WELCOME

MC GOVERNANCE TRAINING
AUGUST 2019
DR. CLEVETTE RIDGUARD
GOVERNANCE DIRECTOR

• Manage the Governance Process for the College
• Supports councils by providing guidance, trainings, and assistance as needed.
• Assists councils in information gathering, as needed
• Liaises between MC Governance Councils and the Office of the President
• Assists in the facilitation of the recommendation process
• Provides updates to College Council and SALT on the status of college council recommendations
• Provides assessment and evaluation of the participatory governance process

governancedirector@montgomerycollege.edu  telephone: 567-7257
MEETING OUTCOMES

• Provide excellent governance training to ensure all councils have the confidence and information to conduct governance business starting at the beginning of the academic year.
• Provide Governance Manuel as your first resource to address governance concerns and questions
• Provide time for individual council members to meet
• Address governance related questions
INTRODUCTIONS

5 minute check-in
To greet others you do not know and share one fun fact with them about yourself!
WELCOME

Dr. DeRionne Pollard
President of Montgomery College
Dr. Tracey Smith-Bryant
College Council Chair
Montgomery College
MC POLICIES AND PROCEDURES AND GOVERNANCE

• Dr. Kevin Long, Director
Office of Planning and Policy
Montgomery College
MORNING SESSION

WELCOME ALL COUNCIL MEMBERS
MORNING SESSION

• Session One
  – Orientation of Roles, Expectations, and Responsibilities
  – Review of the Governance Training Materials

• Break

• Session Two
  – Councils Meet and Greets
  – Goal Setting Activity

• Evaluation and Adjournment
WHAT IS PARTICIPATORY GOVERNANCE?

“Participatory governance is a method of decision-making in which collegewide policies, procedures, and practices are recommended to the president of the College and the Board of Trustees. In addition, a participatory governance system promotes open and honest communication among and between the constituencies that make up the College community. It seeks to maximize agreement among constituencies and it provides mechanisms to assess its effectiveness.”

MC Participatory Governance Constitution Preamble
WHAT IS THE ROLE OF GOVERNANCE?

• **DO**
  – Governance councils make recommendations, provide feedback, and disseminate information on college policies, procedures and activities and address constituencies.
  – Councils or council members should contact their Council Chair, College Council Officers or the Governance Director if additional clarification is needed on a specific issue or role.

• **DO NOT**
  – Governance councils do not implement or manage college work.
  – College procedures that involve contractual, governmental or legal requirements are approved and executed by the President with oversight by the Board of Trustees.
  – Some examples include: **Collective Bargaining, Legal Rights, Federal and State Mandates.**
WHAT IS A GOVERNANCE ISSUE?
WHAT IS THE SCOPE OF GOVERNANCE?

• SCOPE:
  – Governance issues should have group impact
    • Individual concerns maybe address by existing College resources
    • Individual concerns may impact a large group

• ADVISORS
  – Each council leader liaison can provide insight as to issues that maybe in focus during a particular year
GOVERNANCE COUNCIL AND ISSUES

• Impacts single College Role: Constituencies Council
• Impacts a campus or location: Campus Council
• Impacts one area of service: Functional Council
• Impacts more than one of these: Multiple Councils
• Impacts (almost) everyone: College Councils
<table>
<thead>
<tr>
<th>Council Name(s)</th>
<th>Leader Liaisons</th>
<th>2019-2020</th>
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</thead>
<tbody>
<tr>
<td>College Council and Administrator Council</td>
<td>Chief of Staff/Chief Strategy Officer</td>
<td>Dr. Steve Cain</td>
</tr>
<tr>
<td>Faculty Council and Academic Services Council</td>
<td>Senior Vice President for Academic Affairs</td>
<td>Dr. Sanjay Rai</td>
</tr>
<tr>
<td>Student Council and Student Services Council</td>
<td>Senior Vice President for Student Affairs</td>
<td>Dr. Monica Brown</td>
</tr>
<tr>
<td>Staff Council</td>
<td>Senior Vice President for Advancement and Community Engagement</td>
<td>Mr. David Sears</td>
</tr>
<tr>
<td>Employee Services Council and Operational Services Council</td>
<td>Senior Vice President for Administrative and Fiscal Services</td>
<td>Ms. Donna Schena</td>
</tr>
<tr>
<td>Campus Councils</td>
<td>Vice President and Provost</td>
<td>Rockville: Dr. K. Kelley</td>
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<td></td>
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<td>TP/SS: Dr. B. Stewart</td>
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<td></td>
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<td>Germantown: Ms. M. Latimer</td>
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<td>WD&amp;CE: Mr. G. Payne</td>
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PARTICIPATORY GOVERNANCE AS A SERVICE TO THE COLLEGE

• Promise of Governance....
  – Focus on the mission of the College
  – Seeks to promote mutual success
  – Invites all members of the College community to be heard
  – Keeps constituents informed
  – Shares representative perspectives with leadership
  – Emphasizes communication, collaboration, and civility
  – Ensures that governance is a transparent and evolving process
FIVE GENERAL DUTIES

1. Participate in the Council
2. Communicate with Constituents
3. Represent Constituents
4. Complete the Training
5. Provide feedback on Governance
YEARLY EXPECTATIONS

• **Training:** All elected members are expected to complete the training

• **Attendance:** More than three unexcused absences in an academic year from regularly scheduled council meetings will result in removal from office

• **Service:** Each council member agrees to serve
PAR-TI-CI-PATE
TO TAKE PART IN....

You were elected to participate and represent!
Each of you are responsible for giving and receiving information from your constituency and to your constituency!!!
## College Leadership and Governance Participation

<table>
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<th>Decision Status</th>
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<tr>
<td>Decision Not Made Yet</td>
<td><em>Engagement</em> Consult, Involve, Collaborate, Empower</td>
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<tr>
<td>Decision Already Made</td>
<td><em>Information</em></td>
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HALLMARKS OF EFFECTIVE GOVERNANCE

• Governance is effective when:
  – Inclusive opportunity to share perspectives
  – Senior leadership communicates
  – Councils demonstrate responsiveness to constituents
  – Councils efforts to clarify and share representative perspectives to inform decisions and inspire problem solving
  – Governance participation leads to expanded understanding of and appreciation for diverse perspective
  – Pathways for participation are clear for community, councils, and leadership
GOVERNANCE RESULTS IN ..... 

• Recommendations to the President
• Responses to Constituents
  – Referrals
  – Information
  – Connections
• Services to our College Community
“Well, no wonder! Instead of Robert’s Rules of Order, we’ve been following Murphy’s Law!”
A (Brief) Introduction to Robert’s Rules of Order

Speaker presents motion
Motion “moved” & “seconded”
Debate
“I support the motion because...”
“I oppose the motion because...”
Vote (In favour, opposed, abstain)
Motion “carries” or “fails”

I Move to amend the motion by...

Amendment
Councillors can ask to amend a motion for any reason. The amendment will need to be seconded by another Councillor. Then it will be discussed and voted on. If it passes, it will replace the original motion.

To speak: Raise your placard. The speaker will put you on the speakers list.
To stop discussion and move to a vote: Say “Call the Question” when it is your turn to speak.
If you are confused about something: Say “Point of Information” at anytime.
If someone is not following the rules (ex. Speaking out of turn): Say “Point of Order”
To take a break: “I move to recess for ___ minutes”
To extend the meeting: “I move to extend the meeting by ___ minutes.”
2018: 13 recommendations submitted to president; 12 recommendations approved
2019: 14 recommendations submitted to College Council; 12 submitted to president and 12 recommendations approved by president

Major Recommendation Outcomes/Results
- Increased shuttle seat capacity
- Extended Library hours during exams (mid-term and final weeks)
- Offered Flu shots on all three campuses during fall semester
- Offered Feminine Hygiene Products on all three campuses
- Revised telework procedures/alternative work schedule
TEMPLATES AND WEBSITE

• Governance Website
• Meeting Agenda Templates
• Minute Templates
• Governance Email Addresses
• Governance Recommendation Templates
• Governance Council Goal Templates

https://www.montgomerycollege.edu/about-mc/governance/
Council
Meet and Greet

Why did you decide to join Governance?
What do you hope to accomplish in Governance?
What is the most pressing need/issue at MC that you would like your council to discuss and provide input to the President?
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LEVELS OF ENGAGEMENT

• Consult – Leadership asks for input relevant to a pending decision at one point in the decision-making process. The promise is to consider input.

• Involve – Leadership involves one or more governance councils with multiple opportunities for input. The promise is to consider input and representative perspectives to a larger degree than consult.

• Collaborate – Leadership engages in all key aspects of designing a solution. Consensus is not required, but promise is to weigh governance recommendations heavily in the final decision.

• Empower – Leadership empowers councils to decide among possible choices and provides resources to make an informed decision. The promise is to implement the recommendation as much as feasible.
INFORMATION LEVELS

• **Inform**
  • Goal and promise is to keep stakeholders informed so they can understand what is taking place. Minimal to no involvement desired in the decision.

• **Informational Only.**
  • Primarily one-way communication.
  • Think of this as doing public relations.
  • Best for low risk decisions.
CONSIDERATIONS

• What level of participation in the decision process is most appropriate?
• Which council should you engage or inform?
KEYS TO SUCCESS

• Understand your role
• Understand your council’s role
• Understand the difference between being informed and being engaged and work with your council members to find the right balance
• Use Robert’s Rules to move the work forward
• Understand how constituents can utilize governance effectively
• Understand how decision makers can utilize governance effectively
WE ARE HERE TO HELP

Dr. Clevette Ridguard  
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Dr. Tracey Smith-Bryant  
collegecouncil@montgomerycollege.edu

Reach out if you have questions  
Thank you for your attendance today!