

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

Thursday, March 18, 2021

1:00 – 3:00 PM

Zoom Meeting

**Attendees**

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

*Absent:* Rose Garvin Aquilino

*Proxy:* Karla Silvestre (for Rose Garvin Aquilino)

*Guest:* Jane Ellen Miller, Lynda von Barga, Sharon Parker, Yvette Taylor

*Liaison:* Clevette Ridguard

**Call to Order**

There is a quorum to conduct business. The meeting was called to order at 1:02pm 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 meeting
  - BOT Meeting – 4/19
  - 2021-2022 [Academic Calendar](#) finalized
    - Collegewide Advising Day – 10/19
  - SHaW Center working with certified mental health counselors
  - [MC Innovation Grants](#) – submissions deadline on 3/22
  - Ja'Bette Lozupone and Beverly Coleman presentation on Ascend Parent Initiative
  - Jane Ellen Miller provided updates on IT Master Plan
  - Governance Nominations and Elections
    - Elections: 3/29 – 4/9
    - Suggested to get summary of members' current status

**Old Business: FY21 Goals**

- Administrator onboarding assessment – gathered and organized feedback
  - Do we need to do survey? What to ask?

- Mentoring, organizational charge, and budgeting
- Good to have a comprehensive document – online and printed copy
- Administrator onboarding topics:
  - Culture
  - Budget and Fiscal Services
  - Signature Authority and Representation of the College
  - HRSTM
  - Data Management
  - IT – Systems
  - Master Planning Documents
- Will put together MS form and share at April meeting
  - Distribution list

### **New Business**

- Modifications to Compensation Procedures – Lynda von Bargen and Sharon Parker
  - Compensation Philosophy – fair and equitable, compliant, and sustainable
  - Concept for Total Compensation – value of all benefits plus base pay
    - Educate and promote Total Rewards compensation model
    - Constant and consistent stewardship
    - Maintenance review schedule
    - Total reward statement will be available on Workday.
  - 20-21 Procedure Modifications – effective 7/1/21
    - Degree Attainment Award – one-time payment
    - Equity Reviews – reinstated with greater control
    - Longevity Awards – one-time \$1,560 payment
    - Promotional Standards – adjustment consistent with market-based compensation
      - Question – Will there be some pay adjustment for individuals who have higher levels of responsibilities than others within same grade?
        - No – issue may be addressed in the current market study
    - OT Pay for Exempt Employees – in accordance with FLSA guidance
    - Special Project Pay – recognize significant work requirements for major initiatives
  - Question – Once the total compensation statement is viewable in Workday, will we no longer receive the statement in the mail?
    - Yes, unless online version not serving needs.
  - If there are any questions, reach out to [HRSTM](#).
- IT Update: Workday – Jane Ellen Miller
  - 80% through project
  - MC Learns through Workday – kept the same icon
    - Mandatory trainings due in June
  - Access mandatory trainings, change benefits, update personal information, update emergency contact information, apply for positions, and more
  - [Workday at MC](#) – job aids and information to help navigate Workday

- Next milestone in July – talent and performance module
  - Job aids and training opportunities in May
  - Put goals in system
- Finished end-to-end cycle 2 testing in December – will do 3<sup>rd</sup> cycles
- Parallel testing – Workday vs Banner to ensure accuracy
- System build will be done in July
- 2 sets of trainings – employees and managers
- Reach out if there are any questions or concerns.

**Announcements and Agenda Items for Next Meeting**

- Student Affairs will have divisionwide meeting on 3/26 at 9am-12pm
  - Offices will be closed and unavailable during that time – open at 1pm
- Question – Does anyone have a significant number of team members on campus on a regular basis?
  - Athletics, Raptor Central, etc.
  - Working on phone system upgrade
    - If there are any issues, get in touch with Anwar.

**Adjourned**

The meeting was adjourned at 2:36pm.