

**WDCE Council Meeting Minutes
Tuesday, February 6, 2018
Westfield Wheaton
1pm – 2:30pm**

Attendees: George Payne, Tracee Matthias, Joe Marshall, Debbie Juneja, Angel Griffin proxy for Joel Martinez, Linda Griffin, Gwen Bright, Liz Sepulveda, Steve Greenfield, Kimberly Robinson proxy for Comfort Mingot

Constituents attending: Cathy Giovannetti, Nadine Hales, Maria Marino, Robbie Awan, David Reed, Nancy Newton, Margaret Seeger, Alex Galen, Nadine Hayles, Kopporn Persee

Call to Order:

Vice Chair Joe Marshall called meeting to order at 1:00pm. Chair Joel Martinez is unable to attend today.

Constituent Concerns:

Nancy Newton — Westfield staff would like to encourage the college to bring more information sessions to the Westfield Wheaton space. In particular, the upcoming Middle States reports. George Payne recommended that the Middle States meeting move from Mannakee to Wheaton. Mannakee staff are in proximity to and can attend the Rockville campus session. George will move forward with this recommendation.

Minutes of last meeting: Minutes from the most recent meeting were taken by a substitute secretary, and will be distributed at the next meeting.

George Payne's Updates:

1. Enrollment 5% up in WDCE; non-credit enrollment increasing.
2. Memo from SVP Dr. Janet Womack — county council asking for more metrics from WDCE. The college's FY19 ask will include new WDCE staff -- career navigators and business development staff.
3. Mannakee – the newly named Center for Training Excellence @ Mannakee is close to completion. New high-end classrooms and very nice space. WDCE and CPOD/ELITE will share some spaces, and other spaces are dedicated to WDCE scheduling.

4. **The Middle States self-study completed. Non-credit programs nicely represented. Good for staff to become familiar with the recommendations.**
5. **President's Town Hall meeting coming next week on February 15th.**
6. **WDCE Outreach get together will happen on the Monday of Spring break. Units will share information with outreach team/recruiters so they are equipped to educate the public about WDCE.**

New business:

Joe Marshall updated on annual goals

Tracee Matthias met with Joel Martinez regarding a proposal for Montgomery College to include college employment opportunities for non-credit students, particularly in the role of student assistant. Tracey provided background. Next steps — hear a progress report from Joel, share information with Steve and George. Consult with Joe Marshall about the model OIT program that hired Tech leap students. Tracee will bring a formal proposal to the WDCE council in March with a goal of adding it to the college council agenda in April.

Security:

What are the security procedures for off-site WDCE locations and what emergency procedures? Joel talked to college public safety officer Carlos Sanchez and heard from off-site staff about their concerns. A recommendation to the council is coming forward.

George Payne informed — there are safety plans for off -site locations. However, notifications about what is going on in the local community may or may not be included.

An appeal to the council and to attending constituents was made thanking them for their participation in this meeting and urging more council participation. An interest was expressed in adding student council members.

Meeting Adjourned:

The meeting was adjourned at 2:30pm.

WD&CE Secretary: Steve Greenfield