

MC GOVERNANCE

**Montgomery College
Administrator Council Meeting
Minutes**

Thursday, November 21, 2019
9:30 – 11:30 AM
CT S301

Attendees

Members Present: Dorothy Umans, Carolyn Terry, Janee Mc Fadden, Frank Trezza, Ja'Bette Lozupone, Martha Schoonmaker, Anwar Karim, Eric Benjamin, Phong Banh, Kim McNair (for Karen Callender)

Liaisons: Clevette Ridguard
Lynda vonBargen

Guest: Kevin Long

Call to Order

Chair McFadden called the meeting to order at 9:31 am.

Guest Presentation

Kevin Long presented on the proposed changes to P & P regarding awards. Changes reflect updating of language, changes in wording, consolidation of sections, and revisions to reflect actual practice. A major addition will be administrator recognition awards, which will be presented at the annual Administrator Leadership Conference. The Council suggested a correction to the length of service awards and a clarification to the benefits for emeritus employees.

The deadline for comments in response to the changes is November 29.

Approval of Agenda and Minutes

The agenda for today's meeting was approved. The minutes from 10/17/19 were approved as amended.

Constituent Concerns

- Facilities administrators have brought concerns about payment procedures being delayed several months due to too many reviews. Too many processes at the College are dependent on individuals who must move them along.

- Another constituent concern in Facilities is the growing interference of AFSCME in operations, as well as sick leave overuse and lack of notification.
(A brief discussion of the use of EAP for required training followed.)
- A third constituent concern was a question in WDCE about the availability of professional development opportunities for administrators.

Constituent Concern Follow-up

Lynda vonBargen shared that she has been following up on the concerns expressed. She has requested a schedule from Michelle Pagan but has not received it yet. She distributed the form that is required for the position approval process. Concerns remain about the communication regarding schedule and communication about results of SALT discussions.

Additional discussion followed about the challenges that Human Resources is facing with vacant positions and Workday implementation.

Administrator Council Goals

Chair McFadden directed the Council members to review the approved goals and gave homework:

Goal 1 – Council members will review the Administrator Council charge in the governance handbook. Council members will come to the next meeting with proposed language, and we will revise the charge at the next meeting.

Goal 2 – This goal is already in process. The Administrator Council purpose was announced at the last all-administrators meeting. Contacts made (or will be made):

- Anwar Karim – spoke to Kevin Reddinger and Terrence Evelyn
- Lynda vonBargen – Liz Greaney and Santo Scrimenti
- Dorothy Umans – spoke with George Payne, Steve Greenfield, and Mike Mills
- Eric Benjamin – spoke with fellow deans and will carve out some time at College-wide deans meeting
- Ja'Bette Lozupone – Margaret Latimer and Nadine Porter
- Martha Schoonmaker -- Karla Silvestre and Nancy Nuell
- Karen Callendar – Jamin Bartolomeo and Marcus Peanort
- Carolyn Terry – Cassandra Jones and Tango Thomas

Administrator Council minutes will reflect the sources of constituent concerns.

Chair McFadden will send out an email to all administrators (except SALT) to call for issues, concerns, comments.

Agendas will reflect follow-up of constituent concerns. Council members will send agenda items to the chair.

Chair Report

Board of Trustees constituent dinner is at 5:45 on January 29, 2020. The theme is “The Changing Nature of Work,” and a reading will be distributed. Read the ombuds report. Please support the Raptors at the home games on December 4 and December 7.

College Council met on November 12. Eric Benjamin attended as a representative of Administrator Council. The College Council worked on their goals, requesting that each council tracks its constituent concerns. The role of the council is to capture the concerns, address it through the council, or move it along to a more appropriate council. The internal auditor reported on the internal review process, and the Office of Compliance and Ethics presented its guide.

Announcements

- Youth programs schedule will be available soon.
- Future guests: Dr. Debra Bright, Dr. Jamin Bartolomeo
- Reminder to review the Council charge and bring revisions to the next meeting
- A suggestion – invite a continuous improvement speaker to talk about the process, possibly Howard Community College

The meeting adjourned at 11:23 a.m.