

# MC GOVERNANCE

## GERMANTOWN CAMPUS COUNCIL FY 2025-2026 MEETING MINUTES

Tuesday, December 9<sup>th</sup>, 2025 | 2:30-4:00 pm  
Zoom Meeting

### ATTENDEES

**Current Members Present:** Tonya Addleman (Chair), Katie Mount (Vice Chair), Teresa Lew (Secretary), John Wysong, Lemuel Espinosa (also as proxy for John Billos), Luc Desir (also as proxy for Page Whittenburg), Heidi Russell-Kalkofen, and Shawn Carr

**Proxies:** Mark Levine (proxy for John Rouse)

**Liaison:** Nicole Given (proxy for Sharon Anthony)

**Absent:** John Billos, Page Whittenburg, John Rouse, Autumn Fritts and Anita Teopista Namubiru

**Guests:** Clevette Ridguard, Angie Moy, and Yvette Taylor

### CALL TO ORDER

- The meeting was called to order at 2:31 pm by Chair Tonya Addleman.

### APPROVAL OF MINUTES

- The minutes from the November 11<sup>th</sup>, 2025 meeting were approved as written.

### CONSTITUENT CONCERNS

#### **New Concerns:**

- Heidi Russell-Kalkofen raised a concern about the clarity of part-time faculty's safe and sick leave policy, which Tonya will forward on to the Employee Service Council.
- Katie Mount and Mark Levine both asked when ordering for new brand business cards and swag will be available.

### UPDATES IN STUDENT AFFAIRS — ACTING DEAN KATIE MOUNT

- This past semester, there was a pilot of the CARES Network (Community, Advising, Relationships, Engagement, and Support) which combines counseling, program advising, and ATPA. In the pilot program, students completed an intake questionnaire, an advising and mid-term check-in, and a goal-setting activity.
- Food pantries on each campus are open, and from July 1<sup>st</sup> through December 2<sup>nd</sup>, there were a total of over 13,000 visits by 1,870 students on all three campuses. Student visits are tracked via PantrySoft.
- There are plans to hire staff for food and basic needs for both the Takoma Park and Germantown campuses.
- HonorLock will be the new online proctored testing service and there are several upcoming trainings.
- Peak operations for counseling and advising occur between January 5<sup>th</sup> through 30<sup>th</sup>, and there will be a drop-in model for services where students sign in via Starfish and are seen in the order they arrive. Counseling will also have a triage system where students check in with counselors via chat first and then progress to meeting with the counselor by phone call, on Zoom, or in person.
- The part-time faculty conference will be held on Saturday, January 17<sup>th</sup>, and there is a stipend for attending.
- The new MC application is live through CRNRecruit which is more visually appealing and easy to follow.
- The virtual New Student Orientation will be held on January 12<sup>th</sup> from 4 to 6pm.
- The Germantown New Student Orientation will be held on January 14<sup>th</sup>.
- There will be an Emerging Leaders Conference on January 23<sup>rd</sup>.

### COUNCILMEMBER UPDATES

- IT is updating all computers on the Germantown campus to Windows 11.
- There will be a two-day commencement in May divided by programs.
- Math Placement will begin using HonorLock as one of the testing options.

- Luc discussed how there are funds from WDCE to help waive fees for the Math PowerBoost course on a case-by-case basis. He also talked about securing an instructor to teach the course on the GT campus.
- Tonya encouraged faculty and staff to continue nominating students for the end-of-academic-year awards.

#### **CHAIR'S REPORT – TONYA ADDLEMAN**

- Tonya gave updates from College Council on Administrative and Fiscal Services. The Capital Improvement Program Biennial Capital Budget includes the Germantown Student Services Center project.
- College Council discussed the Ethics and Integrity Standards for the Middle States Accreditation.
- During the last College Council meeting, Dr. McGill discussed Strategic Plan Goal 3 on data-informed program development and scheduling.
- Tonya shared Suzette Spencer's updates on the Rockville Library Renovations which will begin in January 2026.
- College Council had a student panel on December 2<sup>nd</sup>. The students shared about useful college resources, opinions on Slingshot Choice, feedback on MC Day, and suggestions for work opportunities for F-1 students.
- Tonya encouraged nominations for Outstanding Staff and Faculty Awards.
- HonorLock training is underway and will also be recorded and shared online.

#### **CAMPUS DEAN'S REPORT – NICOLE GIVEN (PROXY TO SHARON ANTHONY)**

- Students have been applying to the MC Foundation Scholarships.
- Wednesday, December 17<sup>th</sup> is the campus holiday party with grab-and-go food.
- MC Experience will be on Thursday, March 19<sup>th</sup> with a call for volunteers coming soon.

#### **ADJOURNMENT**

- Tonya asked for a motion to adjourn the meeting at 3:37pm. Lemuel Espinosa motioned to adjourn and Heidi Russell-Kalkofen seconded.

Respectfully submitted by:

*Teresa Lew, Secretary*