say no" (In Zoom, use raise hand option)
- 7 • **Chair announces the result of the vote:**
"The ayes have it, and the motion is adopted" or "The noes have it, the motion is lost." •
(Note: Vote is recorded in minutes-who motioned and who seconded it and vote count)

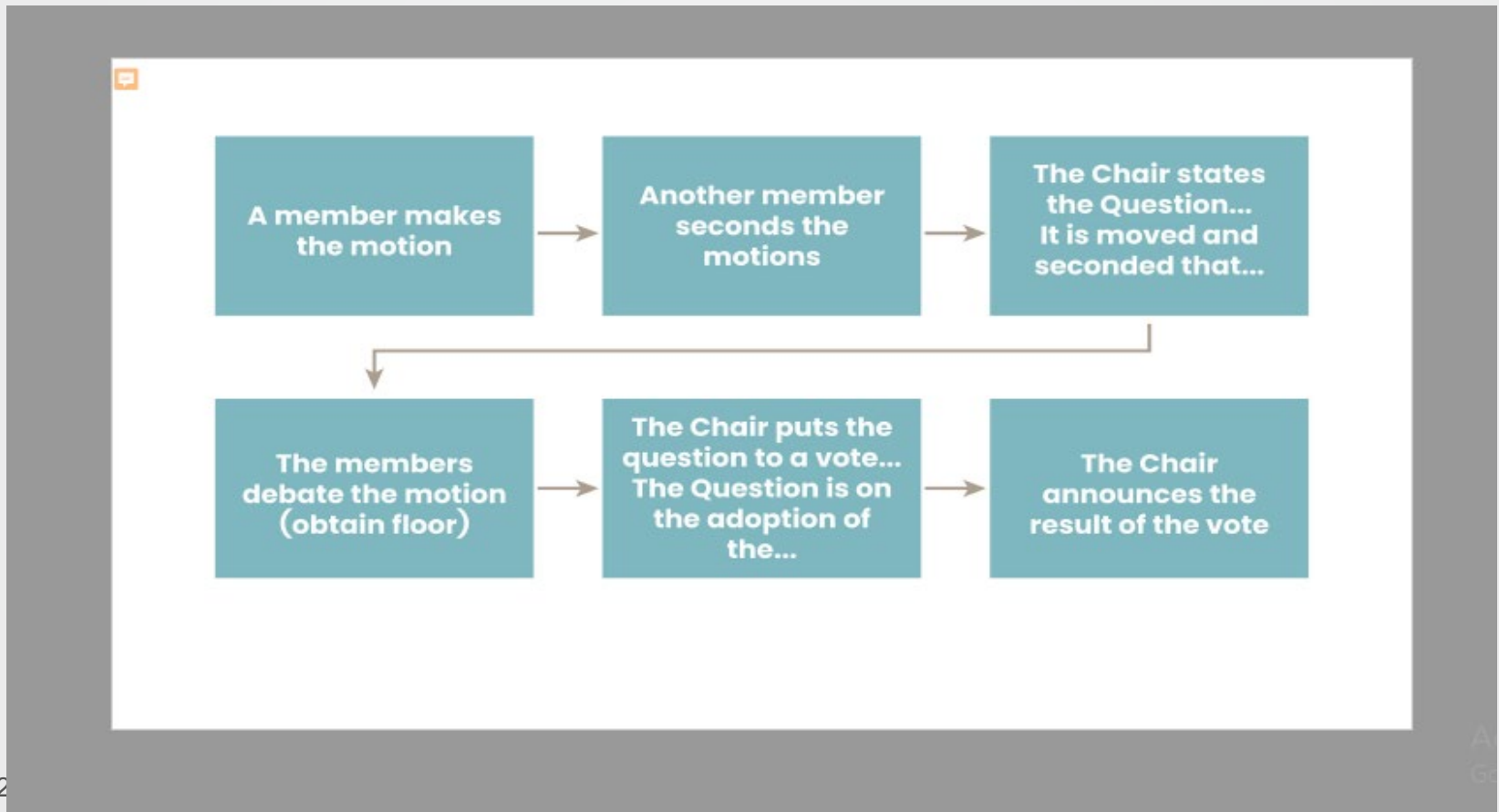
About Amendments....

Amendment – Before the vote is taken on a motion, it may be amended by:

- Striking out words
- Inserting or adding words
- Striking out words and inserting others in their place
- Substituting one (1) paragraph or resolution for another

Note: The motion with any amendments must be clearly restated by the chair before the vote occurs.

Diagram of Making a Motion in a Meeting



RRO for the Chairs

- Start Meeting on Time
- Stick to the Agenda
- Memorize Frequently Used Procedures
 - (Motion Process and Chair's Script)
- Make Sure All Know What is Being Debated and Voted On
 - See that motions are worded clearly
 - Repeat wording of motions frequently
- Learn How to Conduct Voting
 - Virtual meetings-show of hands/count

The Council Meeting Script

MC GOVERNANCE

Council Meeting Script

Call Meeting to Order:

"I call this meeting of the College Council to order." As a reminder, all Council meetings are open to the College community (Article 4: Section A of the Constitution).

This council meeting is being recorded via Zoom for the recording of meeting minutes only and will be discarded after the council approves the minutes of this meeting and subsequent publishing minutes on the Governance Website. No one else is allowed to record the meeting.

Welcome to any guest attending the (name) of Council. While all governance meetings are open to the College Community, only elected and appointed members are allowed to speak and actively participate in the meeting. If you have any questions or concerns, please submit a governance inquiry from the [governance](https://www.montgomerycollege.edu/about-governance) website. <https://www.montgomerycollege.edu/about-governance/index.html>. A member of the council will follow up with you.

The chair acknowledges that we have the required quorum and we are able to conduct governance business.

Constituent Comments

"There is now time for any comments from guests to our meeting." If guests are present and would like to speak, you can recognize them and ask them to state their name and topic. At this point, you may advise them that they have up to 5 minutes to address the council. (According to the by-laws, there are 2- five minute time slots available on a first come, first served basis. Anyone wishing to speak should notify the council chair two business days prior to the meeting. If there are open slots, anyone can sign-up to speak at the beginning of the meeting.) The council will not dialogue with

meeting or to have printed copies at the meeting. If this has been done say, **"Are there any additions or corrections to the minutes? [Pause.] If not, the minutes will stand approved as written." If there were corrections, then say "The minutes will stand approved as corrected."** A motion should be made by a council member and approved by another council member to be approved as read or approved as corrected. The chair should say **"the minutes have been approved."**

Chair's Report

The chair's report is a good opportunity to briefly share any updates from the College Council or from the leader liaison for the Council. If the leader liaison wishes to share any comments with the Council he or she may do so or may send the information to the chair for inclusion. The chair can also share other information here for the good of the council. Some campus councils also include a provost's report in addition to the chair's report. This is acceptable but not required.

Unfinished Business

"The topic of unfinished business before the council now is X." You may state very briefly what the key points of the issue are." Depending on the topic, if there is not already a particular stand or action that the council wants to take, you may wish to allow the council to have a short amount of time to discuss the topic. The goal of the discussion should eventually be for the council to take a stand or action. After a little discussion, you can ask **"Having learned more about this issue, does the Chair have a motion for the council to take a particular action on this?"**

Such a motion is the main motion, a motion that brings before the assembly any particular subject and is made when no other business is pending. If passed, it commits the assembly to do or say something. If there is a motion for an action (e.g., recommend, refer to another council, refer to another area/department, etc.), then say **"Does the motion have a second?"** Once seconded, say, **"The motion has been made and seconded. Now the council has an opportunity to debate the merits of the motion."** The person making the motion has the right to speak first to the motion. After that, a good way to manage debate is to ask who else would like to speak to the motion and whether they would like to speak for it or against it. Having that list, you can recognize alternate viewpoints. For the group to make a decision on any new business brought up at a meeting, remember what is required: a motion, a second, a chance for discussion/debate and a vote.

Proxy and Quorums

- **Proxy:** Members should provide a written statement (an email) to you and cc the officers of your council. *I can not attend the council meeting, XX (provide the name of the person who will attend the meeting and has **full voting rights**).*
- **Quorum:** General rule-one half of your membership plus one.

Governance Processes

- Dates and Timelines
 - Adhere to deadlines
- Reports
 - Goal Plan due **Friday, 10/27/23**
 - Constituency Report due **end of semester**
 - Final goal plan and constituency report due at the end of academic year. **05/26/24**

Dates to Remember

| Date | Event |
|-------------------------------|---|
| Friday, 10/27/23 | Goal Report (Part One) due |
| Monday, 10/16/23 @ 4:45 pm | BOT Conversation with College Council chairs |
| Friday, 05/26/24 | Goals and Constituency Reports due |

Governance Resources

- Governance website
 - montgomerycollege.edu/about-mc/governance
- Online training materials
 - Community Blackboard Site
 - Standard meeting script and templates
 - Robert's Rule of Order Guides
- Governance Director and College Council Chair

The screenshot displays the LMS interface for a course. At the top, there is a search bar and navigation icons. The main content area is split into two columns. The left column features a large title 'Governance Competency Badging: Module One-Part B' and a descriptive paragraph. Below this, there are tabs for 'Lessons in This Course' and 'Additional Course Details'. The 'Lessons in This Course' tab is active, showing a list of lessons with a 'Completed 0/1' indicator. The right column features a course banner with the title 'MC GOVERNANCE' and 'MC MONTGOMERY COLLEGE', a 'Resume Course' button, and a 'IN PROGRESS' section with details for Duration (2 hours) and Lessons (1). A 'CONTACTS' section is partially visible at the bottom.

MC MONTGOMERY COLLEGE

Search

MC GOVERNANCE

MC MONTGOMERY COLLEGE

Resume Course

IN PROGRESS

| | |
|----------|---------|
| Duration | Lessons |
| 2 hours | 1 |

Delivery Mode

Self-Directed

CONTACTS

1 Governance Competency Badging: Module O...
This course is intended to provide the knowledge and information needed to understand the MC

Media

Workday-Topics-Leadership/Mgmt/Supv-Scroll down to find the course!

Professional Development Exercise Council Planning Time

Proper Preparation Prevents Poor Performance

“James Baker, (President George H. W. Bush's former Chief of Staff)

Council Members, united by:

- Focusing on the *mission* of the College
- Seeking to promote *mutual success*
- Inviting the College community to be *heard*
- Keeping constituents *informed*
- Sharing representative perspectives with the Council to help form recommendations
- Emphasizing *communication, collaboration, and civility*
- Ensuring that governance is a *transparent and evolving process*

Conclusions: KEYS to Success

- Understand your role and your council's role
- Understand the difference between being informed and being engaged and work with your council members to find the right balance
- Use Robert's Rules to move the work forward
- Understand how constituents can utilize governance effectively
- Understand how decision-makers can utilize governance effectively

Conclusions

- ***Be*** engaged and be informed
- ***Understand*** your role and your council's role
- ***Determine*** how constituents & decision makers can utilize governance effectively
- ***Use*** Robert's Rules to move the work forward

Questions and Answers



We Need Your Feedback

<https://forms.office.com/r/rv9LpbD3Hm>

**MC Governance Officers' Training
Afternoon Session August 2023**



