

Montgomery College
Administrator Council Meeting Minutes

Thursday, May 13, 2021

1:00 – 3:00 PM

Zoom Meeting

Attendees

Present: Eric Benjamin, Rose Garvin Aquilino, Amy Crowley, Nadine Porter, Janee McFadden, Karen Callender, Steve Greenfield

Absent: Elena Saenz, Anwar Karim, Frank Trezza

Guest: Jamin Bartolomeo, Yvette Taylor, Carmen Poston Travis, Brandy Naughton

Liaison: Clevette Ridguard

Call to Order

This was an information session. The meeting was called to order at 1:07pm by the chair. The meeting was recorded for internal use only.

Approval of Agenda/Minutes

The agenda and minutes will be approved at the next meeting.

Constituent Concerns

No constituent concerns were presented.

Introduced incoming members and thanked outgoing members.

Chair's Report

The chair provided the following information:

- [Dr. Harry Harden Jr. Student Academic Excellence and Scholars Awards](#) – 5/17 at 4pm
- [Town Hall Meeting](#) – 5/18 at 10am
- [Virtual Commencement](#) – 5/21 at 10am
- [Professional Week](#) – professional development opportunities and speakers
- College Council
 - Dr. Steve Cain reviewed Post-Pandemic Document and gathered feedback
 - Workday update
 - Evaluation for FY22 scheduled to go live on 7/1
 - Trainings and guides will be available
 - Updates on facilities
 - New Student Services Building on Rockville Campus is ready
 - Waiting for final deliveries of furniture
 - Ongoing HVAC work on Germantown Campus
 - Facilities doing desktop exercises

- Installing HyFlex classrooms on all three campuses
 - Updates on public safety
 - Robust discussion on the increased authority of public safety officers on campus
- Question – Is there talk about using funds to create more multi-purpose classrooms?
 - Requested to identify 10 spaces on each campus
 - Extensive, capital intensive investment

Old Business

- Review AY21 Goals
 - Goal 1: Develop a new administrator onboarding needs assessment
 - Mostly worked on goal 1
 - Goal 2: Develop a new administrator mentoring program
 - Suggested to carry goal 2 next academic year
- Review the Administrator Onboarding Questionnaire draft
 - Surveyed administrator throughout the College – collapsed results into 5 categories
 - Edited draft questionnaire
 - Suggestion for open-ended responses – will have “other” under each
 - Will send out questionnaire for feedback/suggestions before putting in MS Forms

Elections

- No quorum – will hold council elections in first meeting in the fall, or via email
- Question – Do non-returning members need to return in September to vote?
 - Will reach out to Dr. Ridguard

Return to Campus Discussion

- May have more classes than expected
- Need more concrete details and clear guidance
- Will share concerns with CAT Team
 - CAT Team make recommendations to COVID Leadership Team
- Would be helpful to have HR rep/liaison on council
- Question – Is the College really going to be hybrid? What is hybrid?
 - Emerging business model of the College
 - Dr. Pollard identified 12 initiatives
 - Talks of a virtual campus
 - Future of education and responses to the return to campus
 - Need to think about efficiency and the varying needs of students
- Need to think about who we are and who we serve
- Question – Is the College endorsing hiring people who live out-of-state?
 - In consideration – putting a plan together and looking at policies
 - Currently, not considering making any position remote.
 - Robust teleworking based on job

Adjourned

The meeting was adjourned at 3:01pm.