

Montgomery College
Administrator Council Meeting Minutes

Thursday, September 16, 2021

1:00 – 3:00 PM

Zoom Meeting

Attendees

Present: Eric Benjamin, Rose Garvin Aquilino, Monique Davis, Nadine Porter, Elena Saenz, Frank Trezza, Steve Greenfield, Jamin Bartolomeo, Carmen Poston Travis

Absent: Anwar Karim

Guest:

Suzette Spencer, Krista Leitch Walker

Liaison: Clevette Ridguard

Call to Order

This was an information session. The meeting was called to order at 1:00pm by the chair. The meeting was recorded for internal use only.

Constituent Concerns

No constituent concerns were presented.

Minutes

The agenda was approved as submitted. The minutes for April 1, 2021, and May 13, 2021, meeting were approved as written.

Welcome to New Members

Introduced incoming new members, Dr. Jamin Bartolomeo, Dr. Carmen Poston Travis, Dr. Monique Davis and thanked outgoing members.

Elections Update

- Chair – Dr. Eric Benjamin, last term 2021-2022
- Vice Chair - Dr. Jamin Bartolomeo
- Secretary – Rose Garvin Aquilino, last term 2021-2022

Chair's Report, September 14, 2021

The chair provided the following information:

- College Council new chair is Kimberly Jones.
- Availability of HEERF Student Emergency Assistance funds for students. Still concern about students needing financial assistance so encourage students to apply for HEERF assistance.
- MC participated in a HEERF Student Reengagement Project, reaching out to students who have not registered – in English and Spanish. The college reached out to over 3,800 students; 47% answered the phone.

- There has been a discussion of how MC might support the Afghanistan refugees who arrived in Maryland. MC has received a request from the Consortium of Universities of the Washington Metropolitan Area to help think of ways the region can assist the refugees.
- Higher education institutions have had an increase of ransomware attack, such as Howard University. MC OIT has been asked for representatives to sit on a specific committee to think about the bigger picture of ransomware attacks and continue ongoing training for employees.
- Dr. Dukes presented to College Council, and discussed enrollment concerns 10% decrease increase in late starting classes.
- Dr. Dukes' first Town Hall September 21, 11:00 a.m., face-to-face as well as virtual.
- SHaW: Flu vaccine clinics at all three campuses for students.
- Vaccine and Testing at the campuses; still working out logistics for Germantown.
- Dr. Cain then presented to College Council and gave update on Presidential Search. Over 60 employees volunteered. BOT selected 23 people including employees and community leaders. College's goal is to have the new president announced by winter break. The College will hold collegewide forums on 9/20, 9/22 and 9/28; forums are open to all MC employees.
- Announce meetings on *Inside MC Online/College Calendar*. Increased push to add community members to attend meetings.

Old Business

Review of AY21 Goals and proposed AY22 Goals

- AY21: (1) Development and onboard training needs assessment for new administrators, and (2) Development a new mentoring plan for administrators.
- AY22: (1) administer/implement the needs assessment, and (2) implement a mentoring plan for administrators.
- These goals align with institutional goals, and HRSTM is supportive of the Administrator Council goals.
- Documents are available in the Administrator Council MS Teams shared folder.
- Examples include budgeting, data, mentoring, familiarity with master plan documents, HR processes, onboarding.
- What topics cut across all units and offices.
- Suggestion: finish up AY21 goal #1 and move it to AY22
- Suggestion: what about rising or potential administrators (succession planning) and supporting professional development for those looking to move up.

Vaccination Survey

- Elena reminded everyone to do the one-question survey

Hispanic Heritage Month

- As a Hispanic Serving Institution, we the members of the Montgomery College Administrator Council would like to recognize the contributions of Hispanic faculty, staff, and students at MC. Additionally, we would like to offer our ongoing support.

Return to Campus and AY22 Goals Discussion with HRSTM (Guest – Krista Leitch Walker)

- MC requires COVID-19 vaccination for employees and students, or proof of testing if approved for a medical or religious exemption. All employees must verify that they are fully vaccinated

against the coronavirus by November 8, 2021. Students must verify that they are fully vaccinated by January 7, 2022, in time for the spring semester.

- Employees who do not submit verification of their vaccination will be required to submit an application for a medical or religious exception to the Office of Human Resources and Strategic Talent Management (HRSTM). If approved, the employee will be required to test weekly for coronavirus and submit the results to HRSTM. Details on how to submit your vaccination. View the [full memo](#) from Dr. Dukes.
- HRSTM is working with IT to develop a process for uploading and tracking the vaccination cards; it will be a self-reporting process.
- Challenge is the texting and still working out the logistics. Looking at the various parameters, diverse employee populations based on their work conditions (for example, WDCE instructors or employees who are on-site every day. Need to provide compensation for testing time (paid COVID leave, how do we do this for part-time faculty). Have some employees who live out of county and out of state. Many details still need to be ironed out.
- Compensation study has been completed for staff and administrators, and no major changes and salary scale is still key to market. Some areas may need adjustments with some grades and position types, and more details to follow soon. There has been a delay in releasing the information due to leadership changes and COVID, but will be communicated soon. Next working on Faculty compensation study. Hopefully, the study will be completed by December 2021.
- Return to Campus is November 8, aligning with the vaccination requirements. Anticipates that there will be an increase of telework requests but the decision has to be based on service delivery of the job and operations needs of the department or office. Onsite services and courses will probably increase in the spring, similar to pre-COVID.
- The College will follow the mask requirements of the Montgomery County guidelines; expect to follow through the fall semester.
- HRSTM has updated the forms for teleworking, and will be approved by PEC. Will provide training and tools to guide managers and supervisors on approving requests.
- Workday is coming and is making great progress. Payroll testing and have a 95-plus accuracy rate so feeling good about that. Workday will required a lot more self-service, and it will change the way we do our work (cut down on email because you will need to check Workday inbox). Doing away with the forms and the processes will be done thru Workday.
- HRSTM is not handling the students, only employees. Much trickier with students (credit vs noncredit, in-person vs online, WDCE students tend to register at the last minute). The County will support our testing for COVID-19.
- HRSTM has had to intervene in incidents where people are not adhering to mask mandate, but doesn't know about students (Student Affairs would need to speak about that).
- Very interested in partnering with administrator development, such as mentoring, and help administrators be successful. Reviewed supervisions and administrators orientation requirements.

Announcements/Closing Business

- 75th Anniversary is September 16, 2021, today's meeting date.

Adjourned

The meeting was adjourned at 2:45 p.m.