

**Montgomery College**  
**Administrator Council Meeting Minutes**

Thursday, January 21, 2021

1:00 – 3:00 PM

Zoom Meeting

**Attendees**

*Present:* Eric Benjamin, Amy Crowley, Rose Garvin Aquilino, Frank Trezza, Anwar Karim, Nadine Porter, Janee McFadden, Elena Saenz, Karen Callender

*Absent:* Steve Greenfield

*Guest:* Laurie Williams, Richard Cerkovnik, Mary Genovese, Sharon Parker, Bill Weich, Lauren Landau

**Call to Order**

There is a quorum to conduct business. The meeting was called to order at 1:03pm by the chair.

**Approval of Agenda/Minutes**

The agenda and minutes were 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:

- College Council and other committees have not met yet

**Old Business: Appoint Working Groups to Address FY21 Goals**

- Goal 1: Develop administrator onboarding needs assessment
  - Need to look across all the divisions of the College – what's consistent across all areas?
  - Design, implementation, and interpretation of needs assessment
    - How would we structure the needs assessment?
      - Likert questionnaire with several open-ended questions
    - Who is the audience of the assessment?
    - What kinds of questions should we ask?
    - When do we propose to put it out?
    - Who do we present the data to?
  - Suggestions for survey questions
    - Pay and contracts
    - What assistance would you need from HRSTM for onboarding?
    - What type of training do you need in terms of operational budget?
    - Procurement
    - Staffing in terms of hiring and recruitment

- What technology and remote working skills do administrators need and think that staff also need?
      - IT training
    - Remote work
    - What are the documents that would serve as the best resources?
      - Master Plan, Policy and Procedures, Governance, etc.
    - Data interpretation and usage
  - Goal 2: Develop new administrators mentoring program
    - Understand MC culture and administrator expectations
      - Cultural expectations may differ between divisions
  - Tabled for further discussion

### **New Business**

- Status Update and Review of Process for CARES Act Higher Education Emergency Relief Fund (HEERF) – Richard Cerkovnik and Laurie Williams
  - CARES Act Institutional Costs Review Group – meets every Wednesday at 12pm
  - Request form – must be able to establish a clear nexus to COVID-19 disruption
    - Used to supplement and not supplant existing resources
    - Expenses documented and recorded for possible auditing
    - Question – How far down do we need to dig into individual office and unit budgeting?
      - SVP must be informed of request to ensure that there are no other funds that can be used for this request
      - Alternative funding source may be used for certain requests
    - Only Title-IV eligible students can benefit from funds, technology, equipment, or other items provided directly to students
    - Address what we are doing differently, or what we are doing more of, due to “significant changes to the delivery of instruction due to the coronavirus.”
    - New guidelines – don’t know all the information yet
    - Not planned or budgeted before pandemic but deemed significantly critical
    - Costs are within timeframe 7/1/2020 – 5/31/2021
      - Question – Can the reimbursement be asked for in June?
        - Invoice date must be within timeframe
      - Question – If fund was given for an on-going activity, will there be opportunity to reapply for possible future on-going needs?
        - Supplemental request may be possible but need to be reviewed
    - Description, cost and duration of activity must also be clearly stated
      - Documentation will be collected
  - Guidance/decisions
    - Alternative funding may need to be considered for distributing instructional kits to students
    - Goal is to pay from the CARES Act HEERF account whenever possible
  - Matrix Document – created to assist the Governance group in the decision-making process for CARES Act HEERF Institutional Funding

- CARES Act HEERF Institutional Funding – total funding: \$5,497,874
  - Question – When did the CARES Act HEERF Institutional Portion funds come in?
    - Institutional portion came in May
- Additional funding
  - Minority Serving Institutional Funds: \$44,603
  - Governor’s Emergency Education Relief (GEER): \$1,361,801
- Second HEERF Allocation – not sure when it will come
  - Total awarded: \$23,080,761
    - Student aid: \$5,497,875
    - Institutional: \$17,582,886
- [Reporting website](#)
- Don’t let having to fill application to prevent you from requesting something
- Question – Would funds be eligible for Student Life, student government, leadership programs, athletics, etc.?
  - Connected to learning – tutoring and advising
  - Matrix – do we think that it’s eligible? Can it be documented?
  - If you think that it’s related, we will review and see if it fits or look for alternatives
- Question – Do you have an anticipated date for when the funds will come? How do you expect to handle continuation of funding that was part of CARES Act HEERF I?
  - No, but it doesn’t affect application
  - Send an updated request form for review
- FY21 Compensation Market Study – Mary Genovese, Sharon Parker, Bill Weich, and Lauren Landau
  - Approved to move forward by Senior Leadership and discussed with SALT
  - Every 12-24 months a group of benchmark jobs will be reviewed
    - Look at jobs and see how they fit in our salary structure
    - Partnership with Segal
    - Key stakeholder engagement – Councils, Unions, and Staff Management
  - Objectives and desired outcomes
    - Ensure pay structure reflects our compensation philosophy – competitive, equitable, and fiscally sustainable pay practices
    - Assess market position for benchmark jobs and confirm external competitiveness – market competitive pay structure enabling MC to attract, motivate, and retain key talent
    - Review pay structure to confirm job align based on internal worth – consistent and equitable pay decision-making
  - Work plan
    - Introduction meetings
    - Collegewide announcement will go out soon
    - Data collection – approximately 140 benchmark jobs
      - Benchmark jobs – job that serves as a standard point of reference for making pay comparisons
    - Analysis and recommendations – conducted by Segal

- Implementation
- Projected implementation dates
  - Staff – 7/1/21
  - Faculty – 7/1/22
- Collaboration – partners will provide valuable insight and support
  - Class and compensation
    - Facilitate, coordinate, and communicate
    - Respond to inquiries – open forums and email
  - Segal – assess market rate for benchmark jobs
    - Review job alignment with pay structure
    - Review pay ranges
  - Governance groups and staff management
    - Understand the purpose, objectives, and outcomes
    - Respond to or refer employee inquiries
    - Will establish two advisory groups – faculty and staff
- Impact to employees – potential job grade changes
  - Changes to employee pay will be determined after the market study has been completed and a fiscal impact assessment had been conducted
    - Still in discussion and will be communicated
- Question – Will salary go down due to this?
  - Not determined yet
- Question – The focus seems to be on staff and administrators. When will we look at faculty?
  - We have started, but it’s more complex and may take a longer time to complete.
  - Need to reassess job market – a lot of changes over the last couple of years

**Announcements and Agenda Items for Next Meeting**

- Institutional survey will come out in February – announcements posted in InsideMC
- Invite someone from HRSTM to talk about telework and return to campus
- Work on goals
- If there are additional announcements and agenda items for February meeting, email [Eric](#).

**Adjourned**

The meeting was adjourned at 2:41pm.