

MONTGOMERY COLLEGE GOVERNANCE
Academic Services Council Meeting Minutes

Wednesday, September 17, 2025

10:00 AM– 12:00 PM via Zoom

Attendance

Committee
Members:

Present:

Angela Nissing, Patricia Maloney, Verhonda Sercey, Michelle Chan, Tracey Bodo,
Transcie Almonte-Sabio, Chingling Liu, Lea Scharlott

Absent: Tara Tetrault, Josiah Ridgeway, Rebecca Thomas

Academic Services
Council Liaison:

Dr. Deidre Price, Senior Vice President for Academic Affairs/College Provost

Invited Guests:

n/a

Meeting Attendees:

Dr. Clevette Ridguard, Philip Bonner, Sepydeh S Yousefi, M. Elvira Luna Escudero
Alie, Janice Du Four, Fabian Drain, Victor Provost, Sally McClean, Genesis Powers,
Isaac Yoo

Call to Order

Chair Angela Nissing called the meeting to order at 10:02 AM.

Constituent Concerns

- Tracey Bodo shared two concerns
 - Need for IT Support for faculty after normal business hours (evenings and weekends)
 - Concern will be referred to the Operational Services Council
 - Accessibility of bookstore hub at GT (e.g., hours are not sufficient, delayed arrival of books, lack of stationary supplies)
 - Concern will be referred to the Operational Services Council

Approval of Minutes

- May 7th meeting minutes were reviewed and approved as written.

Overview of the Academic Services Council - Dr. Angela Nissing, *Academic Services Council*
Chair

- Dr. Nissing provided an overview of the Academic Services Council (role, purpose); clarified expectations of council members (training, attendance, communication with constituent groups), protocol for when a council member is absent, and membership in

the council's Teams page. Presentation attached.

Review Aspects of the AMP and Identify Goals for FY25-26 - Dr. Angela Nissing, *Academic Services Council Chair*

- Dr. Nissing shared deadline and guidelines for setting one to two goals for AY25-26,
 - Goals should adhere to SMARTIE goals framework and align with Goals 1-4 and item 4.4.a of the Academic Master Plan
- Presented examples of council goals from AY24-25
- Shared guiding questions to consider for setting AY25-26 goals
- Opened discussion:
 - Tracey Bodo shared recommendation from AY24-25 ASC council to transform a constituent concern into a goal (increase awareness and access to resources for online students); Dr. Nissing noted this can be expanded to include all students
 - Transcie Almonte-Sabio later noted to also include mention of credit for prior learning
 - Patricia Maloney suggested a goal to learn more about and be able to communicate the benefits of Starfish to students
 - Leah Scharlott suggested a goal to build stronger connections with the community (e.g., partner with MCPS to raise awareness of Early College program; extend services of Learning Centers in community spaces such as libraries)
 - Dr. Price echoed the sentiments on increasing awareness of services and meeting the needs of special populations, stating that the work aligns with Academic Affairs
 - Chingling Liu's comment regarding TI calculators for WDCE students was suggested by Dr. Nissing to be raised as a constituent concern; a goal can instead be to ensure students have materials they need to participate in and complete their coursework
 - Additional comments raised in the chat regarding students turning on their cameras in remote courses and engaging students in mental health support will be addressed by Dr. Nissing separately
- Action item for Council members before October meeting: Contribute additional suggestions for goals in a document to be shared by Dr. Nissing via email; suggestions will be used to formulate two concrete goals by the next council meeting

Chair's Report - Dr. Angela Nissing, *Academic Services Council Chair*

- Dr. Nissing presented college-wide information for council members disseminate to constituents, including reminders to keep abreast of college news by reviewing The Monday Minute, Employee Matters, and Inside MC; provide feedback on P&P items; and information regarding new processes, services, and events. Presentation attached.

Old Business – Tracey Bodo, *Academic Services Council Vice Chair*

- Provided a general overview of the 16 constituent concerns raised in AY24-25; highlighted concerns that were resolved, referred, and pending
- Dr. Nissing will follow up on pending concerns

Announcements, Updates, Closing Remarks - Dr. Angela Nissing, *Academic Services Council Chair*

- Dr. Nissing noted that ASC meetings are scheduled for two hours to accommodate guests but can conclude earlier if no guests are present
- Dr. Ridguard shares her regards and well wishes for the Council
- Dr. Nissing clarified a question in the chat from Verhonda Sercey: Council goals and strategies will be finalized in the next meeting
- Dr. Nissing responded to a question from Transcie Almonte-Sabio: List of proposed guests for future meetings can be sent to Dr. Nissing via email ahead of time.

Adjournment

- ASC chair adjourned the meeting at 10:56am.
 - Motioned: Transcie Almonte-Sabio; Seconded: Leah Charlott.

Respectfully submitted by
Michelle Chan, Academic Services Council Secretary



ACADEMIC SERVICES COUNCIL

09/17/2025

ACADEMIC SERVICES COUNCIL OVERVIEW

From the Participatory Governance Constitution:

Role: The Academic Services Council will consider matters related to academic support programs including assessment centers, labs, registration, scheduling, website information, and transfer and articulation agreements, and present recommendations to the College Council or other Councils, as appropriate, for further consideration and/or action.

Other Functional Councils:

- Employee Services Council
- Operational Services Council
- Student Services and Success Council

GENERAL MEMBERSHIP EXPECTATIONS

- **Training:** Before assuming membership on a Council, newly elected members of Councils will complete governance training.
 - January training – Friday, January 16
- **Attendance:** More than three unexcused absences in an academic year from regularly scheduled Council meetings will result in removal from office.
 - If you can't make a meeting, please send a proxy in your place!
- **Communication:** Members provide feedback and solicit input from constituent groups and inform constituents of information shared at a Council meeting.
 - Your active participation is appreciated!
- Members offer feedback and complete surveys for governance process improvements and enhancements.

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- **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 council membership plus one.
- **Website:** [Academic Services Council | Montgomery College, Maryland](#)
- **Teams Site:** Please contact Angela or Michelle if you need access.

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ACADEMIC SERVICES COUNCIL

GOALSETTING

GOVERNANCE COUNCIL GOAL PLAN

Online Format

MC GOVERNANCE
Governance Council Goal Plan

Instructions: Each council submits at least one goal to the Governance Director and to College Council no later than Friday, October 25, 2025. Council may choose to complete a maximum of two goals, but only one is required. Councils will complete a goal annual report based on this goal plan page 81 by Friday, May 25, 2026. Consult with the SMARTIE Goal Template and definitions created by Engineering Institute.

Council Name: _____

Council Chair Name: _____

PART ONE: GOAL PLAN

Consider an activity or goal you would like your council to accomplish this academic year? (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, Academic Master Plan and other institutional initiatives or projects at the College.)

Goal #1: List goal here.

- How will you know you have achieved the goal? (How will your measurement what you have done?)

- What is your goal's impact on student success? (Please explain.)

MC Governance Goals August 2025

Use the SMARTIE Framework

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 identifiable intermediate actions/milestones? reverse a trend, create, upgrade	RELEVANT What results can realistically be achieved given your available resources, including people, knowledge, money and time? renew, reduce	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 processes, activities, and decision making in a way that shares power?	EQUITABLE How will you include an element of fairness or justice that seeks to address systemic injustice, inequity, or oppression?
1							
2							

COUNCIL GOALS FOR 2025-2026

ALIGNING WITH THE ACADEMIC MASTER PLAN

[Academic Master Plan 2025-2029 |
Montgomery College, Maryland](#)

Goal 1: Serving all students through academic advising

Goal 2: Designing programs and pathways to meet students' needs

Goal 3: Leading learning through student-centered teaching

Goal 4: Preparing students for life beyond MC

Faculty (Academic Services Council)	4.4.a Foster foundational skill development so that students possess the communication skills, information literacy skills, and analytical skills to express their own ideas and respond to those of others
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COUNCIL GOALS FOR 2025-2026

Elements of Goal-Setting

- Smart Goals – one or two substantive goals is best
- Strategies for Meeting the Goals
- Outcomes

Guidelines

- Academic Affairs focus – we want to avoid duplication with other areas
- Impactful for students -- goals should focus on serving our students

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EXAMPLE OF A GOAL FROM 2024-2025

Goal 2: Collaborate with faculty, staff, and student organizations to promote council meetings and create an inclusive and accessible space for discussion. Aim for a 20% increase in student and employee participation.

Strategy: “Bring a guest to governance”

Outcome: Increase from 17 to 70 guests at meetings over the year

SOME QUESTIONS TO CONSIDER

- How can we support students more? What are our students' critical needs?
- How can we increase a sense of belonging at the college?
- What are we already doing well? How can we track and report better?
- How can we increase awareness and usage of Starfish?

MC GOVERNANCE



CHAIR'S REPORT

SEPTEMBER 17, 2025

WELCOME AND THANK YOU!



WHERE TO FIND MC NEWS AND EVENTS



Inside **MC**



FALL 2025 PARKING PERMITS AND TRANSPORTATION CHANGES

Starting August 18, all employees can apply for virtual parking permits via the parking website. Our new License Plate Recognition (LPR) system links the permits directly to your license plate, removing the need to display physical permits or transfer them between vehicles.

MC introduced four (4) new 24-passenger shuttle buses servicing all locations, including the East County Education Center. For an updated shuttle schedule, visit the [Parking and Transportation page](#).



REMINDER TO SUBMIT FEEDBACK ON P&P ITEMS

NEW 92000: IMMIGRATION ENFORCEMENT

Public comments will be accepted until **September 11, 2025**.

63001: PROCUREMENT, CONTRACTS, AND CONSULTANT SERVICES

Public comments will be accepted until **September 11, 2025**.

31009: EMPLOYEE INDEBTEDNESS

Public comments will be accepted until **October 3, 2025**.

37001: PERSONNEL FILES

Public comments will be accepted until **October 3, 2025**.

91000: PUBLIC HEALTH AND ENVIRONMENTAL SAFETY

Public comments will be accepted until **October 3, 2025**.



MIDDLE STATES SELF STUDY

STAY CONNECTED, GET INVOLVED



MEMORANDUM

To: All Employees and All Enrolled Students
From: Middle States Co-chairs: Tonya Addleman, Dr. Glenda Hernández Tittle, Dr. Sylvea Hollis
Subject: Reaccreditation with the Middle States Commission on Higher Education (MSCHE)
Date: September 8, 2025

Welcome to the 2025-2026 academic year!

As you heard Dr. Williams mention in his State-of-the-College address during the Fall Convocation, this is a very important year for the College as it relates to the self-study process for reaccreditation with the Middle States Commission on Higher Education (MSCHE). With your input and feedback, the steering committee and working groups will prepare a draft of the self-study report and begin preparations for an evaluation team site visit in the spring of 2027.

We, as the co-chairs, will be increasing our communication with you and providing you with opportunities to learn more about reaccreditation, identify ways in which your work contributes to student success, and point to evidence that demonstrates compliance with the standards and the College's continuous improvement.

To stay up-to-date on our progress, be sure to check out the [Middle States website](#), watch for updates in Inside MC, and look over the Middle States Micro-Minute we will be sending regularly.

We continue to invite faculty, staff, and students to serve on the working groups. We are specifically seeking faculty members and students to join our team, but we encourage anyone with an interest to apply.



SPECIAL RECOGNITION AWARDS

It's time to recognize staff members who consistently deliver outstanding work. Whether someone helped navigate a challenging situation, supported students during critical moments, or assisted colleagues during busy periods, their contributions deserve recognition.

Nomination Details for FY26 Q1

- Deadline: **Wednesday, October 1, 2025**
- All full-time and part-time staff employed for at least one (1) year as of the end of the applicable quarter are eligible.
- One (1) award per staff member per fiscal year.
- Awards are distributed quarterly throughout the year.



MC WELLNESS

FALL 2025 MC WELLNESS CLASSES AND OPEN FITNESS CENTER FOR EMPLOYEES, SPOUSES, AND RETIREES.

MC Wellness classes will be offered from September 2, 2025, to December 19, 2025. Schedules and information are available [here](#). To receive a calendar invite to classes, please complete this [form](#).

ROCKVILLE OPEN FITNESS CENTER

Open Fitness Center hours will be available from September 2, 2025, to December 12, 2025. Schedules are available [here](#).

Employees, spouses, and retirees must be registered with MC Wellness to participate.

WEBINAR – VACCINATIONS SCIENCE 101 LED BY KAISER PERMANENTE

September 10, 2025, 2:30 p.m.

Explore the evolution of vaccinations, the science behind how they work, and their critical role in public health.



MC WELLNESS

WELLNESS EAP OVERVIEW ON ZOOM

Thursday, September 18,
2025, 3:45 p.m.-4:30 p.m.
Join Megan for a review of
using the Wellness EAP and
how to submit for
reimbursement.

WORLD HEART DAY - KNOW YOUR HEART, LIVE WEBINAR TRIVIA AND PRIZES

September 29, 2025, Noon-1
p.m., Join here Launch
Meeting - Zoom
Participate in a heart health
trivia to enhance your
understanding of
cardiovascular health and
discover practical ways to
maintain it. Amazon gift card
prizes will be awarded



NEXT STOP: A HEALTHIER YOU

PERSONALIZED CARE THAT DRIVES BETTER HEALTH

Need care on the go? Our mobile health van will put you on the road to well-being.



[Schedule Appointment](#)

Where: Montgomery College - Rockville Campus
51 Mannakee Street, Rockville, MD 20850

When: Monday, October 6, 2025 from 10:00 AM - 2:00 PM
Open to All Employees - Free

What: Flu vaccines

Walk-ins are welcome.
QUESTIONS?

Contact **Megan Cooperman** at Megan.Cooperman@montgomerycollege.edu or **n/a**



DISCOVER THE SABBATICAL LEAVE PROGRAM

The Office of Employee Development and Engagement invites you to join one of our upcoming information sessions about Montgomery College's Sabbatical Leave Program. To better fit your schedule, we're offering two sessions--one in the morning and one in the afternoon--covering the same information at both times.

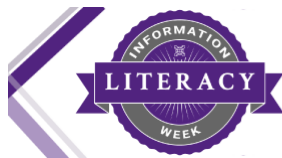
Session Options (via Zoom):

- September 12, 2025 Information Session
 - [Via Zoom](#) 2:00-3:30 p.m.
- September 19, 2025 Information Session
 - [Via Zoom](#) 10:30 a.m. - noon



INFORMATION LITERACY WEEK

SEPTEMBER 22-26, 2025



Information Crossroads:
Where knowledge meets opportunity



MCLIBRARY
MONTGOMERY COLLEGE

<https://libguides.montgomerycollege.edu/information-literacy-week>



MC FACULTY AND STAFF CAN PARTICIPATE IN GENERATIVE AI TRAINING

Montgomery College faculty and staff are invited to participate in instructor-led webinars developed by Microsoft with a practical introduction to Generative AI and Microsoft Copilot.

The first training session is Thursday, September 25. Complete the form at [Introduction to Generative AI and Microsoft Copilot for College Faculty and Staff](#) using your MC email address and list Montgomery College in the institution field.



MC TRAINING PROGRAMS



MC MANAGEMENT

MC Management is a cohort program designed to help current supervisors and managers develop their skills and competencies so they manage their employees and work in a strategic, rather than reactive, way.



LEADERSHIP DEVELOPMENT INSTITUTE

The LDI promotes the philosophy that people lead from where they are and, therefore, focuses on the participants' self-awareness of personality, vision, influencing, building relationships, and interactions with others.



GLOBAL LEADERSHIP

GLC views culture as the context from which organizations, systems and workers operate, and intercultural competency as central to effective leadership.



FALL SAFETY REMINDERS AND NATIONAL CAMPUS SAFETY AWARENESS MONTH

MONTGOMERY COLLEGE MEMORANDUM

To: Montgomery College Community

From: Adam Reid, Vice President of Public Safety, Health and Emergency Management/
Chief of Campus Police

Subject: Fall Safety Reminders and National Campus Safety Awareness Month

Date: September 2, 2025

Welcome to the fall semester, Raptors! I want to share with you some helpful safety reminders and upcoming activities that we have planned this month. I hope this information not only provides insight into our department but also provides opportunities for a more community-centered approach to safety and security on campus. And most importantly, provides ways to keep yourselves and our community safe.

Helpful reminders:

- Public Safety is open 24 hours a day, every day, and here to help you!
- The phone number to reach Public Safety at any location is **240-567-3333**.
- Public Safety provides ID services on all three campuses, CT and ECEC for students, faculty and staff.
- Report all suspicious situations and crimes to Public Safety right away.
- Safety escorts are available anytime, day or night, for anyone.
- Parking and Transportation information can be found [here](#), we have updated shuttle routes and moved to virtual parking permits.
- Always lock your car doors, be aware of your surroundings, and keep your valuables

September Campus Safety Fairs:

Takoma Park/Silver Spring: Thursday, September 11, ST Atrium, 11 a.m. - 1 p.m.

Rockville: Tuesday, September 16, SV Lobby, 11 a.m. - 1 p.m.

Germantown: Tuesday, September 23, Outdoor Quad (rain location: HT), 11 a.m. – 1 p.m.



RESOURCES TO HELP STUDENTS THRIVE

Montgomery College supports every student's journey at all our places and spaces. Visit our:

- [Learning Centers](#) for tutoring, workshops, and virtual support.
- The Library offers textbooks, [research supports](#), and [Raptor Search](#) to guide your exploration.
- [Counseling and Advising](#) can help you connect your goals with the right opportunities.
- This fall, the [Mobile Market](#) returns with free fresh produce, and the [Mobile Health Center](#) provides affordable, student-focused care.
- For career readiness, our [Student Career and Employment Services](#) team offers job boards, resume help, and interview preparation.

STUDENTS: KICK OFF THE SEMESTER WITH SKILLS FOR SUCCESS

This fall, students have access to 32 Zoom-based [workshops](#) covering essential skills like time management, note-taking, and research strategies to help you thrive in class and beyond.



All workshops will be live-streamed via Zoom unless noted in person. **To join, click the link <https://montgomerycollege.zoom.us/my/mc.learning.center.workshops>, or scan the QR code.**



Please scan the QR code to register.

If you need an accommodation to participate in these workshops or for more information, please email LearningCenters@montgomerycollege.edu