

Montgomery College
Administrator Council Meeting Minutes

Thursday, October 15, 2020

1:00 – 3:00 PM

Zoom Meeting

Attendees

Present: Eric Benjamin, Amy Crowley, Rose Garvin Aquilino, Frank Trezza, Steve Greenfield, Nadine Porter, Anwar Karim, Karen Callender, Ja’Bette Lozupone

Absent: Janee McFadden, Elena Saenz

Proxy: Ja’Bette Lozupone (proxy for Janee McFadden)

Guest: Monique Davis, Adam Reid, Mary Kay Hinkle

Liaison: Clevette Ridguard

Call to Order

There is a quorum to conduct business. The meeting was called to order at 1:05 pm by the chair.

Approval of Agenda/Minutes

The minutes was approved as amended. The agenda was approved as written. The meeting was recorded for internal use only.

Constituent Concerns

No constituent concerns were presented.

Chair’s Report

The chair provided the following information:

- 10/13 College Council meeting
 - Collegewide memo regarding policies on political activities on campus
 - Parking fee assessment memo
 - Fees can’t be waived because they are tied to bonds
 - Individuals can stop reduction
 - Fraud memo – SVP Donna Schena provided update
 - College was subjected to a fraudulent event and the act was external to the College
 - There may be continuous investigation and updates
 - College created additional internal checks and training
 - Question: How do we know that the College isn’t affected by the loss?
 - Eric will reach out to Donna and follow up
 - Need to ensure careful checks and balances, and stronger protection. As administrators, we are part of that approval chain.

- Discussion on Flu Clinic and Mobile Markets
 - Will invite Sergio Washington to next meeting for a presentation on the Mobile Markets
- Council goals due on 10/30 and should align with institutional goals
- Budget update – cautious in planning FY22 and beyond
 - Chair will attend the Board of Trustees meeting on 10/19
 - As administrators, need to discuss budget and cost containment issues
- Dr. Pollard: this is a leap frog moment for higher education
 - Direct connection between enrollment and budget
 - Council goals should align with institutional goals
 - Will send out [FY21 Presidential Assessment of Institutional Goal Accomplishments](#) to council members
 - Direct empowerment and connection with students
 - Discussion and consideration of Roadmap for Equity and Inclusion
- Need discussion about restructuring Governance site
 - Will reach out to Anwar and Clevette for more clarification

Unfinished Business: Finalize Administrator Council Goals

- Align council goals with institutional goals and MC 2025 Strategic Plan
- Functional and actionable goals
- Looking at process of onboarding administrators
 - Can have smaller goals such as peer mentoring
 - Not enough guidance for administrators
 - Needs assessment for administrative needs that convey common interest across all divisions of the College
 - Research other institutions to see what they are doing
 - Discussion with HR
 - Survey administrators to see what are best practices for onboarding
 - Development of a survey at a future council meeting?
 - Develop a proposal for administrator mentoring program?
 - Peer mentoring
 - Orientation and shadowing
 - List of people who new admins need to meet
- IT solution in remote environment – educate colleagues on how to work more effectively and safely in digital environment
 - Is it an overreach for Administrator Council to discuss the usage of existing IT solution for administrator support in remote environment? Yes, probably
- Need to think how the goals will impact student success
- Amy moved to adapt the two Administrator Council goals: 1) develop a new administrator onboarding needs assessment, and 2) develop a new administrator mentoring program.
 - Anwar seconded the motion
 - Vote – unanimous approval

New Business

- Coronavirus Advisory Team (CAT): Communication of Exposure and Contact Tracing – Monique Davis and Adam Reid
 - Check various sources and make recommendations to Senior Leadership
 - Most recommendations were accepted and adopted
 - In June, expanded CAT team to have representation from various areas of the College.
 - Attend county and statewide meetings, webinars from professional organizations, and National Safety Council
 - Get information from broader scope so that we can integrate best practices to the decisions made at the College
 - HR have been supportive – safer at home
 - Summer Session II – successful pilot with Automotive Technology Program
 - Huge auto bay on Rockville Campus – able to work and learn in a spread-out environment
 - Small number of students
 - Used information learned from pilot as framework
 - One potential exposure – student in Health Sciences Program at TPSS Campus
 - Greatly contained – 5 students in cohort and teacher
 - Facilitates team worked well
 - Minimal potential to exposure others
 - Two employees at Rockville Campus reported positive – actively addressed matter
 - Minimal risk of exposure to other employees in that working area
 - College had done a great job to keep students and employees safe
 - Made cautious and wise decisions
 - Protocols are working well
 - Send emails regarding reported cases through Public Safety
 - Transparency while not exposing identity of the individual
 - College will communicate with people who may be potentially exposed and County will do contact tracing
 - Open line of communication
 - Cooperative and flexible college community
 - Update on bookstore – delayed orders and departments cut down on materials
 - Will look into curbside pick-up and other options
 - Question – Are we going back to athletic events?
 - No, but have discussion about onsite conditioning of athletes – still working on the details and need to make recommendation to Senior Leadership
 - A council member suggested that there should be online component in future meetings when we return to campus.

Announcements and Agenda Items for Next Meeting

- Invite Sergio Washington to next meeting to talk about Mobile Markets
- Reach out and invite Kevin Long to December meeting

Adjourned

The meeting was adjourned at 2:55 pm.