

MONTGOMERY COLLEGE GOVERNANCE

Administrator Council

October 21, 2021

Via Zoom

1:00 to 3:00 p.m.

Attendees

- Members present: Eric Benjamin, Jamin Bartolomeo, Monique Davis, Frank Trezza, Anwar Karim, Nadine Porter
- Proxies present: Akima Rogers for Elena Saenz
- Members excused: Steve Greenfield, Carmen Poston Travis
- Invited Guests: Kimberly Jones, Vanessa Aderibigbe

Call to Order

- The regular meeting was called to order at 1:07 p.m. by Chair Eric Benjamin.

Approval of Agenda and Minutes

- The agenda was approved as presented.
- The September meeting minutes were approved as presented.

Constituent Concerns

- There were no constituent concerns.

Chair's Report

- There have been two College Council meetings since the last Administrator Council meeting.
- The Office of Equity and Inclusion will be offering the Critical Race Theory forum at the Takoma Park/Silver Spring Campus on October 28, which will be face-to-face as well as virtual. Please encourage participation.
- Congratulations to everyone on the well-supported, well-attended, and well-received Hispanic Heritage Month.
- Regarding the COVID vaccination requirement, be sure to reach out to everyone to let them know about the portal and to upload their information. Discussion and clarification followed: The deadline to request religious or medical exemption is October 29, and the medical exemption request requires a form to be filled out by a licensed medical professional. Requests to continue working from home for medical reasons is a separate request. And, student workers need to follow the employee deadline of November 8. The mask mandate is still in place until we are told otherwise.
- The College is welcoming our new food vendor, Metz Culinary Management, on all three campuses.
- Going back to the vaccine mandate, discussion about what is the plan for supervisors to be notified if employees have not complied with the mandate.
- The student parent initiative is moving forward. A significant percentage of our students are also parents. Our student parents graduate at a higher percentage than non-parent students.
- Governance members are encouraged to participate in the Mental Health First Aid certification.
- The College has flu shot clinics in various locations.
- The use or lose leave deadline was discussed.
- Each campus has a food and clothing pantry, though the Rockville campus does not have the capacity to accept clothes right now.

- There will be a college experience and culture survey conducted soon.
- There is a current review of College policies and procedures regarding educational benefits for surviving dependents. This was a high priority for former president, Dr. Pollard, and stemmed out of the tragic loss of College photographer Pete Vidal.
- The Data Asset Management Plan (DAMP) was presented, and there are focus groups going on right now, with a report to be distributed in November.
- Dr. Dukes reported about Return to Campus efforts, and about the low positivity and hospital rates in the county. Thirty percent of our classes are in-person this fall, but that will increase to 70% in the spring. She also reported on the employee vaccination survey. She discussed the telework policy which has been communicated in a memo.
- Another topic was the decrease in enrollment, including among first-time to college students and the decreasing birth rate in the county.
- There was discussion about students not adhering to the vaccine mandate and that it would be a student code of conduct issue.

Unfinished Business

Discuss AY22 Goals

- We reviewed the AY21 goals about onboarding new administrators.
- There will be two AY22 goals: (1) administer the questionnaire in Microsoft forms, and (2) analyze the findings and provide a summary and recommendations to HRSTM.

New Business

HRSTM FY21 Compensation Market Study

- Mary Genovese was not able to attend and will be invited to next month's meeting.

Old Business

Review Administrator Questionnaire

- Due to technical difficulties with screen sharing, the questionnaire will be emailed.

BEACHAMP Dean Open Forum

- Chair invited members to attend the 3:00 forum

Request for Announcements

- There was a reminder about the November 10 Town Hall with Dr. Dukes.
- Members discussed the Compensation Study, our model of work, and interest in having HRSTM discuss further at the next Administrator Council meeting.

Nadine Porter made a motion at 2:02 p.m. that the meeting be adjourned. It was seconded by Anwar Karim, and passed with unanimous support.

The meeting was adjourned at 2:10 p.m.

Respectfully submitted by

Rose Garvin Aquilino, Administrator Council Secretary