

# MC GOVERNANCE

## Montgomery College College Council Meeting #10 Minutes

Tuesday, March 9, 2021

1 – 3 PM

Zoom Meeting

### **Attendees**

*Present:* Shakenna Adams-Gormley (Vice-chair), Tonya Baker (Secretary), Christine Crefton, Ed Riggs, Transcie Almonte-Sabio, Dr. Eric Benjamin, Rebecca Adegeye, Timothy Kirkner, Colleen Dolak, Michael Leblanc

*Absent:* Dr. Tracey Smith-Bryant (Chair), Kimberly Jones, Dr. Benita Rashaw, Dr. David Torain

*Proxy:* Alice Boatman (proxy for Kimberly Jones), Ernest Cartledge (proxy for Benita Rashaw), Leslie Jones (proxy for David Torain)

*Guests:* Lynda S. von Bargaen, Sharon Parker, Dr. Kevin Long, Dr. Meghan Gibbons, Yvette Taylor, Dr. Michelle Scott, David Sears, Rachel Bonaparte, Marcella Karp, Norberto Gomez, Kimberly Fouche, Brenda Knopp

*Governance Director:* Dr. Clevette Ridguard

### **Call to Order**

There is a quorum to conduct business. Vice Chair Shakenna Adams-Gormley called the meeting to order at 1:02 pm. 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 amended. The minutes for February 23, 2021 meeting were approved as written.

### **Governance Information**

Dr. Clevette Ridguard, Governance Director

- Expressed appreciation for all governance councils
- Reminder that all governance meetings are open to the public – engage all constituents
- Check out [MC FY21 Institutional Goals](#), and see how the College is progressing in meeting these goals
- Constitution, Bylaws, and Handbook are accessible on governance [website](#) and Blackboard.

- Constitution – overview of how participatory governance operates at the College
- Bylaws – give more specifics about what is addressed in the Constitution
- Handbook – procedures
- Encouraged to familiarize and refer to them
- Summer Governance – Governance Councils don't have regular meetings in the summer, but special meetings can be called at the discretion of the Chair, the President, or designee.
  - Bylaws – can be called by the Chair or 1/3 of membership
  - If holding a special meeting, the secretary of the council needs to notify the membership at least 5 business days in advance.
    - Reach out to Dr. Ridguard to discuss possible meeting purpose before calling the meeting
- Nominations and Elections
  - Nominations due 3/10 – try to increase numbers of participants making nominations
    - After nominations close, nominees have a certain period to decline or accept the nomination
    - Can only be on the election ballot for one position
  - Terms – members limited to 2 consecutive terms on one council but can serve another term on a different council
    - Staff, faculty, and administrators – 2-year term
    - Students – 1-year term
    - College Council Chair – can serve a maximum of 2 consecutive 1-year terms
  - Tonya suggested the need to communicate the message that all meetings are open to all employees and students.
  - Thanked Tonya and Shakenna for managing the information sessions
  - Governance Leadership Team will review voting ballots – voting 3/29 – 4/9
- Continue to work on goals, constituency report, and reach out if needed

### **Announcements**

- Academic Services Council meeting on Thursday 10 am-12pm – presentation from Stacy Ford (Universal Design) and Sue Haddad (DSS)
- Deadline for Excellence and Equity Award Nominations extended to Friday, 3/12
- Chair's report will be available online later

### **Modifications to Compensation Procedures**

Lynda S. von Bargen, Interim Director of Strategic Talent Management and Organizational Development, and Sharon Parker, Human Resources Specialist

- Compensation Philosophy – fair and equitable, compliant, and sustainable
- Concept for Total Compensation – value of all benefits plus base pay
  - Educate and promote Total Rewards compensation model
  - Constant and consistent stewardship
  - Maintenance review schedule
  - Total reward statement will be available on Workday.
- 20-21 Procedure Modifications – effective 7/1/21
  - Degree Attainment Award – one-time payment of \$1,500
  - Equity Reviews – reinstated with greater control
  - Longevity Awards – one-time \$1,560 payment
  - Promotional Standards – adjustment consistent with market-based compensation

- OT Pay for Exempt Employees – in accordance with FLSA guidance
  - Special Project Pay – recognize significant work requirements for major initiatives
- Communication plans –to be communicated collegewide
- In conclusion
  - Actualizing our Compensation Philosophy’s three tenets
  - Communicating and engaging with employees
  - On-going and evolving process
- Question – Is the one-time payment for staff and not contractual faculty?
  - Faculty contract supersede policy and procedures
- Question – Can you clarify the 6-10% promotion pay change? OT pay for exempt employees and non-exempt employees?
  - Make sure promotion opportunities lesser than midpoint ranges but consistent with promotion opportunities appropriate in compensation strategy being used.
  - Exempt employees receive straight OT pay and non-exempt employees receive one and a half pay
- Question – How do the compensation procedures, workforce planning, and compensation market study relate to each other?
  - Workforce planning – look at the College as a whole
  - Compensation study – maintenance review process
  - Procedure changes – proposed in 2018, but were not finalized
  - In some way tied together, but they are three different pieces
- Question – Will there be different compensation procedures as a result of study?
  - No
- Question – Are there dates for forums or other communications?
  - After meeting with councils, will set up forums and update webpage.
- Question – Are the results of the market study available for public reference?
  - There will be presentations on findings.
- Reach out if there are any questions

### **Council Chairs Discussion**

- Brainstorming – Christine Crefton
  - Principles
    - Focus on quantity instead of quality
    - Allow no criticism
    - Welcome far-fetched ideas
    - Build upon each other’s ideas
  - Generate abundance of ideas individually and then solve topic as a group
    - Heat map – which ideas are coming to the top and should be focused on?
  - Appreciative inquiry – explore strengths and successes that already exist
    - 4-D – discovery, dream, design, and destiny
    - Take ideas from appreciative inquiry and take them further and better
  - Good exercise at the beginning of the fiscal year
  - Padlet – great tool to be used in meetings

### **Adjourned**

The meeting was adjourned at 2:03 pm.