

# MC GOVERNANCE

## Montgomery College College Council Meeting #6 Minutes

Tuesday, November 24, 2020

1 – 3 PM

Zoom Meeting

### **Attendees**

*Present:* Dr. Tracey Smith-Bryant (Chair), Shakenna Adams-Gormley (Vice-chair), Tonya Baker (Secretary), Christine Tracey (also proxy for Colleen Dolak), Ed Riggs, Transcie Almonte-Sabio, Kimberly Jones, Dr. Eric Benjamin, Rebecca Adegeye, Michael Leblanc, Timothy Kirkner

*Absent:* Dr. Benita Rashaw, Colleen Dolak, Dr. David Torain

*Proxy:* Nik Sushka (proxy for Dr. Benita Rashaw), Natasha Sacks (proxy for Dr. David Torain)

*Guests:* Dr. Meghan Gibbons, Dr. Kevin Long, Dr. Paul Miller, Yvette Taylor

*Governance Director:* Dr. Clevette Ridguard

### **Call to Order**

There is a quorum to conduct business. Chair Tracey Smith-Bryant called the meeting to order at 1:00pm. The meeting was recorded for internal use only.

### **Constituent Concerns**

No constituent concerns were presented.

### **Approval of Agenda and Minutes**

The agenda was approved as written. The minutes for November 10, 2020 meeting were approved as written.

### **Chair's Report**

- Meditation and stress relief video

### **Individual Council Reports: Goals and Activities**

- Rockville Campus Council
  - Introduced Dr. Paul Miller, Professional Development Director
  - Engaged membership

- Provost and resource members provide good updates
  - Invited several speakers who had also presented at College Council
    - Dr. Kevin Long will attend next meeting
    - Future speakers include representation from the bookstore, Director of Auxiliary Services, and Food Services and Vending Manager
  - Goal 1: Compose and disseminate bi-monthly newsletter
    - First newsletter will come out on Monday, 11/30
    - Provide updates for a wider audience
  - Goal 2: Volunteer at Mobile Market or attend a virtual student performance
  - Working on recommendation – communication plan to students around 7-week courses
- Academic Services Council
  - Goal theme – Increase student success
    - Recruitment of active student members
    - Have at least one recommendation put forward
  - A student who participants in Dual Enrollment Program raised two concerns: website inconsistency and appeal issue with the academic departments
    - Reached out and invited Amy Crowley and Akima Rogers to attend next meeting
- Faculty Council
  - Goal 1: Outreach and create coalitions between different constituencies
  - Goal 2: Response to issues and concerns from remote teaching and learning
    - Working with Student Council and Student Senates
  - Next steps – discussion on online meeting etiquette and attendance in SRT
  - Some faculty expressed concern about not having the technology needed for teaching.
    - Will look into CARES Act
- Germantown Campus Council
  - Goal 1: Actively support and promote awareness of College and community resources available for students
  - Goal 2: Create a sense of community with Germantown community
  - Invited speakers to help the council understand resources that are available to students
  - Provost hosted several virtual campus coffees
  - Working with VPP Office to put together Year End Celebration
  - Mobile Market
  - Foundation – compiled a list of volunteers who are willing to be advocates for students
  - Help students, faculty and staff know about resources available
- Employee Services Council
  - Goal 1: Support student success in remote teaching and learning
    - Invited speakers to learn about resources available at the College and spread information with different departments and constituents

- George Payne, WDCE Vice President, will attend next meeting
  - Goal 2: Increasing awareness in wellness and mental health care services
    - Employees underuse the mental health resources available to them
    - Invite representatives from mental health units of the College and collect information to share on social media
  - Goal 3: Communication plan
    - Effective communication with constituents
- Administrator Council
  - Goal 1: Develop new administrator onboarding needs assessment
    - Invite HRSTM and others administrators to review what has been done
    - Look at other colleges to see what they are doing
  - Goal 2: Develop new administrator mentoring program
  - Will reach out to Faculty Council – discussion about camera and microphone use
- TPSS Campus Council
  - John Hamman will attend next meeting
  - Goal 1: Change negative perception of TPSS Campus
    - Address inequity
    - MCTV – exploring how MCTV can help make positive videos about TPSS Campus
    - Communication – create Zoom background, “Did you know” series on social media, and more
    - Reach out to Office of Equity and Inclusion – get stories and create programing to dig into issue
- Student Council
  - Created new [Student Council Instagram account](#) – get students engaged
  - Goal 1: Increase awareness of Student Council
    - Getting students to reach out if there are issues
  - Goal 2: Gain more information about the College and resources available
  - Working with Faculty Council about camera and microphone use
  - Working with Dr. Benita Rashaw and Kimberly Jones on recommendation about delivering food to students
- Operational Services Council
  - Addressed constituency concern – can’t create alternate-host when setting up Zoom meeting
    - Jane Ellen Miller will more provide information next week
  - Goal 1: Communicate to community about OSC and resources available
    - Campaign to promote informative student focused messaging
    - A lot of concerns that go to other councils can be solved through OSC
  - Goal 2: Develop dynamic method of obtaining formative feedback
    - Create form for feedback
    - Find a way to inform people that this exist
  - The chair suggested OSC to connect with TPSS Council

- WDCE Council
  - Invited speakers to meetings
    - George Payne will attend next meeting
  - Goal – research and identify existing resources that are available
    - Disseminate information to students
- Staff Council
  - Invited Donna Schena to talk about the fraud situation
  - Future speakers – Jane Ellen Miller, Dr. Paul Miller, Allison Whaley, and Dr. Steve Cain
  - Goal 1: Communication
    - Video has been put on hold
    - Working with HR to provide updates to staff
    - Concerns about updating forms online
    - Collect constituent concerns from 2<sup>nd</sup> and 3<sup>rd</sup> shift employees
  - Goal 2: Working with HR to improve employee onboarding
    - New employees receive additional training and information that is applicable to their jobs
- Student Services and Success Council
  - Invited several guests to learn more about campus security and Talent Share Program
    - Will hear from Dr. Sanjay Rai and Dr. Carolyn Terry about 7-week classes
  - Goal 1: Work with Communication Team to put list of student activities in one place
    - Promote on Student Council Instagram account
  - Goal 2: Hold virtual student resources information sessions
    - 2 in Spring Semester, and maybe 1 in Winter Session
- College Council
  - Goal 1: Promote awareness of student athletes and provide support networks
    - Identity student athletes and send letter of support to them
    - Provide spotlight for selected student athletes on Governance webpage
  - Goal 2: Increase awareness of councils
    - Spotlight on councils on Governance webpage
    - Each council chair can create 2 min video to highlight council activities and how it supports student success
    - Post agenda and meeting notices on InsideMC
      - Send by Thursday night to be posted the following week
    - Collegewide calendar that is imported to outlook

**Old Business: Recommendation: “Tuition Waiver for Dependents”**

- Timeframe of how long employee worked at college – benefits available to them since start date
- Retroactive as of June 1, 2020

- Dependent children may not pass the age of 26 at the time of registration
  - If the dependent is 26, then the dependent has 2 years to complete the program.
- Complete and submit form to VP of HRSTM (or designee).
- Added section E-3c-d of policy 35001CP for dependent children only.
- Shakenna Adams-Gormley motioned the recommendation to be accepted as is. Kimberly Jones seconded the motion.
  - Vote – unanimous approval
- Will put together a letter to be sent to Senior Leadership

### **Governance Information**

- Welcome back Yvette Taylor. Send all agendas and minutes to her for web posting.
- Thanks to Michelle Quach for her work in Yvette Taylor's absence
- Check Governance website for missing minutes and agenda and send any missing information to Yvette Taylor
- Two councils have not provided council photo
- Shared excel spreadsheet to track goals
  - Will need to add College Council
- Dr. Meghan Gibbons – reminder that Conversation with Leadership will be recorded after Thanksgiving break
  - Please send questions to [PresidentialDialogue@montgomerycollege.edu](mailto:PresidentialDialogue@montgomerycollege.edu) by 11/27.
- Will provide thorough update on progress of recommendations at December council meeting.

### **Adjourned**

The meeting was adjourned at 2:13pm.