

MC GOVERNANCE

Montgomery College College Council Meeting #1 Minutes

Tuesday, September 10, 2019

1:00 – 3:00 PM

CT S108

Attendees

Members Presents: Tracey Smith-Bryant (Chair), Shakena Adams-Gormley (Vice-chair), Christine Tracey (Secretary), Colleen Dolak, Janee McFadden, Michael LeBlanc, Paul Jenkins, Ed Riggs, Ernest Cartledge, Kimberly Herrera, Joe Marshall

Absent Members: Timothy Kirkner, David Torain, Caleb Schauer

Proxy: Conrad Smith (*for Caleb Schauer*)

Guests: Clevette Ridguard, Sharon Bland, Kevin Long

Call to Order

Chair Tracey Smith-Bryant called the meeting to order at 1:05pm.

Constituent Concerns

No constituent concerns were brought forward.

Introduction/Icebreaker

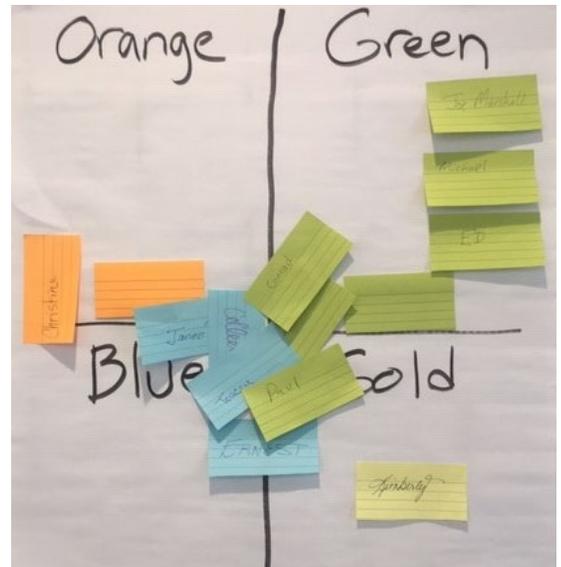
Christine Tracey facilitated an icebreaker activity that included a self-assessment exercise, a comparison of the membership's personality styles, and a discussion on our unique contributions that will strengthen the group's work throughout the academic year.

Approval of Minutes

The minutes for May's meeting will be reviewed for previous approval before the next meeting. The agenda was approved with amendments.

Chair Report

- At least one of your council goals should be focused on student success.
- Contribute at least one meaningful recommendation that is going to positively impact your campus and/or constituents.



Council Reflections

- Academic Services as reported by Colleen Dolak asked a question about collaborating across councils with regard to concerns about testing centers. Student Services acknowledged by Ernest Cartledge that these councils will collaborate throughout the year.
- Germantown Campus Council as reported by Paul Jenkins informed the group of the Part time (PT) faculty office in High Technology and Science Center (HT) 234 and encouraged sharing this information with PT faculty. There was a constituent concern brought to the council regarding a faculty member almost being hit by a baseball and a question about this concern going directly to Germantown facilities or another council. Student Affairs (SA) building may be ready for move in by October.
- Student Council as reported by Conrad Smith requested having the council chairs connect the student representatives (on functional and campus councils) to facilitate collaboration with student council. Student council has created three sub-committees to increase awareness of the council's existence, to get more students involved in student council, and to address student employment advertising.
- Operational Services as reported by Ed Riggs reminded the college council there are stakeholders on the Operational Services Council that can help with IT and facilities issues brought up today. A goal may be to market the council.
- Student Services as reported by Ernest Cartledge informed the membership that there will be communications around the new printing system rollout and providing refunds to students with WEPA accounts.
- Rockville Campus Council as reported by Christine Tracey offered an update on the happenings of the first meeting and goal setting discussion.

Governance Information

Clevette Ridguard presented an update highlighting the following:

- Montgomery College Annual Report 2019 was distributed. Packets will be provided at the next meeting to deliver to council members.
- Governance training was well received with more than 90% of surveys indicating positive experiences.
- Always use your council's email address. Chair, Vice Chair, and Secretary of all councils have access. Directions were handed out. To communicate with Clevette, email her and cc Yvette Taylor and Tracey Smith-Bryant.
- When emailing all students or groups, a best practice is to send the email to yourself and blind copy everyone else.
- Records are being collected and can be passed out as needed. There are currently no note takers for councils. Suggest making sure the council's secretary is competent.
- Reminder to have someone take three-four pictures of your council and email them to Pete.Vidal@montgomerycollege.edu and cc Yvette Taylor and Clevette Ridguard by October 31, 2019.
- New Governance Website is: <https://www.montgomerycollege.edu/about-mc/governance/index.html> all templates are online as PDFs.
- Goals are due by October 31, 2019 and there are documents to aid in goal setting in your binder.
- An email will be sent with all of the contents of Tab 5 from the binder.
- A reminder to involve others in governance process. Always invite constituents to your meetings.

- If you are unable to attend a meeting, please invite a proxy to attend in your place. Always email collegecouncil@montgomerycollege.edu with the name of your proxy and whether they are granted voting rights on your behalf.
- If your council does not have an officer position filled please accomplish this on your first meeting. There are two ways to populate councils from the list of nominees or by appointing interested parties to the council.

Equity and Inclusion Dialogue Series – Sharon Bland

- Role of Office of Equity and Inclusion is to foster and build a college culture that is accessible, caring, civil, welcoming, inclusive, safe, equitable, and affirming.
- Two years of work to build a roadmap for equity and inclusion. Consider the mission of the college and insert “in an equitable and inclusive manner” after each statement.
- President's Advisory Committee on Equity and Inclusion's (PACEI) is a 50 person team of faculty, staff, and administrators that have worked to build the roadmap the work will be ongoing after the completion of the roadmap. This will include quarterly dialog sessions, the annual equity summit, annual equity awards, One MC Book Club, and MCTV Equity and Inclusion programming.
- Dialogs to unpack the results of the Equity and Inclusion survey results will take place on the following dates:
 - October 4, 2019 8:00 am – 2:00 pm in Takoma Park/Silver Spring (TP/SS)
 - October 8, 2019 9:30 pm – 12:00 am in Rockville (RV)
- Dialogs will include an address from Dr. Pollard promptly at 8:30 am, facilitated conversations on some of the major themes that emerged from equity and inclusion survey (fear, retaliation, bullying, upward mobility), a break for lunch, and then dialogs with students about topics of racial equity and social justice. County conversations at the evening session will give the college a forum to share thoughts and participate in conversations that may inform future legislation.
- Ask your constituents what you can bring forth at these sessions.
- Additional dates to remember:
 - 2020 Spring Equity Dialog – February 7, 2020 at RV
 - 2020 Equity Summit – April 1, 2020 at Germantown (GT). There is a need for people who are interested in supporting and helping with the planning of this day.
 - 2020 Excellence in Equity Awards be on the look out for nomination information and how you can get involved.
- There will also be Town Hall Forums to discuss the roadmap:
 - 9/27/19 – TP/SS - Cultural Arts Center (CU)
 - 10/21/19 – GT – Bioscience Education Center (BE) 151/152
 - 11/12/19 – RV – Science West (SW) 301

Planning and Policy Matters- Kevin Long

- New Policies and Procedures (P&P) website demoed: <https://www.montgomerycollege.edu/policies-and-procedures/official-college-policies-and-procedures/index.html>
- There are six changes coming out for public comment and will end on October 10, 2019.
 - Protection Against Retaliation was amended to include students.
 - Fiscal Control amended the change order requests.
 - Procurement will fold in consultant services and contracts.

- This will result in retirement consulting services and contracts.
 - Protection of Minors includes more directive language about background checks and periodic refreshers for employees with the primary role of working with minors.
- Suggest reviewing these changes as a council and submitting comments as a group. All comments are welcome.
- P&P will eventually move to titles rather than numbers which cause constraints to updating policies and procedures.
- New website will feature an area with drop down options for important policies and procedures that apply to specific constituent groups.
- To get a policy and procedure updated:
 - Phase 1: President's Executive Council (PEC) reviews request
 - Phase 2: Public Comment for a minimum of 30 days
 - Phase 3: PEC makes final recommendation to the President. The Board of Trustees (BOT) must approve policies.

Announcements and Agenda Items for Next Meeting

- Recommendation made by Janee McFadden to spell out acronyms so we are all aware of what is being spoken about.
- Besides Dr. Pollard and Dr. Cain as future speakers a suggestion was made to invite someone from Communications to clarify questions we have about media calls, advertising, and messaging.
- Email agenda items four days in advance of the meeting (Thursday before).
- Expect a final agenda and draft minutes three days (Friday) before the meeting, attached to the calendar invitation.
- Tracey Smith-Bryant offered the following take aways to bring back to the councils:
 - There are six policies and procedures out for public comment until October 10, 2019. Encourage constituents to look at them and consider submitting comments as a council.
 - There are equity and inclusion dialogs and town halls coming up. Remind constituents of the dates and ask if there are any comments you can bring to the dialogs, if you are participating. There will be calls going out for serving on the nomination and selection committee for the equity awards and on the planning committee for the equity summit.
 - There are governance binders for any members of your council that did not attend training.
 - The annual reports will be provided at our next meeting so that you may distribute to your council members.
 - Reminder to use the provided templates in the binder or on the governance website and use the council email address for communication.

Adjourn

Paul Jenkins motioned to adjourn the meeting and Ernest Cartledge seconded.

The meeting adjourned at 2:44 pm.

Summited by Christine Tracey
College Council Secretary