

## MONTGOMERY COLLEGE GOVERNANCE

Administrator Council

March 24, 2022

Via Zoom

10:00 a.m. to 12:00 p.m.

### Attendees

- Members present: Eric Benjamin, Monique Davis, Frank Trezza, Steve Greenfield, Anwar Karim, Jamin Bartolomeo, Carmen Poston Travis, Rose Garvin Aquilino
- Proxies present: N/A
- Members excused: Elena Saenz
- Guests: Dr. Jermaine F. Williams, Clevette Ridguard, Yvette Taylor, Stephanie Krasnoff, Carlos Molino Rosales, Brandy Naughton, Meghan Gibbons

### Call to Order

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

### Constituent Concerns

- Director of Library and Information Services Suzette Spencer has brought up a constituent concern regarding the increased workload on the library staff as a result of the launch of the Workday budget finance module. Chair Eric Benjamin has forwarded this concern to the Employee Services Council, which has a forum dedicated to the Workday transition. The Employee Council will therefore follow up.
- The constituent concern regarding the Administrator Award nomination process was forwarded to Dr. Steve Cain, and Chair Eric Benjamin will follow up when he hears from Dr. Cain.

### Approval of Minutes

- The February meeting minutes were approved.

### Chair's Report

- There was a constituent concern regarding East County at College Council, which Dr. Williams was able to address. The concern regarded whether our East County presence would be a center or a campus, given that it was referred to in the County budget as a campus.
- According to Dr. Cain, this will start as a center, similar to our presence in Gaithersburg or Westfield, in 2023. It will take about seven years to go through the process of being recognized as a full campus, and require approval from MHEC and the Middle States Commission of Higher Education. The College is going through a very intentional process right now and has contracted with a real estate broker to look at properties (White Oak, Burtonsville).
- In response to the chair's question if more information was needed, several council members discussed the extent to which our East County presence will be virtual versus in-person to better understand the scope of the building and grounds needs. We are becoming a hybrid institution, and should we be using online resources rather than putting up another building.
- Another constituent concern is the way Workday processes holiday pay and administrative leave. The drop-down windows are not available. We may need to adapt to the Workday's functionality.
- In response to the Chair's request for feedback, we need to continue to use the word "grace" as we, faculty, and staff use the system and try to understand the difference between an expense report and a preauthorization spend authorization, and what documents are needed. We need

to continue to use the job aids. It is a big learning curve, and we have to have patience with the system and each other.

- As we shift from pandemic to an endemic footing, we need to consider what our brand will be as well as our operating philosophy as a large brick and mortar undergraduate institution. We need to model grace in compassion and forgiveness as administrators because we've had profound shift in our lives over the last two years.
- Gratitude was expressed for the Procurement department, particularly Kevin Schramm, and Lynette in HRTSM, for helping with the Workday transition and walking people through the new processes.
- A third constituent concern is around the closing of multiple buildings on the Rockville campus this summer. If these buildings aren't ready to go by the middle of August, adjustments will have to be made. Some employees are being temporarily moved to another building, and there is a recommendation to allow others to work remotely until work is done on the buildings. There was discussion about inviting someone from Facilities to the next meeting to provide additional insight.
- The investiture for Dr. Williams occurred at the last Board of Trustees meeting.
- There was discussion about East County and impact on presence at the Westfield Center in Wheaton in terms of enrollment. The County Executive has recommended funding for East County.
- The Office of Equity and Inclusion is looking at the School of Dramatic Arts' Thirty Day Guide of Challenges and Prompts for individuals to be better allies. There is a lot of discussion about the notion of what it means to be an ally, and the intersection of privilege and allyship.
- There will be a mental health fair at the Takoma Park/Silver Spring campus on April 20.
- There will be a Raptors baseball game at the Germantown campus on March 29, 1:30-5 p.m.
- MC Has Talent will also be held on March 29.
- The Germantown campus pantry fundraiser will be April 7.
- It is governance and election time, as nominations have closed. The governance system is very important to the College as vital input is made available. It is time to start encouraging people to vote.
- Discussion of the second booster and encouragement to get it if you are eligible.
- There was a dynamic discussion about updating the mask mandate, and what the prevailing science is supporting.

10-minute break

Meeting resumes

- When Dr. Williams arrives, Chair Eric Benjamin will call on each council member and then guests to introduce themselves and provide their title and work location.
- Discussion about new elected council members being invited to April or May meeting, and new officers being elected by May 10.
- Appreciation for Clevette Ridguard's support of governance and the councils was expressed.

New Business (Dr. Williams visit)

- Chair Eric Benjamin welcomes Dr. Jermaine F. Williams to the meeting.
- Council members and guests introduce themselves

- Dr. Williams shared what he has been doing during his first three weeks, including a full Board of Trustees meeting, meeting with councils, and the topping off ceremony for the Leggett building.
- He discussed the request to the County for our budget for salary increases and the East County expansion, and that tuition would be frozen for third year in a row to protect affordability.
- He shared that the college had a record 10 Jack Kent Cooke finalists.
- He had the opportunity to attend the Montgomery Scholars Program capstone colloquium where 20 students presented their projects. He enjoyed engaging with students and families.
- He spoke about the men's and women's basketball teams and MC's Got Talent.
- He expressed his appreciation of everything that the administrators are doing inside and outside of governance.
- He is learning about the College's work on social justice and expressed solidarity with the refugees and victims of the violence in Ukraine and surrounding nations.
- He attended the annual Holocaust Commemoration and heard from the powerful testimony of a Holocaust survivor.
- He discussed the importance of the governance system, and how he will rely on governance to keep him informed.
- He expressed his gratitude for the falling COVID rates which supports the transition to an optional mask policy and an in-person commencement.
- He shared information about his family, and he is grateful for the warmth and inclusion that he's experienced from the College community.
- Dr. Williams then asked for comments and questions from the council members.
- He noted that he is being asked about what he will change, but his first goal is to listen, learn, and find out what we are doing and how we can build on that. He would like to get to a place and space where we are thinking about a new strategic plan that builds on that.
- He would like everyone to see themselves as part of students' educational journey; we all contribute to student success.
- He encouraged everyone to attend Equity Week, and to think about how students want to be heard and acknowledged in the way they'd like to be acknowledged. Students are saying that they really appreciate the feeling the sense of belonging and that someone cares.
- He addressed the East County presence, the need to project the number of students in the first year, staffing, and the academic offerings, as well as the location.
- He responded to the question about how the College sees itself as we come out of emergency remote and transition to being on campus. We need to look at the competition, enrollment trends, understand how our students want to attend classes. We will be guided by what our students want, both current and prospective. There is a space for virtual. We need data about the past few years to balance the in-person and online. There is a need to create the infrastructure so we are successful. Just because we do more in one space doesn't mean we have to do less in another space. And, there is a need to focus on equity so we are not making decisions that disenfranchise certain or new populations.

#### Old Business (Administrator Questionnaire)

- Chair Eric Benjamin did meet with Clarey Brown, who provided feedback.
- Still working around Question 5 and there was discussion about what technology components should be included in this question.
- Next step is for Clevette to review.

Announcements

- N/A

The meeting was adjourned at approximately 11:57 a.m. with unanimous support.

Respectfully submitted by  
Rose Garvin Aquilino, Administrator Council Secretary