

**Montgomery College**  
**Faculty Council Meeting**  
**Minutes**

Thursday, February 6, 2020

12:45 – 2:45 PM

SC 152

**Attendees**

*Present:* Michael Leblanc, Tim Kirkner, Rebecca Thomas, Comfort Mingot, Katie Mount, Keith Martin, Norma Winffel, John Quah, Kimberly Yost, Alan Stover, Erica Hepworth, Joe Thompson, Erin Marcinek, Belle Sheibner

*Absent:* Sharon Piper, Sonja Fisher, Anthony Solano

*Guest:* Sharon Bland, Andrea Foster, Rachel Bonaparte

*Liaison:* Clevette Ridguard, Carolyn Terry

**Call to Order**

The meeting was called to order at 12:52pm by the chair.

**Approval of Agenda/Minutes**

The agenda and the minutes were approved as written. The meeting was recorded for internal use.

**Constituent Concerns**

- Concern was expressed about students with financial aid issues not being able to see their grades.
  - Can go to enrollment services or counseling to look at grades
  - The chair will follow-up with concern.

**Chair's Report**

The chair provided the following information:

- Denise Matheny, Director of Special Events
  - Collegewide commencement is coming up
    - Need members and representatives from the three campuses as volunteers
- Nomination and Elections – 2/8-3/10
  - Need volunteers
- Seat utilizations
  - Good to get more information
  - Data can be found on SVP website

## **Committee Reports**

- Academic Regulations Committee Report was reported by Norma Winffel.
  - Grade dispute appeal form is not on the website
    - Concern about where is it going to be housed and who owns it
      - Probably under student forms
      - Joint process
- Curriculum Committee Report was reported by Carolyn Terry.
  - Meeting tomorrow
  - Fall 2020-2021 catalogue being settled
- General Education Standing Committee Report was reported by Kimberly Yost.
  - Finishing recertification forms and process for that to start in fall
  - A lot of people don't know that they're teaching a gen ed class and what gen ed classes are.
    - Trying to do a campaign about what gen ed is and create a fact sheet
  - Video will be on the website
    - Invited to AAC&U in Feb. to talk about the video
- Employee Engagement and Advisory Group Report was reported by Erica Hepworth.
  - Wanted review past surveys and responses
  - Tentatively pushed to fall
  - One survey that includes questions that covers all the areas

## **PACEI updates and discuss Search Advocates – Andrea Foster and Rachel Bonaparte**

- Search Advocacy Program – employs and participates in training that address current research about implicit biases, diversity, change in hiring, inclusive principles, and search committees
- MC is looking to be more inclusive so we decided to look at and explore this search advocacy program
- Look at hiring process – are we being inclusive?
- Last Nov, a number of individuals, who are involved in this process, visited Oregon State University.
- Search Advocates – help write job descriptions, be a listening ear and give impartial advice
  - Anyone interested can be trained
  - Work in all process of hiring
- Why Oregon State University?
  - They are the leader in the whole process and developed the program.
  - A lot of different universities are being modeled after their program.
- Does the model go all the way up to the end of the hiring, or does it stop at the committee level?
  - Should go all the way through
- Standardized point system?
- No mechanism to ask about concerns
  - What is being done to look at the potential problems and how to address them?
  - Just starting, so a lot of the issues will be addressed gradually

- There's a process, but it seems disjointed.
    - Who do people talk to?
- Model is still being developed
  - Need to look at each part
  - Based on that model and crafted for MC
- Will search advocate be from the same department? Train everyone to be inclusive or pick someone to do that?

### **Review goals for Spring**

- Questions for Dr. Pollard
  - Tabled for further discussion
- Priority for next four months?
  - Outreach to other councils
    - Erin expressed that she can reach out to the student council again.
    - Liaison for Staff Council?
      - Extend invitation to Staff Council to attend meetings
    - ASC – assessment center recommendation
      - If there are any stories of students not being properly serviced at the assessment center, send them to the chair.
  - More concrete communication with PT faculty
  - Follow-up to compensation study?
    - Need to report to College Council
  - Morale issue
- Lost certain access to communication
- Share with faculty about all the seats that need to be filled

### **New Business**

- Outstanding Faculty Awards – nominations need to be submitted by early March

### **Collegewide Required Training Advisory Committee**

Collegewide Required Training Advisory Committee Report was reported by Comfort Mingot.

- Met on 12/20 – committee meets twice a year
- Training with concrete impact
- Notification about password change
- Concern about staff and faculty with little or no digital skills and limited English language skills
  - Recommended to design and tailor trainings in regard to their situation
- Master List for trainings (will be modified as needed)

### **Adjourned**

The meeting was adjourned at 2:44pm.