



MONTGOMERY COLLEGE GOVERNANCE
Administrator Council Meeting #7 Minutes
Thursday, April 17, 2025
1:00pm to 3:00pm via Zoom

Attendance:

- Members present: Arlene Blaylock (Chair), Ali Fadl (Secretary), Tarlouh Gasque, Sophia Mason, Alice Santoro, Suzette Spencer (Vice-Chair), Frank Trezza, Chantal Vilmar
- Members Absent: Fiona Glade
- Proxies: None
- Presenters: John Hamman, *Chief Analytics & Insights Officer*
Patrick Johnson, *Director of Procurement/CPPB*
Darniel Dorsey, *Director of Finance*
Ross Conover, *Senior Research Analyst*
- Governance Liaisons: Dr. Stephen Cain (Chief of Staff and chief Strategy Officer), Dr. Clevette Ridguard (Governance Director)
- Guests: Ed Caballon, Janee McFadden, Kimberly McNair, Melissa Gregory

Call to Order:

- The meeting was called to order by Chair Blaylock.
- Chair Blaylock welcomed all guests, and reminded attendees of the governance meeting protocols.

Roll Call

- Secretary Ali Fadl conducted the roll call. Seven members were present to start the meeting, and a quorum was reached.

Agenda Approval:

- Chair Blaylock requested a motion to approve the April 17, 2025 meeting agenda.
- Hearing no comments or objections, Tarlouh Gasque moved to approve the agenda, Alice Santoro seconded, and the agenda was approved.

Minutes Approval:

- Chair Blaylock requested a motion to approve the March 20, 2025 meeting minutes.
- Hearing no comments or objections, Vice-Chair Suzette Spencer moved to approve the minutes, Tarlouh Gasque seconded, and the minutes were approved.

Guest Presentation 1- Middle States Update and IPEDS Overview. John Hamman

- John presented a PowerPoint highlighting Middle States Accreditation status. The presentation covered the seven standards for accreditation and the Middle States

expectations for each standard. A steering committee and working groups have been formed to work on the project. A timeline was presented summarizing the tasks and milestones to be completed each semester. The Self-Study work is available on the College website. John took questions at the end of the presentation, and shared the PowerPoint document with the Secretary for distribution to the Council members.

- John shared a presentation on the Integrated Post-secondary Education Data System (IPEDS). IPEDS is a national data source managed by the Department of Education. Data is available on every institution, and can be used to compare peer institutions with each other. Examples of comparative data include diversity, size, enrollment trends, retention rates, number of awards, graduation and transfer rates, etc. John took questions at the end of the presentation, and shared the PowerPoint document with the Secretary for distribution to the Council members.

Guest Presentation 2- Fiscal Year End Closures. *Patrick Johnson, Darniel Dorsey*

- Patrick began by sharing the FY 2025 Collegewide Fiscal Year End Closing Deadline Memo. The Memo is sent to Cost Center Managers, Secondary Cost Center Managers and Administrative Aides three times per year, and specifies that receipts must be submitted by June 30 to ensure that expenditures are paid for in the current budget year. Deadline dates were also shared, including for requests requiring BOT approval, business card orders, EAP requests, P-card purchases, PO close encumbrance, change requests, etc. Training sessions will be offered to Cost Center Managers and Administrative Aides to review the process in more detail. Patrick and Darniel took questions at the end of the presentation and shared the PowerPoint document with the Secretary for distribution to the Council members.

Chair's Report. *Arlene Blaylock*

- Chair Blaylock presented the Chair's Report. Highlights included a reminder to stay informed, information on wellness, upcoming events, equity and inclusion, Irish American Heritage and Women's History months, and mobile market dates.
- Chair Blaylock invited Ross Conover to discuss the OIRE dashboard. Ross shared from Inside MC the Spring 2025 Enrollment Dashboard and the Spring 2025 Bill Hours Dashboard. He demonstrated how the data can be filtered in each dashboard to display the desired information. He also shared the Summer 2025 Live Enrollment Dashboard and answered questions at the end of his presentation.

Constituent Concerns. *Suzette Spencer*

- No constituent concerns were brought forth.

Old Business

- No old business was brought forth.

New Business

- No new business was brought forth.

Announcements & Updates

- Sophia reminded everyone to be on the lookout for upcoming new information on the use of EAP, and answered questions from the group.

Adjourn

- Chair Blaylock requested a motion to adjourn the meeting. Suzette Spencer moved to adjourn and Sophia Mason seconded. The meeting was adjourned.

Submitted by:

Ali Fadl, Administrator Council Secretary