

MC GOVERNANCE

Montgomery College College Council Meeting #10 Minutes

Tuesday, March 10, 2020

1:00 – 3:00 PM

CT S108

Attendees

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

Absent Members: Colleen Dolak, David Torain, Caleb Schauer, Timothy Kirkner

Proxy: Erika Bucciantini (for Colleen Dolak)

Guests: Tilandra Rhyne, Dr. Monica Brown, Dr. Jamin Bartolomeo, Dr. Kimberly McNair, Dr. Sanjay Rai, Donna Schena, David Sears

Liaison: Dr. Clevette Ridguard

Call to Order

Chair Tracey Smith-Bryant called the meeting to order at 1:03pm. The meeting was recorded for internal use.

- The Chair suspended Roberts Rules of Order for the meeting and had a flexible agenda.

SVP Updates Regarding COVID-19

Donna Schena, Senior Vice President for Administrative and Fiscal Services, Dr. Sanjay Rai, Senior Vice President for Academic Affairs, Dr. Monica Brown, Senior Vice President for Student Affairs, and David Sears, Senior Vice President for Advancement and Community Engagement

- Donna Schena
 - Enhanced cleaning of facilities
 - There have been complaints about keyboards, which aren't usually cleaned by facilities.
 - Facilities will wipe keyboards at night
 - Will provide disinfectant wipes
 - Encouraged to clean your own areas
 - Back order on a lot of cleaning/sanitizing supplies
 - Wipe frequently touched surfaces
 - Moved shifts to have more staff around
 - Staff wears protective gear – not contamination suits unless there is guidance to do so
 - More mindful in monitoring the soap dispensers and hand sanitizer dispensers
 - Question – Who do we contact to request hand sanitizer dispensers in the hallways?
 - Contact Campus Director of Facilities
- Dr. Sanjay Rai
 - Will send email to faculty in case online teaching is needed and how to do so
 - Blackboard will have 24/7 help available
 - Will offer more online training

- No decision is made yet
 - Faculty with more online teaching experience will help others
 - Will send a memo about what to say if students ask
 - Don't worry too much about the media
 - Keep academic integrity
 - Will continue to monitor the situation and work with other institutions
 - Will make collaborative decision
 - Question – Using Zoom?
 - Not implemented yet
 - Question – If faculty wants to use zoom, can they?
 - Yes
- Dr. Monica Brown
 - Monitoring what's going on in the state, county, and other institutions
 - Formed coronavirus task force – advisory to senior administration and President's Executive Council
 - Things are changing moment by moment
 - Need to be agile when making decisions and plans
 - Flood of emails from students with concerns
 - Email box (publicsafety@montgomerycollege.edu) is being monitored 24/7
 - Responding based on protocol
- David Sears
 - IT is looking into the possibility of getting tech for students who don't have them
 - Whether an event will proceed, postponed, cancelled, or go online
 - Framework of decision making
 - Location – less risk outdoor
 - Time to clean the space before and after the event
 - Food that will be served – boxed lunches/person certified as safe food handler
 - Audience
 - Timing
 - Self-selection – people can select whether they want to attend event
 - Technology
 - Contractual obligations
 - Need to make decision about commencement by 4/5
 - Reputational issues
 - Outside contracted events
 - Number of attendees – over 100-150 likely to be postponed/rescheduled
 - Failing on one of the criteria does not mean cancellation
 - (At this time) Have made decisions up until 4/3
 - If event can go forward, will send an email about what needs to be done before, during, and after an event.
 - Have close to \$90,000 in the event that we need to buy technology for students and anything that is emergency related
 - Communication team have done a fabulous job working with the leadership team to get word out on social media and website
 - Senior leadership team is calm about situation and making solid decisions
 - Refer a lot to county health officials
 - Make sure to stay tuned and read communications regarding COVID-19

- Donna Schena
 - Internet access at home may be a bigger problem
 - Thinking more about non-snow related emergencies
 - Steve Drummond, Interim Director of Public Safety, is updating emergency operation plan and working on website.
 - Working on Continuity of Operation Plan (COOP)
- David Sears – will send out information in different languages for the limited-English proficiency employees
- Dr Monica Brown – will look at student events and update webpage regarding decisions made
- Donna Schena – College sponsored travel
 - Suspend College sponsored travel outside of state
 - Language is important when communicating
 - Using “suspend” instead of “cancel”
 - Have been notified that a lot of conferences are canceled
- Question – Is there a threshold for closure?
 - Taking guidelines from county/state
 - Depends how contagious it is within in the community
 - Making sure that there is enough faculty for online teaching
 - Thinking about modified operation
 - Monitoring what is happening across the country
- Question – What should we do if coworkers are coming in sick?
 - There will be a memo from HR with guidance about the issue.
 - People, who are not feeling well, are encouraged to stay home.
- Question – Will the memo from HR include vulnerable populations like people with suppressed immune systems?
 - Guidance in email
 - Some decisions are made on a case by case basis
- Question – Is it possible to get all faculty and staff access to Zoom?
 - Yes, but still working on it.
- Question – What about students without health insurance?
 - Referring students to appropriate resources
 - Question – Will this information be included in communication?
 - Not specifically addressed in the memo
 - Will add to FAQ
- Question – Staff/faculty flexible sick leave?
 - There will be guidance on this.
- Question – Staff Enrichment Day?
 - There will be communication regarding this later.
- A council member expressed that a lot of faculty are concerned and feel unprepared about teaching on blackboard.
 - There will be faculty members who will be available to help train faculty.
 - Older faculty are less likely to use newer technologies.
- If there are any other questions, please send emails to the appropriate people.

Approval of Agenda and Minutes

The agenda was approved as written. The minutes for February 25, 2020 meeting was approved as written.

Staff Enrichment Day Presentation

Tilandra Rhyne, Chair 2019-2020 SED Planning Committee

- Staff Enrichment Day is postponed to June
- Worked with a \$10,000 budget
 - A local vendor offered meals under \$6,000 and serves ~440 people.
 - Keep vendor, but also keep options open
 - Open to having event outside
 - Funds on giveaways for staff
 - Wellness offerings
 - Goodie bags
 - 90% of the budget has been spent, so hoping that the event will not be canceled
- Will have more concrete information regarding location later
- Participates are encouraged to sign up on MC Learns

Governance Information

Dr. Clevette Ridguard, Governance Director

- Goodies with Governance went well and there were about 4-8 people per session.
- Nominations and elections
 - Nomination date extended to Friday, 3/10
 - Will have 5 days to accept or decline
 - Each council chairs to send out email about extension to council and campus
 - Chair of campus councils – send to entire campus
- Look for reading information in email about WDCE taskforce (rec 19-05) – how to be inclusive with credit and non-credit students
 - Five recommendations
 - College Council to vote for priority and send memo to Dr. Pollard about result
 - Come prepared on to vote at 3/25 meeting

Office of Student Affairs Presentation – Start Smart Initiative

Dr. Monica Brown, Senior Vice President for Student Affairs, Dr. Jamin Bartolomeo, Collegewide Dean of Student Access and GT Student Affairs, and Dr. Kimberly McNair, Director of College Access and Enrollment

- Start Smart Work – connected to Student Affairs Master Plan, Student Success Initiative, and Achieving the Dream
- Purpose – look at onboarding and enrollment processes of students
- Realigning access areas
 - Raptor Central – officially opened on 2/24
- The name “Enrollment Services” changed to “Records and Registration”
- Students can do a lot of things in one place
- Reduced the time that Records and Registration needs to be opened
 - Allows them to concentrate on the work that they were hired to do
- Raptor Central offices will be opened in the evening in the future
 - Will search for someone man the phone in the evening
- Looking for consistency in student affairs hours
- Centralizing services to be more accessible

- In the past, people can send transcript to one campus location.
 - Pull transcript evaluators together to work together
 - Send to one place – Montgomery College
- Looking at processes and evaluating what we're doing
- Question – To what degree does Raptor Central have online access?
 - The website has some of that information.
 - If there are things that they can complete on online, then give them the option.
- All about student success – how student experience and move through MCs
- Question – When will we have the centralized transcript?
 - Still in the early stages of discussion
 - All one service and not one campus
- Suggested to provide one-page info regarding this
 - Will have the materials shortly
- Question – Is there a similar process for non-credit students?
 - There are some support.
 - Will refer to appropriate places
- Question – Advising before registration?
 - Mandatory advising pilot
 - Pilot during this semester with about 400 students involved
 - All incoming degree-seeking students knew that they will have to meet with a counseling faculty member first.
 - Mandatory Advising and Assigned Counselors
- Question – Student secret shoppers to make sure that people are getting same experience across all campuses?
 - No yet, but it is something to think about
 - Simple assessment measures in each initiative
 - Suggestion for immediate feedback – pushing buttons
 - Whatever done will need to be done across the campuses and all services
 - Need to think very carefully
- Question – How does Program of Study (POS) play a role in mandatory advising?
 - In communication with financial aid
 - Counselors and academic program advisors need to be well aware about what the student wants, why they are here, and major
 - Students don't have to take the advice of advisors
 - Communication is important
 - A council member expressed that Fields of Study is designed so that students can take whatever classes they want in a specific field.
 - A council member expressed that a lot of people who get caught up in the POS are people who studied at MC years ago and came back.
 - Important that the advising with counselor isn't a one off
 - Training for everyone
 - Not everyone is using the same system
- A council member expressed that counseling faculty may feel overwhelmed at the beginning of the semester.
 - Question – Does mandatory advising increase their load at the beginning of the semester?
 - Still looking at the data and structure
 - There will still be a lot of difficulties.

- Question – Are there options for students to make appointments and get counseling online?
 - Yes, there are options.
 - Mandatory advising is the initial point of contact with a counselor
- Question – Are the registrars still in charge of records and registrations?
 - Yes
- Recommendation- it was suggested that perhaps a recommendation be developed regarding training and information for program advisors and counseling faculty.

Announcements and Agenda Items for Next Meeting

- Check email regarding 3/23 BOT meeting – as of 3/10, not canceled

Adjourned

The meeting was adjourned at 2:55pm.

Written by Michelle Quach / Submitted by Christine Tracey, College Council Secretary