

MONTGOMERY COLLEGE GOVERNANCE
Administrator Council Meeting Minutes
Thursday, December 8, 2022
Via Zoom
1:00 to 3:00 p.m.

Attendance:

- Members present: Jamin Bartolomeo (Chair), Akima Rogers (Vice Chair), Shinta Hernandez (Secretary), Carmen Poston-Farmer Travis, Brandy Naughton, Steven Greenfield, Chevelle Glymph, Terrence Evelyn
- Guest: Stephen Cain, Sharon Wilder
- Members absent: Cassandra Jones, Monique Davis

Call to Order:

- The meeting was called to order at 1:03 p.m. by Chair Jamin Bartolomeo. Quorum was met.

Agenda Approval:

- Agenda has been approved.

Minutes Approval:

- Minutes have been approved.

Constituent Concerns (these items will be placed on the February agenda):

- Administrator awards
- Administrator appeals in policy and procedure

Chair's Report:

- College Council Report:
 - a) The last day to use annual time off and personal time off is December 23.
 - b) Disclosure of conflict of interest and conflict of commitment – refer to P&P 31003/31003CP.
 - c) Students Accessibility Survey and Employee Accessibility Survey are due December 9. Gift cards apply only to students.
 - d) Staff Enrichment Day is March 15, 2023 at the TP/SS campus (during Spring Break).

Old Business:

- New Administrator Onboarding Assessment Tool:
 - a) To date, 30 responses out of 85 administrators. Key trends were discussed.
 - b) We may need to code the open-ended responses to uncover themes.
 - c) Possible outcome: Administrators Leadership Institute / mentoring program - partner with ELITE with Administrator Council at the helm in curriculum development and program execution.

- d) Recommendation: Terrence Evelyn is making a motion to explore the possibility of partnering with ELITE to develop and executive an appropriate program for the onboarding of “new” (0-3 years) administrators. Brandy Naughton has seconded the motion. Unanimous consent – all in favor.

New Business:

- Sharon Wilder’s presentation on “Equity and Inclusion: Anti-Racism”
 - a) Emphasis is on cycle of change: Framework from awareness to action to change.
 - b) Board wants MC to particularly focus on Goal 6: Antiracism Strategy
 - c) Required anti-racism training will be translated into Spanish.
 - d) Consider releasing a glossary of key words: social justice, radical inclusion, equity, equality, etc.
 - e) Consider discussing the Board goals on larger platforms (e.g., Town Hall, Opening Meeting, College Administrators Meeting).
- Chevelle Glymph will send announcements on new collegewide policy re: masking, etc.

Next Steps:

- For the February agenda, we will explore the notion of equity of the awards system and process for administrators, faculty, and staff (communications, selections, reward amount, etc.).

Adjourned:

- Meeting adjourned at 3:00 p.m.

Submitted by:

Shinta Hernandez, Administrator Council Secretary