MC GOVERNANCE

MONTGOMERY COLLEGE
WD&CE Council
Tuesday, April 21, 2020
8:30 a.m. – 10:00 a.m.
Online, Zoom

AGENDA

Content	Time	Lead	Process
Call to Order	8:30 – 8:35	Joe Marshall	Present
Constituent concerns/comments	8:35 – 8:45	Open	Present
Approval of 2/20/20 Minutes and today's Agenda	8:45 – 8:50	Joe Marshall	Present, discuss, vote
Chair Report	8:50 – 9:00	Joe Marshall	Present, discuss
WDCE remote operations, information, impact, needs, and future planning	9:00 – 9:30	George Payne and All	Discuss
WD&CE Goals Discussion	9:30 – 9:55	Joe Marshall and All	Discuss
Announcements and Future Agenda Items	9:55 – 10:00	Joe Marshall	Present, discuss

FY20 Meeting Schedule
8:30 a.m. – 10:00 a.m.

Join Zoom Meeting: https://montgomerycollege.zoom.us/j/97790714298

Or, via phone at: 929-205-6099
Meeting ID: 977 9071 4298

September, 17, 2019	RV MK300C
October 15, 2019	TP/SS ST301
November 19, 2019	GBTC 442
December 17, 2019	GBTC 442
February 18, 2020	GBTC 442
March 17, 2020	CT S201
April 21, 2020	Zoom
May 19, 2020	Zoom

Montgomery College
WDCE Council Meeting # 4
Tuesday, February 18, 2020
8:30 – 10:00 AM
GBTC 442

Attendees
Members Present: Joe Marshall, Transcie Almonte, Nancy Newton

Members Present
via phone: Joel Martinez, Debbie Juneja, Angel Griffin, Donna Kinerney, Henry
                 Martin, Beri Karge-Fonge , Charles Myers and George Payne

Absent Members: Essie Taylor and David Reed

Call to Order
Joe Marshall called the meeting to order at 8:32am. The meeting was recorded for internal use.

Constituent Concerns/Comments
Nancy Newton brought up a concern regarding MCPS calendar not matching Montgomery
College calendar.

Approval of 12/2018 Minutes and Agenda
The agenda was approved as written. Henry Martin motioned to approve the minutes as written.
George Payne seconded the motion. Nancy Newton wanted to do a "Thank You" for the
minutes being written out every week.

Chair Report- Joe Marshall
• Governance nominations. Governance process is February 28. They are looking for more
people to get out to the events and talk to people to explain what governance do. Send in
your names or email Joe if you would like to volunteer.
• Nancy asked why Wheaton wasn't listed.
• March 12: MC Foundation Innovation Grants are due. This year's grant amount is
$36,000. Faculty, staff, and students are all eligible to submit grant proposals. For
information, you can click on the link. March 30-April 10 is Governance Elections.
The College Council talked about MC website. Talked about remapping the homepage.
• Governance is trying to get a bunch of people to attend the basketball games.
• March 10: Compliance and Ethics Fellows Program application are due. The meeting is
coming up in April. Check your schedule to see if anyone is interested in that. Need to get the
whole application in by early March.

- Henry asked was it an onsite or an online. Joe Marshall replied that it was an onsite thing. He said that it was at the Central Services Building in April.

WDCE Goals Discussion:
- Joe Marshall stated that we needed to work on the two goals that we have set but he didn't hear from anyone. One goal is related to Blackboard and the second goal is related to the webpage of all the services available to students. Joe said that he will get someone to come talk to us from Elite or Blackboard to come and talk to us so that we can get a jump start on Goal 1.
- George reported that the second goal will fall into Emma Wilson's group where last year they had a recommendation and was asked to work on it some more. Nancy reported that she's in that group. Nancy said that she will volunteer for Goal 2.
- George and Nancy gave names of who was on that team.
- Henry asked Joe to let him know who's coming so that he knows who to reach out to.

Operational Services Council- Alice Langholt
- She explained that this was her first time with governance and said that she was informed by her supervisor to attend. She talked a little about what her council does. She says that they talk about the renovations of facilities. They talk a little about finance. They talk about parking and transportations but come to them about parking tickets. Most people who have a problem with their departments go to their department councils.
- Most of her council report on budget, IT, finance, and transportation. They do invite people, but no constituents come to their meetings. She would like for everyone to know that they exist.

Announcements and Future Agenda Items
- George gave an updated-on Raptor Central. He informed everyone that we are in phase 2 of that process. They are do reorganization of intake services, response center, the welcome center, registration, and advising. It is significant and being branded as central so phase 2, they will go in and do orientation. It is a delay in getting someone to come and talk. It will probably be around April or May because they are maxed out with the initial work. He said that Kim McNair will be the best person to talk to.
- Charles talked about the prices in books are much higher than getting from somewhere else. Joe said he will bring up at the next College Council. Beri agreed with Charles. Henry said need to find out a percentage of students using bookstore vs. online. He asked if it was a marginal level for the college. Henry said that many students who receive a voucher from financial aid can only get it from the bookstore.

Adjournment
The meeting adjourned at 9:33. Nancy motioned to adjoin the meeting. Everyone second the motion.

Written and Summited by Angel Griffin
WDCE Council Secretary

Montgomery College
WD&CE Council Chair's Report
April 21, 2020

Office of Equity and Inclusion

To: The Montgomery College Community

From: Ms. Sharon Bland, Chief Equity and Inclusion Officer

Subject: Montgomery College 2020 Excellence in Equity Awards

NOMINATIONS ARE BEING ACCEPTED UNTIL JUNE 1, 2020

Date: April 21, 2020

Due to the current environment surrounding the COVOD-19 pandemic, we have decided to postpone the Excellence in Equity awards' presentations until October 19, 2020 during the Office of Equity and Inclusion's Fall Equity Dialogue. Nominations are being accepted until June 1, 2020. Nominations already received need not be resubmitted

The purpose of this award is to recognize and celebrate students, faculty, staff, and administrators who have demonstrated exemplary accomplishments in advancing equity, inclusion, and diversity. These individuals serve as leaders through their active participation and contributions in making Montgomery College and/or their local community more inclusive by creating an environment where all individuals are valued, respected and feel welcomed. A total of nine awards will be given: one full-time faculty; one part-time faculty; two staff; one administrator; and one student from each campus including WDCE.

I encourage you to nominate an employee you work with or a student who embodies the characteristics of equity and inclusion in their performance and service inside and/or

outside of the college and who is well-deserving of this special recognition. The operational definitions guiding these awards are attached. This prestigious award is given annually and the awardees' names will appear on a prominently displayed plaque in the Board of Trustees Gallery in the Central Services building. The awardees will also receive individual awards/certificates.

Please visit the [Equity and Inclusion Awards page](#) to submit an award nomination.

Policy and Procedures

A new procedure – 32207CP-Nomination, Recruitment, and Appointment of Department Chairs – has been posted on the P&P website for public comment. An announcement will run in Inside MC next week. You can submit your comments at:

https://www.montgomerycollege.edu/policies-and-procedures/index.html

Just scroll to the bottom of the page to the public comments section.

MC MONTGOMERY COLLEGE   Memorandum

To: Dr. Tracey Smith-Bryant, College Council Chair

From: Dr. DeRionne P. Pollard, President

Subject: **New Board Policy 11006-Presidential Transition and Succession**

Date: April 14, 2020

The COVID-19 pandemic has fundamentally altered the way we teach, work, and learn. We have made several changes, big and small, in how we function as an institution, such as modified grading policies, a revised academic calendar, and figuring out how to get much needed supplies to remote workers. On top of this there is still much work to be done as we respond to the crisis, ensure the continuity of operations, and plan for a long-term recovery. Over the last month, the Board of Trustees and the college community have been working hard to re-examine what we do and how we do it in light of the COVID-19 threat. Part of this effort includes re-prioritizing and analyzing the College's policies and procedures to ensure they reflect our current and future needs.

The potential departure or loss of a chief executive is inevitable in any organization. In fact, it is a serious risk that institutions of higher education should prepare to mitigate. The Board of Trustees has only one employee—the president. The Board of Trustees is authorized by the Annotated Code of the Public General

Laws of Maryland to ensure the orderly management and operation of the College, which includes developing policies and the hiring, transition, and succession of the president. At the request of the Board of Trustees, and in consultation with many key stakeholders, I will advance a new policy—11006-Presidential Transition and Succession—at the Board's April 20, 2020 public session meeting. This policy articulates how the Board of Trustees will facilitate the continuity of College operations due to the planned or unplanned departure or temporary unavailability of the president. This policy will ensure a seamless transition of executive power and continuity of operations should the president be unable to exercise the duties and functions, as required by law and as noted in Board Policy 24101–President.

Typically, all new policies and procedures are shared with the College community for comment and feedback, with very few exceptions. Because this policy only applies to the Board's sole employee—the president—and because of the Board's urgency in this matter, this policy will not be shared for public comment. However, I wanted to make you aware that the policy has been developed and will be on the Board's April 20, 2020 meeting agenda. I ask that the chairs of the councils please share this information with their constituents.

While this new policy focuses solely on the president, succession planning, workforce planning, and talent management must be infused and embraced at every level to ensure the continuity of operations, prepare for the future of work, and fulfill the unique mission of the College. Our collective efforts in this area will be a key focus of Goal Five—Invest in Our Employees—and you will hear more about this as we prepare to launch the MC2025 strategic plan.

cc: Senior Administrative Leadership Team

   Governance Director

Governance Elections

Excited that we had such a great voter turnout.

YEAR	Total Votes
2020	**1753**
2019	1444
2018	1634
2017	1670

I will invite the new members of the council to our last meeting in May. Elections should be held at the last council meeting. mI'll send out the guidelines to conduct elections before the meeting.

Here is a chart of when everyone's last meeting should be held and when voting should take place. Post the Zoom meeting link in the calendar Outlook calendar invite for ready referencing.

Council	Mtg Date	Council	Mtg Date	Council	Mtg Date
Faculty	5/7	RV	5/5	ASC	5/14
Staff	5/7	GT	5/5	ESC	5/7
Student	5/7	TP/SS	5/11	OSC	5/14
Admin	5/14	WDCE	5/19	SSSC	5/7

Please ensure that everyone plans to attend this last meeting.

Reports are due Friday, May 16, 2020.

To: Dr. Tracey Smith-Bryant, Chair, College Council

From: Emma R. Wilson – Program Administrator, WDCE

Subject: College Council Recommendation 19-05: Next Steps

Date: March 5, 2020

As directed by Dr. Pollard's memo dated February 14, members of the Taskforce on WDCE student involvement in college programming reconvened, reviewed, and prioritized the recommendations submitted in the *WDCE Student Involvement in College Programming* report.   Please note that the team identified two recommendations as top priority:

FIRST PRIORITY: Revise Policies and Procedures to include specific definition and wording clearly addressing WDCE students. The Taskforce recognizes the paramount importance of establishing a clear and common definition of what constitutes a "Montgomery College student", addressing both credit and noncredit students. When this definition is shared and commonly understood and applied by the college community, all other recommendations can be implemented.

This task will involve reviewing P&P 41000CP to address, clarify and include wording that addresses the inclusion and recognition of non-credit students as Montgomery College students. Taskforce members recommend that this definition clarifies, recognizes, addresses and includes those students participating in online instruction, those receiving instruction at community locations, the pre-release center, workplace locations (via a contract), and those enrolled in youth programs or other short-term non-credit classes. The stakeholders involved in the policy and procedure language development should include a cross section of WDCE, Student Affairs, noncredit students, credit students, and those involved with the development of the virtual campus. See recommendation number 3 in the report for suggested activities and considerations.

The Taskforce members also recommends that this task be completed by summer 2020 and submitted to the Montgomery College Board for review, consideration and approval.

FIRST PRIORITY: Expand availability of WDCE and other College staff (e.g., Welcome Centers* staff) to offer information and training on WDCE programming and services at the campus locations. Recognizing the formation of Raptor Central, the time is optimum to address the provision of non-credit courses, information and services at the Raptor Central locations. Under this recommendation, it is advised to consider:

(1) Involving pertinent staff (leadership, Raptor Central and WDCE) in in-depth conversations around this topic;
(2) Assessing the collaboration, support and marketing of Montgomery College classes, events or activities to the broader community, and how these reach or are communicated to non-credit students;
(3) WDCE [potential] role and fit within Raptor Central, including the feasibility of realigning WDCE front staff into Raptor Central organizational structure;
(4) Diversity and demographic of non-credit students and how to better identify and address these during the onboarding process;
(5) Staff roles, impact on job duties and responsibilities, and organizational chart (Raptor Central and WDCE);
(6) Resources in place and those that may be needed;
(7) Additional needs derived from staffing, training, space, communications, and processes;

See recommendation number 4 in the WDCE Student Engagement Report for activities related to this priority.

SECOND PRIORITY: Educate College community on Workforce Development offerings and programs. Within this recommendation, Taskforce members identified the following activities in order of relevance:

1. *Eliminate discrepancies across the college regarding provision of services to WDCE students by clearly identifying which services non-credit students are able to receive, and posting and/or making information available to all staff*. Recognition and communication of non-credit student demographics and diversity will aid in removing silos that prevent students from having a "college experience", regardless of taking credit or noncredit classes.
2. *Provide support and encourage Montgomery College staff to participate in the training titled "WDCE Experience". This class is part of the ELITE customer service-learning pathway and is available to all employees through MC Learns.* Taskforce members recommend this training be revised and/or expanded to include information derived from the *WDCE Student Involvement in College Programming* report. This training may be made available through

online and face-to-face modalities, and recommended for all Montgomery College staff members who directly engage with students, including the offices of Public Safety, Career Services, Employment Services, Facilities, Customer Service, Raptor Central, Student Life, Assessment Centers, Reading and Writing centers, Counseling and Advising, Libraries, Community Engagement Centers, Financial Aid, and Admissions and Records.

3. Create consistency on how MC staff works, interacts and responds to WDCE students requests. Include Public Safety, Career Services, Employment Services, Facilities, Customer Service (at each campus), Welcome Center, Student Life directors (at each campus), Assessment Centers, Reading and Writing centers, Counseling and Advising, Libraries, Community Engagement Centers, Financial Aid, and Admissions and Records in the education and/or conversation regarding providing services to and inclusion of noncredit students. Staff working with students need to be aware of and implement consistent procedures and responses regarding participation and inclusion of noncredit students.

Taskforce members also propose that additional activities identified under this recommendation are to be assigned to **advocate or advocates** who could lead the planning and delivery of education activities, identify marketing and communication strategies, and support the vision of non-credit student engagement in Montgomery College. This advocate or advocates can also be tasked with implementing the third and fourth recommendations as follows:

THIRD PRIORITY: Conduct activities to gather additional information on the inclusion or participation of noncredit students in Montgomery College activities, and students' general knowledge of and access to College services.

These activities will raise awareness and inform the college community on the current level of engagement and participation by non-credit students, and may further identify areas of growth.

FOURTH PRIORITY: Educate Workforce Development students on offerings and programs they can participate in as Montgomery College students. The activities identified under this recommendation will address "creating a culture where WDCE students see themselves as Montgomery College students". Advocate (s) can lead an "I am MC" educational campaign with non-credit students, implement activities identified in the report, or identify additional strategies to support non-credit student engagement in Montgomery College.

Cc: Dr. Clevette Ridguard - Governance Director and Manager of Presidential Projects

Taskforce Members on WDCE Student Involvement in College Programming

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