

# MC GOVERNANCE

Montgomery College  
Administrator Council Meeting  
Minutes

Thursday, January 16, 2020  
9:30 – 11:30 AM  
CT S301

**Attendees**

*Members Present:* Dorothy Umans, Carolyn Terry, Janee Mc Fadden, Frank Trezza, Amy Crowley, Martha Schoonmaker, Anwar Karim, Karen Callender

*Members Absent:* Phong Banh

*Guest:* Angela Dawson, SVPSA Office

*Liaisons:* Lynda von Bargaen, Clevette Ridguard

**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 submitted. Dr. Ridguard, as governance liaison, announced that work is being done on the governance website to post this year's council minutes.

**Guest presentation**

Angela Dawson from the Office of the Senior VP for Student Affairs introduced herself in her role of Violence Against Women Act (VAWA) coordinator. She described the program to educate the College community about the responsibilities to respond to students who report incidents of sexual violence or domestic violence. A workshop will be held on February 7 to provide individuals with the curriculum to provide training to students about how to safely intervene in an incidence of sexual or domestic violence.

Ms. Dawson also shared her efforts to encourage mentoring for students. She will be sending out a schedule of orientations and training for mentoring, and she is working on a directory of mentoring programs called The Mentoring Network. A discussion followed about the importance of mentoring as a student success practice. Orientation and training is available for mentoring. She is requesting help from the administrator council to get the word out about the need for mentoring and the training. She also

requested help in getting information to faculty and students about an online module on recognizing signs of sexual and domestic violence.

### **Connected Office 365 solutions and VPN safe remote access**

Anwar Karim provided background on the use of VPN (Virtual Private Network), security, and the best use of VPN. Public venues such as airports and coffee shops are typical danger zones where people access wifi and risk their security. He provided a demonstration of remote access through VPN. A discussion followed about the differences between wifi and data access and security practices. He encouraged council members to get connected to MCFS – the College’s secure network. IT can install it on College-provided devices.

Mr. Karim also encouraged all members to move to using One Drive for storing documents and especially the Teams application, which can be used securely from a personal computer at home. Training is not available right now. Council members asked questions about the process for getting VPN installed, the capacity for One Drive, Dropbox vs Teams for collaboration, access to information on personal computers and devices through College applications,

A discussion followed about the need for training for secure use of network-connected devices.

### **Constituent Concerns**

Council members have expressed concern that the lack of training about the issue of safe remote access has put the College at risk. It also affects the efficiency and effectiveness with which administrators can do their jobs.

### **Council Charge**

The Council will finalize the language through email.

A conversation about membership included 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 College Council has not met since the last meeting. A meeting of College Council will be held next week for mid-year training, and the chair has been asked to bring a list of constituent concerns to the training.

### **Announcements**

Chair McFadden announced her interim appointment as Dean of Student Engagement and TP/SS student affairs dean for the spring semester. Council members offered their support and encouraged her to ask for help when she needs it.

On January 29, the Administrator Council will have a constituent dinner with Board. Council members were reminded to complete the previously distributed readings in advance.

Anwar Karim is serving on an advisory committee on the Employee Engagement Survey, Equity and Inclusion, and Risk and Compliance Surveys. They will be combined into one survey. The survey will be moved to the fall.

Position posting: The ombuds position will be posted soon. A director of Auxiliary Services position is being recruited, as well as the director of Human Resources Business Practices.

**New Business**

A motion was made to make a recommendation to College Council that training be provided for employees who access the College network remotely to address the constituent concern about security, efficiency, and effectiveness.

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

The meeting adjourned at 11:20 a.m.