

MONTGOMERY COLLEGE GOVERNANCE

Administrator Council

February 17, 2022

Via Zoom

1:00 to 3:00 p.m.

Attendees

- Members present: Eric Benjamin, Elena Saenz, Monique Davis, Frank Trezza, Steve Greenfield, Anwar Karim, Jamin Bartolomeo, Carmen Poston Travis, Rose Garvin Aquilino
- Proxies present: Arlene Blaylock for Nadine Porter
- Members excused: Nadine Porter
- Guests: Clevette Ridguard, Yvette Taylor

Call to Order

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

Constituent Concerns

- Jamin brought forward a constituent concern that is about this constituency not by a constituent. A representative from the Germantown campus would like to nominate an administrator for the FY22 Administrator Award but, according to the HRSTM website, only other administrators can nominate candidates. The question is if staff or faculty can nominate administrators for this award. In addition, this person asked why there were no monetary awards for Administrators. The council felt this was a question that should be directed to Krista Leitch Walker in HRSTM, and Eric will follow up.

Approval of Minutes

- The January meeting minutes were approved.

Chair's Report

- Campus food pantries are operating in-person at all three campuses; they are holding food and hygiene products drives right now and accepting donations. You can scan the QR code or visit Amazon to see the list of acceptable items.
- We would like to welcome the new Employee Council chair, Ms. Kimberly Robinson. She is replacing someone mid-term.
- Eric will be working with Kimberly on the onboarding goal, since the Employee Council is also pursuing a similar onboarding goal.
- Provided an update on the student vaccine mandate. Student Affairs did an amazing job implementing the process, and trying to re-enroll students who were dropped due to compliance.
- Enrollment will continue to be the key issue.
- Dr. Jermaine Williams will be starting February 28.
- The Board of Trustees calendar is available; College Council is asking all members to attend all the BOT meetings.
- Innovation Fund has \$50,000 available, and faculty, staff, and administrators are eligible to submit proposals. Need quantifiable and demonstrable outcomes in terms of supporting students.
- Boys to Men mentoring program is open to all students, and has a focus on male students of color. Consider becoming a mentor.

- The College has a series of data-informed sessions, with Dr. Blaylock as one of the speakers. The draft onboarding Administrator questions has questions related to data.
- Dr. Ridguard will be joining us for a discussion on MC Governance nominations and elections (nominations Feb 20-March 10 and elections March 20 to April 8). Governance is a very important avenue for advocacy, participation, and giving voice in terms of the larger college-wide community. Please reach out to your teams. It is a tremendous opportunity to engage in leadership opportunities.
- There is a concern about eating in the classroom given health and safety concerns.

Announcement

- Anwar reminded council members about the MC survey forums about employee engagement, compliance, and equity and inclusion. Please encourage everyone to attend.

Old Business (Administrator Questionnaire)

- Discussion about the question number 3 regarding the budget. Also, there was discussion about question number 4 regarding databases and assisting with data interpretation, including how it relates to making data-informed decisions.
- Arlene reminded the council that OIRE has a survey expert, Clarey Brown, and recommended that the questionnaire be shared with him.
- Discussion about adding Office of Public Safety and Health planning documents.
- Should have a goal of administering the survey in April or May, either at the Administrators' meeting or via email.

New Business (Dr. Clevette Ridguard on Governance)

- The election software vendor has been sent the files to prepare for nominations.
- Nominations start Feb 25 and go to March 10
- Election will be March 28 to April 8
- Those who are nominated should be interested in keeping their name so the ballot, and they will be encouraged to write a brief narrative about themselves, their passion for the institution, why they want to serve on Governance.
- Administrator Council has 3 representatives from Academic Affairs, including an instructional dean, and an WDCE administrator. In addition, there are 2 representatives from Administrative and Fiscal Services, 2 from Student Affairs, and a representative from Advancement and Community Engagement.
- In theory, half of the council members are new incoming members, and half members are returning. The term is two years.
- All council members can serve two consecutive terms, and then you need a one-year span between your service.
- Rose noted that she represents the "other" administrators (OACE and president's office that don't sit on PEC). There are only a handful of possible candidates and we used to take turns but now have the opportunity to vote.
- Thank you to all the members for their service.
- Clevette and her team were acknowledged for their excellent service to the councils.

Announcements

- Rose reminded everyone of the Feb 24 Presidential Scholars Program panel
- Arlene noted that Brian Ault is now back at MC in the OIRE unit.

The meeting was adjourned at approximately 2:10 p.m. with unanimous support.

Respectfully submitted by
Rose Garvin Aquilino, Administrator Council Secretary