

Montgomery College
Academic Services Council Meeting Minutes

Tuesday, May 2, 2023

2:00 PM– 4:00 PM

(via Zoom)

Attendees

Present: Shakenna Adams-Gormley, Milton Nash, Annie Welsh, (John) Erik Swanson, Zhou (Jojo) Dong, Miriam Zemen, Jan Shapiro, Nawal Benmouna, Antonette Jones, Carlo Sanchez

Absent: Angeline Samuel, Isabel Edwards, LaShaun Byrd, James Sniezek

Proxy: Shakenna Adams-Gormley proxy for James Sniezek

Incoming Council Members: Elyse Meredith, Nik Shushka, Tilandra Rhyne, Elizabeth Benton, Erin Marcinek, Silas Burris, Dianne Cherry

Guests: Ramon De La Cruz, Thanh King

Call to Order

Chair Shakenna Adams-Gormley called the meeting to order at 2:03 p.m.

Constituent Concerns

- **Our role:** The Academic Services Council is to consider discussions on academic support programs including assessment centers, labs, registration, scheduling, website information, and transfer and articulation agreements, and forward suggestions to the College Council, the Senior Vice Presidents or other councils, as appropriate, for further consideration and/or action.

- Constituent Concerns – no concerns raised today

Approval of Minutes and Agenda

- March meeting minutes
 - Miriam motioned to approve the minutes as edited, Erik seconded
 - Minutes are approved unanimously

Chair's Report – Shakenna Adams-Gormley

- Required trainings due by June 30, 2023
 - Most classes are available in Workday Learning
 - Ethics Questionnaire available in HRSTM Required Training webpage
- FY 23 Annual Reviews
 - Review your goals in Workday and use the Manage Goals Job Aid for help

- Mental Health Awareness Month May
 - Tuesday, May 2: Cigna webinar for mental health training
 - Thursday, May 4: "May the Fourth Be with You Yoga" on the Rockville Campus
 - Wednesday, May 10: Mini Mental Health Fair at Central Services
 - Thursday, May 11: Virtual Healthy Happy Hour to De-stress with Jeremy Ragdale at the Piano Bar
- Empowering MC Employees with Legal Resources
 - Sign up for Legal Resources during the Open Enrollment period for 2024 starting October 30, 2023.
- Facilities Master Plan Public Meeting
 - Tuesday, May 2
 - Thursday, May 4
- 11th International Digital Storytelling Conference
 - June 20, 21, 22, and 23, 2023
 - Conference website: dst2023.org
- Undergraduate and Graduate Open House at The Universities at Shady Grove
 - Saturday, May 6, 10 am – 1 pm

Meet and greet for new council members, vote in new officers – Council

- Current members
 - Shakena Adams-Gormley (current chair for ASC, outgoing member)
 - Jojo Dong (current secretary for ASC, continuing member)
 - Eric Swanson (outgoing member)
 - Nawal Benmouna (continuing member)
 - Milton Nash (outgoing member)
 - Jan Shapiro (outgoing member)
 - Antonette Jones (continuing member)
 - Annie Welsch (continuing member)
 - Miriam Zeman (outgoing member)
 - Carlo Sanchez (outgoing member)
- Incoming members
 - Elysse Meredith
 - Nik Sushka
 - Silas Burris
 - Dianne Cherry
 - Erin Marcinek
 - Elizabeth Benton
 - Tilandra Rhyne
- This council is under the SVP for Academic Affairs, who was Sanjay Rai and now is Sharon Fechter
- Pre-pandemic, the Staff Council Chair, Faculty Council Chair, and Academic Services Council Chair attended Dr. Rai's chair meetings, which helped guide the councils

- The new ASC Chair will work with Dr. Fechter to determine the relationship between ASC and the SVP office
- Nawal will serve as liaison for Academic Services
- Officer elections
 - Chair – Set the agenda for council meetings, preside over all council meetings, maintain communication with the other council chairs and attend the College Council meetings.
 - Vice Chair – Preside over meetings in the absence of the chair, assume duties of the chair if the chair is unable to perform those duties, and perform duties as assigned by the chair. The vice chair keeps track of the constituent concerns.
 - Secretary – Ensure an accurate record of all council meetings and post minutes and summaries for the college community, maintain membership list and attendance records, ensure communication with the college community.
 - Chair – Tilandra Rhyne
 - Vice Chair – Elysse Meredith
 - Secretary – Jojo Dong

New/Unfinished Business – Council

- Council Goals
 - First goal (create repository of syllabi) is completed
 - Second goal (working with IT and Enrollment Services to improve registration process) will continue into next year
- Constituent concerns from this year are all closed out
 - Constituent concerns can come from anywhere in the college community
 - Constituent concerns are recorded and when necessary, the chair will take the concern to the appropriate council. The answer is reported back to the constituent who raised the concern.
- New meeting date and time will be set in the August meeting for all governance members
- Zoom links for meetings will be available on the governance website

Announcements & Adjournment

- Motion was made to adjourn by Silas, seconded by Dianne
- Without objection, meeting adjourned

The meeting was adjourned at 2:48 p.m.