

# MC GOVERNANCE

## Montgomery College Administrator Council Meeting Minutes (draft)

Thursday, September 19, 2018  
9:30 – 11:30 AM  
CT S301

### **Attendees**

*Members Present:* Dorothy Umans, Carolyn Terry, Janeé Mc Fadden, Anwar Karim, Frank Trezza, Ja'Bette Lozupone, Karen Callendar, Eric Benjamin, Phong Banh

*Members Absent:* Martha Schoonmaker

*Liaisons:* Clevette Ridguard, Lynda von Bargaen

### **Call to Order**

Chair McFadden called the meeting to order at 9:34 am.

### **Welcome**

The Council members introduced themselves, and the chair noted the attendance policy of missing no more than 3 meetings. The chair proposed that the Administrator Council adopt a modified Roberts Rules approach – starting with the next meeting.

The agenda for today's meeting was approved.

### **Constituent Concerns**

A constituent brought a concern about SALT's schedule for approving requests to fill positions. There is no published schedule, and calls to HRSTM representatives have gone unanswered. We need documentation about the process, the timeline, and expectations.

### **Administrator Council Goals**

The Council members reviewed the draft goals that were developed during the governance orientation. The chair reminded the members that goals are due by the end of October, and that goals are tied to student success. A discussion of proposed goals followed, including managing constituent concerns, developing and recommending an onboarding process, and examining the charge of the administrator council. Members will be prepared to discuss measurements of success and impacts on student success.

### **Governance Processes and Planning**

- We will be taking a council photograph at the next meeting
- Correspondence from the Council must come through the council email
- Proxies should be communicated to the chair in advance, if possible
- Council assignment – identify constituents to contact for input to the Administrator Council.  
Lynda will provide a list of administrators
  - Anwar – facilities
  - Dorothy – Mannakee or off-site administrators
  - Lynda – Business Services and some deans
  - Karen – to be determined
  - Carolyn – Academic Affairs division
  
- The chair will send out an email to announce the schedule for Council meetings

### **Chair Report**

College Council met on September 10. Presentations included Policy and Procedures updates and a request for responses from a group. The President's Executive Council on Equity and Inclusion (PECEI) reported on plans for the upcoming year, including Equity and Inclusion sessions in October. Equity dialogues and awards will happen this year.

### **Announcements**

- The constituent concern about SALT approval of requests to fill positions will be on the next agenda.
- The PEC is undertaking a recommendation to eliminate overtime for exempt employees, while considering how to compensate employees who are exempt but who are working additional hours on projects. Overtime pay is not available for administrators. Discussion followed regarding confusion about the rules for overtime.

The meeting adjourned at 11:30 a.m.