

**Montgomery College Governance**  
**Takoma Park/Silver Spring Campus Council Meeting**

Tuesday, September 6, 2016 from 11:00am-12:30pm  
 CF 143 (Cafritz Art Center)

**Outcomes**

By the end of this meeting, we will have:

- Provided an opportunity for constituents to express comments/concerns
- Introduced ourselves
- Reviewed the duties and workload of council members
- Elected a secretary
- Finalized meeting time
- Discuss ground rules to use during meetings
- Begin to develop our Annual Plan for the year
- Received a report from the Campus Provost
- Shared announcements

**Agenda**

Content	Time	Leader/Presenter	Process
1. Call to order • Approval of the Agenda • Approval of the Minutes	5 min.	Laurie Williams, Chair	Present/Correct/ Amend/Vote
2. Open Comment periods	5 min. 5 min.	TBD	Present
New Business			
3. Introduction of members	10 min.	All	Present
4. Provost's Report	15 min.	Dr. Brad Stewart	Present
5. Review of Member's Duties Discuss ground rules	10 min.	Laurie Williams, Chair Alice Boatman, Vice-Chair	Present
6. Vote for Council meeting time	5 min.	All	Present/Vote
7. Election of Secretary	10 min.	All	Present/Vote
8. Annual Plan	15 min.	Laurie Williams, Chair	Present/Discuss
9. 70 <sup>th</sup> Anniversary – MC Spirit Day	5 min.	Laurie Williams, Chair	Present/Discuss
Announcements and Adjournment			
10. Announcements	5 min.	All	Discuss
11. Adjournment	0.1 min.	Laurie Williams, Chair	Adjourn

**Reminder:**

**The next Takoma Park/Silver Spring Campus Council meeting is scheduled for Tuesday, October 4, 2016, in the Student Services Building, ST 301. Time TBD during September 6, 2016 Campus Council meeting.**

**Agenda and materials sent 3 days prior to the meeting.**

**Thank you!**