

MC GOVERNANCE

Montgomery College
Administrator Council Meeting
Minutes (draft)

Thursday, December 19, 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, Marcus Peanort (for Karen Callender)

Members Absent: Eric Benjamin, Phong Banh

Guest: Debra Bright, PACEI representative

Liaisons: Lynda von Bargaen

Call to Order

Chair McFadden called the meeting to order at 9:32 a.m.

Approval of Agenda and Minutes

The agenda for today's meeting was approved. The minutes from 11/21/19 were approved as amended.

Constituent Concerns

Crowdfunding – The P&P has been on place for over 2 years but there is still no form available. The policy was approved in 2016 (section 62004). This results in missed opportunities and lack of innovation. The constituent has been asking for a form as per the approved policy. The form is the responsibility of the Foundation. The Council will invite Joyce Matthews to attend a future Council meeting.

President's Advisory Committee on Equity and Inclusion Report (PACEI)

Dr. Debra Bright addressed the Council about the role of the PACEI liaison. She gave some background of the PACEI recommendations and the development of the PACEI master plan, which will be aligned with the MC 2025 strategic plan.

The liaison role was established in each SVP area. The Administrative and Fiscal Services liaison will be James Gillis. The Academic Affairs liaison will be Donna Pina. The Community Engagement liaison

will be Donna Pina. The Student Affairs liaison will be identified next semester. The role of the liaison will be to communicate with each SVP about the activities and recommendations for PACEI, and the SVP will be responsible for implementing PACEI recommendations.

A question was raised about the source of the recommendations. These were generated from employee engagement surveys, the Equity and Inclusion Surveys, listening sessions, “Pizza for Your Thoughts” events for students, and committee members’ observations of best practices. 40 recommendations were sent to SALT. Eight were approved and assigned to members of SALT, and the remaining recommendations were approved to be implemented as resources permitted.

Dr. Bright explained that the request was to the governance councils to identify a representative to serve on the PACEI Equity and Excellence Awards committee. The original PACEI committee that selected the awardees last year will be disbanded as terms expire.

April 1, 2020 – Equity Summit date. Awards to students may be given at that time, with awards to staff and faculty at the Collegewide closing meeting in May.

Communication – Many individuals at the College do not understand the role of PACEI as it relates to issues of discrimination and bias. A document that defines the role of the Office of Compliance and Ethics and its responsibilities to investigate these concerns. Dr. Bright will send the document to the Council for its records.

The Council will ask Dr. Bright about the vetting process for the PACEI liaisons.

Dorothy Umans will serve as the Council liaison for the PACEI awards committee.

Council Charge

The Council reviewed the current charge for the Council to consider amendments. Council members discussed the role of the Administrator Council in the context of College Council. Chair McFadden will circulate a draft of the revision to Council members. The Council will finalize the language at the next meeting.

The chair will contact Clevette Ridguard about the make-up of the Council in light of the official charge – it does not reflect the governance manual.

Chair’s Report

The Security presentation at last week’s All-Administrators’ meeting was made at the last College Council meeting.

Please participate in the “Tell Your Story” initiative that is being promoted on the website – in 10 words to express their experiences at MC. The chair will forward a link to the membership.

The PE building issues at the Rockville campus resulted in relocation of games and activities to the Germantown Campus.

Announcements

A member of the Council raised an issue about a WD&CE employee being approached at home by members of AFSCME to solicit membership. The issue was brought to the unit VPP, the SVPAA, and Employee Relations. Employee Relations is taking the issue to union leadership.

Youth Programs registration is being delayed because of registration issues.

IT takes email security very seriously, and procedures are in place to prevent individuals from accessing a specific email account. In light of recent cybersecurity training, individuals are encouraged to set up a VPN account. Anwar will make a presentation at a future meeting on safely connecting remotely. Martha will present on PIC MC.

The chair asked members to contact her with any ideas for future agendas in the spring.

The meeting adjourned at 11:32 a.m.