

**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.