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## MONTGOMERY COLLEGE GOVERNANCE

College Council

April 11, 2017

MKE 115

2:30 p.m.–4:30 p.m.

### Attendees

- Members present: David Anthony, Amy Crowley, Maria Adams Davidson, Cathy Giovannetti, Nancy Lineman, Rick Penn, Ed Riggs, Steve Taylor, Page Whittenburg, Laurie Williams, Norma Winffel
- Proxies present: Tracee Matthias for Linda Griffin
- Members absent: Christian Gbewardo, Ben Nicholson
- Guests: Vicki Duggan, Julie (Foster) Martorana, Ray Gilmer, Sanjay Rai,

### Call to Order

Chair Ed Riggs called the regular meeting to order at 2:31 p.m. David Anthony made a motion to accept the agenda as amended. The motion was seconded and passed unanimously.

### Constituent Comments

There were no constituent comments.

### Approval of Minutes

Nancy Lineman made a motion to approve the minutes from the March 28, 2017, meeting. The motion was seconded and passed unanimously.

### Faculty Council Co-Chair Request 2017–2018 Year

Council members discussed a Faculty Council request for co-chairs for the 2017–2018 academic year, citing the significant time commitment and e-mail volume the work of the Faculty Council entails. Motion was made by faculty council as follows: The Faculty Council (therefore) respectfully requests co-chairs for the 2017/2018 academic year. Tracee Matthias made a motion to approve and Dave Anthony seconded and passed unanimously.

### Compliance Update

#### *Student Complaint Resolution*

The College has created a new web page containing a centralized list of existing College processes students can use to submit a complaint about an academic or non-academic concern. The web page was developed as part of the Middle States reaccreditation process which requires that institutions have an effective way to track and resolve student complaints and can demonstrate they are using the information obtained in handling student complaints to make improvements to the institution. The aggregate data of written student complaints that rise to the level of a dean response will be tracked and submitted to Middle States as an annual required report. The council discussed how to share this information with students, how complaints are handled, the number of complaints and responsiveness to the student submitting the complaint. It was also suggested that trends could be used to indicate the need to review policy for possible updating.

#### *Employee Code of Conduct*

A two-year process which came through governance has resulted in the Code of Ethics and Employee Conduct Policy and Procedure.

#### *General Compliance Office Update*

The areas within the Office of Compliance now include Internal Audit, Title IX, and Employee Code of Conduct.

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### **Blast E-Mails**

Ray Gilmer informed the council about the intent of provisions in the communications policy regarding e-mails and the criteria for determining appropriate use of large group e-mail. Nancy Lineman made a motion that the administration adopt an exception to the broadcast e-mail policy that allows for appropriate e-mails to be sent by the College Council officers and specified union leaders. The motion was seconded and passed by a vote of 8 in favor (Crowley, Davidson, Giovannetti, Lineman, Penn, Taylor, Williams, Winffel), 1 against (Anthony) and 1 abstain Matthias.

### **Seat Capacities, Course Cancellations**

Sanjay Rai provided clarification on the 85 percent seat capacity requirement, noting it is a goal in support of fiscal sustainability and student success. Overspending on the teaching budget by \$4.5 million in prior years exceeded the amount of salary improvement for faculty, he said. Keeping costs down helps keep tuition as affordable as possible. He also noted that under-enrolled classes do not offer effective teaching and learning setup in regard to group work and research opportunities. The goal going forward is not to cancel classes, which means offering the right classes on the right days and times. OER/Z-courses also help with seat capacity.

### **College Council Actions Tracking**

Cathy Giovannetti distributed a list of recommendations that have been forwarded to the president and the status of each recommendation.

Amy Crowley made a motion to extend the meeting by five minutes. The motion was seconded and passed unanimously.

Nancy Lineman requested that the administration be invited to attend a council meeting and update the council on the status of College Council resolutions forwarded.

### **Announcements & Council Member Concerns and Input**

Amy Crowley requested that a proposed constitutional amendment limiting a member's terms of office be posted for college wide review this week.

Amy Crowley requested a report on the number of votes cast in the governance election for council information.

Meeting adjourned at 4:37 p.m.

Cathy Giovannetti  
College Council Secretary