

MC GOVERNANCE

Montgomery College
WD&CE Council Meeting #5
Minutes

Tuesday, February 19, 2019
8:30 – 10:00 AM
Gaithersburg Business Center, GBTC 402

Attendees

Members Present: Tracee Matthias, Philip Bonner, Nancy Newton, Debbie Juneja, David Reed, Beri Kari-Fonge, Henry Martin and Joe Marshall
Via phone: George Payne, Donna Kinerney, Manuri Perera
Members Absent: Essie Taylor
Liaison: Brad Pabian
Guests: Opal Juarez

Call to Order

Chair Tracee Matthias called the meeting to order at 8:30am. The meeting was recorded for internal use.

Constituent Concern/Comment

There were no concerns or comments.

Approval of Minutes and Agenda

Minutes approved with amendment **Agenda approved**

Chair Report

Updates from the College Council meetings

- Dr. Pollard provided brief remarks to the College Council at the January 22, 2019 meeting. She has a book contract in collaboration with Dr. Beverly Walker-Griffea, president of Mott Community College. She will host a special town hall meeting to share remarks from the opening meeting that was canceled due to the College closure for inclement weather. Completion, retention and integrated advising initiatives are important issues for the College. She is looking forward to what the new strategic plan will look like at the end of the year.
- Sharon Bland provided an equity and inclusion update. The Equity Summit will be held April 30, 2019 on the Germantown campus, the College is launching Excellence in Equity awards and preliminary survey results will be shared with the College soon.

- Arlene Blaylock, Interim Director – Office of Institutional Research and Effectiveness provided an overview of the functions of the unit. The functions include design and coordination of surveys, respond to data requests, and support the internal and external reporting needs for the College. A data request form is available online.
- The Staff Council motion to improve communication to employees whose salaries are frozen was passed by the College Council.
- The College Council had a half-day retreat on February 5, 2019. The retreat included a review of Roberts Rules of Order, constituent concerns tracking system, a presentation about social media standards and best practices, an update on the nominations and elections process, and the distribution of Governance buttons.

Constituent Concerns and updates

- Beri Kari-Fonge arrived late, so Tracee Matthias provided the update. The excel sheet has been updated and includes the concerns submitted since the last meeting. The concerns were assigned to council members for follow up and the updated spreadsheet will be distributed via email.

Policy and Procedure

- Phil Bonner presented the three recommendations received about the seven policies and procedures (PnP) open for public comment until February 25, 2019. He will submit the council's comments via the online feedback link on the College's PnP webpage.

WD&CE Council FY19 Goals

Nancy Newton presented results from a survey sent to WD&CE Program Coordinators and Directors regarding on campus classroom space, BlackBoard usage, and equal access to rooms.

- 13 out 25 invitees responded to the survey
- WD&CE already have classes on campus
 - Main takeaway - the current process for non-credit and credit class requests are not the same?
- Next steps:
 - Conversation with WD&CE schedulers to find out process
 - Conversation with credit schedulers and perhaps a look at how we can better use data for class offerings

Reimaging Campus Food

- Nadine Porter provided an update about the College's process for contracting with food vendors and the status of the current food vendor contract. The College will sponsor focus groups in April 2018 and the public RFP will be issued soon. The current contract expires June 2020.

Announcements and Future Agenda Items

None

Adjournment

The meeting adjourned at 10:00 AM.

Submitted by **David Reed/Opal Juarez**