

MC GOVERNANCE

Montgomery College College Council Meeting #3 Minutes

Tuesday, October 8, 2019

1:00 – 3:00 PM

CT S408

Attendees

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

Absent Members: Timothy Kirkner

Proxy:

Guests: Eniola Olowofoyeku, Dr. DeRionne Pollard, Jane-Ellen Miller, Chris Cusic

Liaison: Clevette Ridguard

Call to Order

Chair Tracey Smith-Bryant called the meeting to order at 1:00pm.

Constituent Concerns

No constituent concerns were brought forward.

Approval of Minutes

The minutes for September 24, 2019 meeting were approved by a motion from Joe Marshall and seconded by Caleb Schauer. The agenda was approved by a motion from David Torain and seconded by Janee McFadden.

Chair Report

The College Council Chair provided the following information and updates:

- The theme for this year is the year of information. It is important that we are taking information back to our constituents and providing a space for sharing concerns.
- October is National Cyber Security month so be on the lookout for activities.
- Office of Human Resources and Strategic Talent Management released the Fiscal 2020 update and can be found here: <https://info.montgomerycollege.edu/documents/offices/human-resources/employee-matters-2020.pdf>
- Reminder to council chairs to check in with your council liaisons. Provide updates about your council and invite them to meetings.
- At the 10/22 meeting we will be having a discussion about College Council goals. Please use the provided index cards to offer suggestions. One goal must be student centered.
- Remember to bring a constituent with you to the October 22nd council meeting.
- Today is the last day to request a note-taker for your council, please contact Dr. Ridguard.

Council Reports:

- Takoma Park/Silver Spring Campus Council, as reported by Kimberly Herrera, will finalize goals at next week's meeting on beautification of campus and reframing the campus to highlight the positive aspects and a student centered goal that will involve a success event.
- Employee Services, as reported by David Torain, received constituent concerns that are being discussed around special recognition awards and course release time for faculty doing research.
- Student Services, as reported by Ernest Cartledge, discussed council goals to include an awareness video. The council meets at different campuses and hopes that quorum issues are not a trend.
- Administrator Council, as reported by Janee McFadden, finalized goals and had discussions about leveraging strengths of administrators.
- Operational Services, as reported by Ed Riggs, finalized goals by having everyone on the committee provide one for discussion.
- Faculty Council, as reported by Michael LeBlanc, discussed goals that will be student centered around what students need. Issues about Two Factor Authentication (2FA) and how credit for prior learning will be communicated on transcripts were discussed.
- Academic Services, as reported by Colleen Dolak, no new updates.
- Germantown Campus Council, as reported by Paul Jenkins, reported problems with the new "ink" printing kiosks. Goals were discussed around "You are Here" signs on campus, working with student life and the food pantry in SA building, supporting a baseball game, and creating a GT campus council award for students.
- Student Council, as reported by Caleb Schauer, discussed goals around awareness of the council, themed meetings around food services and wellness and mental health. Scheduled GoTo meetings so that students from all three campuses can attend.
- WD&CE Council, as reported by Joe Marshall, had goal discussion.
- Staff Council, as reported by Shakenna Adams-Gormley, several constituent concerns including wellness form not being prefilled in, questionable air quality in PE building at Rockville campus, and issues with 2FA. Goals will be to partner with student council about shuttle services and create a video promoting the council.
- Rockville Campus Council, as reported by Christine Tracey, had success in advertising the campus meetings as four constituents attended, shared concerns, and observed the meeting. The issues were handled locally by Dr. Kelley and James Gillis involving stop signs and traffic patterns. Another issue was referred to faculty council regarding a faculty issue with grades due after the college is officially closed in December. Goals include a student centered goal called the Name Game to encourage and offer tips for faculty, staff, and administrators to interact with more students in a meaningful way to help with the sense of belonging and creating resources on personal safety.

Constitutional Change Recommendation

- Caleb Schauer motioned to address the Constitutional Change Recommendation brought forward from Student Council requesting a change in membership of the student council. Shakenna Adams-Gormley seconded the motion and Tracey Smith-Bryant opened the discussion.
- Questions about how WD&CE recruits for student involvement in governance were addressed.
- There was a discussion about the merits of having two WD&CE students rather than the proposed one student. The problem is that for the past several years there has been no WD&CE student representation on student council. This is a problem for hitting a quorum because the constitution currently holds three seats for WD&CE students.

- Discussion continued about how WD&CE students would be represented, which is addressed in the recommendation to retain one seat for any WD&CE student interested in participating on Student Council.
- A motion to vote on the amendment by Shakenna Adams-Gormley and seconded by Kimberly Herrera. Tracey Smith-Bryant called for the vote, which was unanimous and the motion was passed.

Toastmasters Presentation

Eniola Olowofoyeku, International Student Specialist and Montgomery College Rising Professionals Association (MCRPA) Professional Development Committee Chair and active Toastmaster presented:

- MC is trying to establish a Toastmasters chapter.
 - Learn how to lead meetings, giving and receiving constructive feedback, and preparing speeches and impromptu speaking are among the benefits of this self-paced program.
 - There are two tracks – communication and leadership, both help individuals become competent communicators and can help our students by sharing that learning.
 - New members pay a one time \$20 fee and \$60 every six months, which comes out to \$10 a month for online resources, meetings, pathways, and workshops.
 - Currently, there are demo meetings at the Rockville campus held in Mannakee building 12:00-1:00pm the first Friday of the month and at the TP/SS campus on the 3rd Friday of the month.
 - There needs to be 20 members in order to start a chapter and we need to get the word out.
 - Survey indicated that there was less interest at the Germantown campus, but if enough people are interested that can change.
 - Please share with your constituents because once we are a charter, we can begin to include students in the program as well. Funding would be helpful from the college or departments within the college to get the charter started and maintained.

Office of the President

Dr. DeRionne Pollard presented the FY20 Goals and Priority Areas of Focus

- Dr. Pollard shared her willingness to come to council meetings and the process that occurs each year between the end of March through June when the Board of Trustees (BOT) evaluates Dr. P through a series of intentional conversations and assessment tools.
- In August the goals are vetted with individual BOT members (10) conversations. In September there is a BOT retreat where the goals are validated and the process is cyclical.
- The number one goal both in position and priority is to accomplish Student Success Goals including to “recommend and implement decisions (policies, procedures, practices, and patterns) to support a student-centered culture.
- Goals 2-7:
 - II. Ensure Workday implementation to 70% of project plan.
 - III. Guide production of Operational Plan for MC2025
 - IV. Close MC2020 Campaign at \$30M
 - V. Lead development of Strategic Enrollment Management plan
 - VI. Lead development of two-year budget strategy/plan
 - VII. Initiate and lead development of significant new program targeting the success of African American males
- Notes:
 - Workday requires a culture and business process shifts and changes the nature of work.

- MC2025 will be adopted July 1, 2020 and we want to make sure all planning documents are aligned under one operational plan. Anticipating and responding to changes in the environment will occur while the plan is in place.
- Enrollment matters and we need to be more deliberate and strategic because we are experiencing a different economic reality that past patterns presented due to population shifts and other factors.
- The county has been discussing the idea of moving to a two-year budget cycle and goal six positions us in a positive way.
- We need to be thoughtful in our interventions and not have boutique programs that are not accessible to all campuses and students.
- We want to democratize data and make it available, create protocols and training, and make sure it is not predictive but presumptive.
- Priorities of Focus:
 - Student Success
 - Operational Efficiency
 - People Stewardship
 - Develop strategic hiring framework – how do we create pathways? – do we write job descriptions to fill open positions or think about the future? – how does the future of the workforce and the changing nature of work impact hiring decisions, professional development, preparing internal candidates for more responsibility?
 - Advancement and Advocacy
 - Equity, Inclusion, and Social Justice
 - Board of Trustees Support
 - Onboarding new members
- To see the full presentation: <https://www.montgomerycollege.edu/documents/about-mc/leadership/presidents-office/fy20-goals-and-priority-areas-of-focus.pdf>

Office of the Vice President of Instructional and Information Technology

Jane-Ellen Miller, CIO and Chris Cusic, IT Campus Manager

- Multiple virtual meeting products were being used at the college.
- GoTo Meeting is not accessible and there are limited licenses. GoTo will expire March 31, 2020.
- Zoom will be rolled out as the virtual meeting tool in January 2020. Demonstrated the functions of the tool.

Motion to extend the meeting 10 minutes made by Colleen Dolak and seconded by Paul Jenkins. All agreed.

- 2FA – if you don't have a personal cell phone, table, or device, the office phone can be used or the service desk can be called (though this will add time to the authentication process).
- 300 students opted into 2FA on their own. If they need to login during class, please give them time to use their cell phone for the process and then they can put their device away for class.
- No fobs or other devices were purchased for those without personal devices because college was looking for a cost free solution.
- OneDrive was selected as the document storage solution at MC.

Announcements

- College Council photo will be taken at the October 22nd meeting. Come camera ready.

Adjourn

Kimberly Herrera motioned to adjourn the meeting and Janee McFadden seconded.
The meeting adjourned at 3:12 pm.

Submitted by Christine Tracey
College Council Secretary