

MONTGOMERY COLLEGE GOVERNANCE  
Administrator Council Meeting Minutes  
Thursday 14 September 2023  
Zoom  
1:00 to 3:00 p.m.

**Attendance:**

- Members present: Terrence Evelyn, Tarlouh Gasque, Fiona Glade (Secretary), Chevelle Glymph, Shinta Hernandez (Vice Chair), Cassandra Jones, Brandy Naughton, Akima Rogers (Chair), Alice Santoro
- Guests: Steve Cain, Donna Kinerney (proxy for Dorothy Umans), Clevette Ridguard, Suzette Spencer
- Members absent: Dorothy Umans

**Call to Order:**

- The meeting was called to order at 1:03 p.m. by Chair Akima Rogers. Quorum was met. Attendees introduced themselves.

**Agenda Approval:**

- Agenda has been approved.

**Minutes Approval:**

- Minutes have been approved.

**Constituent Concerns:**

- A concern was raised by Suzette Spencer, Director of Libraries, about telework agreements. The guidelines for telework agreements have not been updated, and instructions received about not accepting any new telework agreements have now expired, as agreements already approved were honored through the end of August. If telework is to be used as regular part of recruitment to attract candidates, MC needs some clarity on telework guidelines. This is also an important element of work-life balance. Other attendees noted that communications in their area have been inconsistent around telework agreements. Steve Cain said that new communications will be issued soon; he will take this concern to the appropriate parties. Other attendees noted that it would be helpful for a general announcement about the new timeline to be issued, so that supervisors and employees have clarity.
- No other constituent concerns.

**Chair's Report:**

- Updates from the College Council:
  - a) College Council theme for the year is "Cultivating connections across the College community to empower everyone's voice;" this aligns directly with all four goals of MC's new strategic plan. All governance councils are encouraged to connect with the plan and with this theme.
  - b) Members are encouraged to attend Board of Trustees meetings.
  - c) MC Governance Communication and Elections Committee is seeking members; volunteers should send their names to the College Council mailbox by 25 September.
  - d) Hispanic Heritage Month opening event is 14 September, 6pm at CAC.

- e) The next President's Town hall, virtual, is 19 September at 2pm, registration required, and questions can be submitted in advance.
- Administrator Council goals for this AY should connect to the theme and to the four goals of the strategic plan. This can help us all do a deeper dive into the strategic plan.
- Inviting guest speakers from the four areas of the strategic plan could encourage other administrator constituents to attend the meetings.
- Ideas are welcomed for getting more participation by our peers; members are encouraged to invite a colleague to attend each meeting.
- Administrator Council will generally use Roberts Rules of Order in meetings.
- The chair thanked the members for their service on the council.

**Old Business:**

- Administrator onboarding:

Following an update on this topic, there was discussion of possible next steps. Considerations on whether or not to move forward with this topic include what kind of training new administrators need based on participants' responses to last year's survey, where it would be housed, whether training might look different for new hires vs. administrators promoted from within, what the scope of the training would be, and what the delivery method would be. Various possible formats for the training were also discussed, including an academy, mentoring, cohorting, and other Instructional Design formats. Training sessions or modules could be offered as a professional development opportunity, in a similar model to MC Management. The training would need to be available on a rolling basis, and could also be open to continuing administrators: for example, a session on budgeting. Following administrator council conversations with Mike Mills in spring 2023, Mike invited the council to work with his team in a collaborative model. There was general agreement that the council would like to pursue this topic this year: it will be revisited with review of the survey results, discussion, and planning.

Council leadership will encourage broad discussion by sending an informational email to all constituents with survey results and an invitation to the meeting where this is on the agenda.

- Administrator awards:

Following a brief update on this topic, there was discussion of next steps. The closing meeting now includes the administrator award; thus, the award has recognition but has no monetary award. Considerations on whether or not to move forward with this topic include the current inequity based on the lack of a monetary award of the administrator award compared to other awards; how much the monetary award should be, if awarded; other possibilities for the award such as a day off or a donation in the recipient's name; creating a survey to find out how constituents feel about an being recognized and/or incentivized with an administrator award; setting up a transparent nomination process; and what recognition by MC comprises. Additional complications were noted, including the problem of awarding an administrator for work that has contributions by a team. The suggestion was made to ask HR for a clear plan for a timeline to formally establish an award: for example, by 2025. There was general agreement that the council would like to pursue this topic this year: it will be revisited with discussion and planning.

Council leadership will encourage broad discussion by sending an informational email to all constituents with request for comments and an invitation to the meeting where this is on the agenda; HR will be invited to a later meeting.

- Governance:

Clevette Ridguard greeted attendees, encouraged members to use all governance resources, and asked members to encourage attendance by constituents. She thanked members for their service, and noted that she will attend council meetings as time permits.

- Grievance procedures:

Following an update on this topic, there was discussion of next steps. The primary concern has been that administrators do not have a grievance protocol to follow, and are at-will employees with one-year contracts. Considerations include addressing whether this is a compliance issue, and how, if at all, administrator’s contracts address this. A member noted that there have been cases where an administrator was invited to make their case to the level above their supervisor’s level. There was general agreement that the council would like to pursue this topic this year: it will be revisited with further discussion.

Council leadership will invite MC’s new ombuds Billy Struemke to attend a council meeting to help clarify this process; HR may be invited to a later meeting.

- Speaker Invitee List:

Pursuant to the above discussions, Mike Mills will be invited to discuss administrator onboarding; Krista Leitch Walker will be invited to discuss administrator awards and to discuss the administrator grievance process; and Billy Struemke will be invited to discuss the administrator grievance process. Additional speakers will be invited to address each of the four areas of MC’s strategic plan. A tentative schedule for invitees was discussed in New Business.

**New Business:**

- Set goals:

The council needs to set at least one goal for this year; the goal should focus on our specific constituents, and should align with the college council goal. Suggestions were to focus on and connect with MC’s strategic plan goals 1 and 2; to encourage greater administrator participation with meetings and with this group; and to increase connections between Administrator Council and All-Administrator meetings. Focusing on the strategic plan will encourage our constituency’s greater understanding of the plan and our ability to help shape the outcomes; setting two or three tangible actions was recommended. Members suggested considering ways for administrators to support the athletics department and increase their sense of belonging: this is also a connection that feeds into the strategic plan. Examples of this would be to model support by hosting an Administrators’ Day at a game to encourage attendance; another action could be to provide the teams a breakfast or luncheon around the holidays. Another strategy is for the council to help facilitate a relationship between student-to-student groups: for example, between MC athletics departments and county youth sports programs, between MC STEM departments and MCPS students, between MC clubs and local nonprofits, and so on. Administrators could also facilitate or serve as speakers for student groups. All of these actions would cultivate a sense of belonging by building relationships and encouraging increased long-term engagement.

Administrator Council goal this year is to **organize or promote activities for student groups to have a greater sense of belonging through an intentional partnership with the community.**

Motion was moved, seconded, and approved.

- Discuss speaker invitee list:

There was general agreement on the following tentative timeline for speakers

October	ombuds
November and following	key administrator to address each strategic plan goal

- Location for in-person meetings:

Two of the four MC locations will be selected for the council’s December and May in-person meetings. A poll for the December location will be added to the October agenda.

**Announcements:**

- Turlouh Gasque: This Saturday, MC Women's soccer plays at 11am, Volleyball plays at noon and 4pm.

**Adjourned:**

- The meeting was adjourned at 2:51p.m.

**Submitted by:**

Fiona Glade, Administrator Council Secretary.