

MONTGOMERY COLLEGE GOVERNANCE
Administrator Council Meeting Minutes
Thursday 8 February 2024
Via Zoom
1:00 to 3:00 p.m.

Attendance:

- Members present: Terrence Evelyn, Fiona Glade (Secretary), Cassandra Jones, Brandy Naughton, Akima Rogers (Chair), Alice Santoro, Dorothy Umans
- Guest: Suzette Spencer, Debbie Van Camp, Angela Rhoe, Shakenna; Yvette Taylor
- Members absent: Tarlouh Gasque, Shinta Hernandez, Chevelle Glymph

Call to Order:

- The meeting was called to order at 1:04 p.m. by Chair Akima Rogers. Quorum was met.

Agenda Approval:

- Agenda has been approved.

Minutes Approval:

- Minutes have been approved.

Constituent Concerns:

1. Telework policy implementation for administrators.

The concern was brought anonymously to Administrator Council chair that MC's telework policy is not being implemented consistently for administrators: not all administrators are currently being allowed to telework for 1 or 2 days per week; therefore, additional guidance is needed so that administrators would not be subject to the possibility of somewhat arbitrary decisions about telework permissions. The concern was also raised that further clarify is needed to help administrators in their role as supervisors, in implementing the telework policy for their direct reports.

No other constituent concerns have been received.

Chair's Report:

- College Council Report:
 - a) Chair reminded attendees about Governance Awareness Day, 15 February 2024 from 1 to 2pm. Governance members are needed to sit at a table, hand out information, and talk to interested people at one of five locations: CT, GT, MK, RV, and TPSS. Please sign up by emailing Akima, or volunteer now.
 - b) MC governance nominations are open until 8 March; nominees may accept or decline from 11 March to 22 March; and elections will be held from 1 April to 12

- April. The chair encouraged attendees to watch email for a flyer with more details, and to encourage participation.
- c) P&P changes 41006 and 41007 are proposals regarding student awards; all are asked to provide feedback by visiting the P&P webpage.
 - d) Montgomery Connects still has laptops available free for eligible residents, including students. US citizenship is not one of the eligibility requirements.
 - e) All are encouraged to read *Employee Matters*, *Inside MC*, and the *Monday Minute* to stay informed.
 - f) The Chair thanked all who attended Administrator Council's December gathering/meeting, with outstanding food!
 - g) All administrators are encouraged to support MC Raptors teams. The Chair thanked all who donated time, gifts, and gift cards to student athletes who stayed near campus for the winter break.
 - h) Administrator Council welcomed Dr Price with a gift of a small plant and card. She has been invited to attend our March meeting.
 - i) The Chair welcomed College Council chair, Shakenna Adam, who thanked members for all they are doing, including the wonderful gifts for athletes over winter break. Akima thanked her for strong support of Administrator Council's work.

Old Business:

- In support of this year's Administrator Council Goal, all administrators are encouraged to attend the Raptors' Athletics Banquet on May 7th at 6:00 pm; invitations are forthcoming.
- Also in support of this goal, a motion was made, seconded, and approved to promote administrator attendance at at least one men's team game and one women's team game this semester. Administrator Council members will try to attend the following:

Monday 26 Feb Women's basketball game

Friday 5 April Men's opening soccer game

Next step: Fiona will send out invites and promote to all MC administrators; Terry will announce at All Administrators' Meeting; Alice will work with Student Life to design a flyer, with registration encouraged but not required; Fiona will announce at Collegewide Deans meeting and Germantown Operations; and all Administrator Council members are encouraged to attend and invite a colleague. All games are free to attend for all.

New Business:

- Guest, Dr. Debbie Van Camp, Director of Planning and Policy, discussed updates to P&P, and strategic planning.

Akima introduced Dr. Van Camp, who has been at MC for 12 weeks. She thanked him for the invitation and warm welcome, then shared a powerpoint presentation about her background, the role of the position, and the procedures she follows to get the job done. She clarified that policy is a statement coming from the college's Board of Trustees, involving high level documents; on the other hand, procedure is implementation of that policy. MC has more than 100 policies that need to be kept up to date and regularly reviewed: they come to her office for modification as part of a workplan (create/modify/retire a policy based on

institutional/county/state changes). Most policies are posted for public comment with lots of announcements; all are reviewed and approved by the cabinet and then by the Board of Trustees. Procedures are often updated by policy updates; all are posted, then reviewed and approved similarly. One example of workplan updates is flexible work arrangements, which is close to going to cabinet now; other examples are the Board of Trustees Academic Excellence Awards and Apprenticeship Academic Excellence Awards; Student Health and Safety; and Diversity, Equity, Inclusion, and Social Justice. Currently the Board of Trustees are looking at more than 74 policies, in three chapters, to review—many of them need work as they have not been reviewed since 2018. Debbie will likely reach out to many administrators to ask for help with work on a particular area. Looking forward, her office may reorganize the P&P to make a tagging system easier; she is also looking at it with focus on Equity, Inclusion, Belonging, and Student Success; and also working on policy education initiatives. Another part of her job is to support the president's chief of staff in implementing MC's 5-year strategic plan. Her office will report out at Administrator Meetings, focusing on outcomes and impact. Every outcome is supported by many strategies. She will also help us look at supporting strategies progress, and indicators. Her office is working with John Hamman to identify specific metrics which will demonstrate progress toward indicators and goals. Her mantra is: the Goals are actualized by the strategies, that lead to the outcomes. Please contact her Debbie.vancamp@montgomerycollege.edu with any questions.

Questions? Fiona thanked for hard work and focus, and asked for more breakout time with area colleagues at admin meeting. Dorothy also thanked, and promised to send her update which was delayed for various reasons. Debbie noted that she cares to make sure all voices are included. Akima thanked her and invited her to attend all the meetings.

Announcements:

The Council's May meeting will be in person at CT, with a potluck, Fiona will send around a signup sheet.

Akima has invited Krista Walker to attend our March meeting to discuss the telework agreement and implementation.

- Next meeting will be Thursday 14 March 2024 from 1:00pm to 3:00pm in zoom.

Adjourned:

- Meeting adjourned at 2:23 p.m.

Submitted by:

Fiona Glade, Administrator Council Secretary