

## MONTGOMERY COLLEGE GOVERNANCE

Administrator Council

December 16, 2021

Via Zoom

1:00 to 3:00 p.m.

### Attendees

- Members present: Eric Benjamin, Elena Saenz, Monique Davis, Frank Trezza, Steve Greenfield, Nadine Porter, Anwar Karim, Jamin Bartolomeo, Carmen Poston Travis, Rose Garvin Aquilino
- Proxies present: N/A
- Members excused: N/A
- Guests: Steve Cain, Kimberly Jones, Clevette Ridguard

### Call to Order

- The regular meeting was called to order at 1:05 p.m. by Chair Eric Benjamin.

### Approval of Minutes

- The October and November meeting minutes were approved.

### Constituent Concerns

- There were no constituent concerns.

### Chair's Report on College Council Meeting

- Workday is coming January 3. Take the trainings and pay attention, and encourage those in your purview to take the training. There will be a learning curve.
- The focus of the FY23 operating budget will be 1) planning and development, 2) student success and affordability, 3) people stewardship, and 4) operational stewardship and resiliency. Input needed and can be submitted to [budget@montgomerycollege.edu](mailto:budget@montgomerycollege.edu).
- Discussion of important HRSTM dates coming up, including December 23, which is the last use or lose annual leave day.
- Outstanding Faculty and Staff awards are due March 1, 2022. The nomination applications take time to prepare so start early. Nominations would be a nice way to say "thank you" to those who kept the College going during the pandemic.
- MCVotes needs student ambassadors. December 23 is the deadline. We need to mobilize student voters for federal, state, and county elections.
- \$50,000 Innovation Fund grants will be due in March. Encourage people to apply to support hybrid strategies that lead to increased enrollment.

### Old Business (Administrator Questionnaire)

- Discussion of edits to the draft questionnaire including what is your current division and adding the language "effectively navigating the college culture."

### New Business (Guest Speaker)

- Dr. Steve Cain, chief business officer/chief strategy officer, joined the meeting to discuss and answer questions about the presidential transition.

- Rather than prepare the document discussed in the two previous administrator presidential transition meetings, the president's office will be asking the incoming president what he/she would like in a briefing document. It is important to have this input.
- Our attention will quickly turn to supporting the new incoming president.
- It will be important to have formal and informal ways of introducing the new president to the College and larger community. This will include the briefing documents and comprehensive list of groups the new president will need to meet.
- Everyone will have a role to play.
- A decision about an inauguration will be determined at a later date and will take into consideration the COVID-19 situation.

**Announcements**

- N/A

The meeting was adjourned at approximately 3:00 with unanimous support.

Respectfully submitted by  
Rose Garvin Aquilino, Administrator Council Secretary