

MONTGOMERY COLLEGE GOVERNANCE
College Council
November 14, 2017; 2:30-4:30 pm
CT S108

Attendees

- Members present: David Anthony, Cathy Giovannetti, Tonya Baker, Sharon Fechter, Tilandra Rhyne, Page Whittenburg, Shane Doyle, Annick Tentchou, Marcella Karp, Rich Cerkovnik
- Members Absent: Daniel Santore, Joel Martinez
- Proxies: Patrick Feehan for Patricia Lane, Maria Davidson for Ernest Cartledge
- Guest: Maria Davidson, Julie Martorana, Julie Weber, Dr. Steve Cain, Elena Saenz

Call to Order

- Chair David Anthony called the regular meeting to order at 2:34 pm.

Constituent Comments

There were no constituent concerns.

Approval of Minutes (October 24, 2017)

Rich Cerkovnik asked to revise a bullet point. Minutes approved as amended.

Compliance Update – Julie Martorana and Maria Adams Davidson

- New name: Compliance, Risk, and Ethics Office
- Discussed their Office's areas of responsibilities, the Ethics Program history, their website which includes the Employee Code of Conduct, and EthicsPoint, new confidential reporting tool.
- Doing an awareness campaign in Fall 2017, and in-person training for supervisors in Spring 2018
- Faculty asked for the student complaint link for their syllabi.

Ombuds Office Update – Julie Weber

- Reviewed the one-page summary of FY17 Ombuds Report (full report on website)
 - 4% of MC employee population visited Ombuds office (within national range)
 - Evaluative Relationships – top concern
 - Organizational, Strategic, and Mission Related – second top concern
 - Values, Ethics, and Standards – new category for MC
 - Career Progression and Development
- President accepted the Ombuds recommendations
- Concerns raised by council: understanding the context of the data; manage expectations of employees and advancement opportunities

Communications Committee Update – Cathy Giovannetti

- Progress to date: videos (staff council), college council picture
- Resources: InsideMC, MC Logon Page, MC events calendar, digital signage, Director of Governance written ideas from last year; Bit.ly to track analytics
- Discussion Points
 - Recommended Standards for Council Communication
 - Inside MC meeting dates – one week prior to meeting
 - Inside MC and website – Group photo with names (September)
 - Inside MC article / video each year
 - Social Media options
 - Newsletters or Bulletins
 - Protocol for Submissions (format) – compliant and mobile device access
 - Hurdles to College marketing resources – no consistent supports
 - Photographer and MCTV – not in realm of responsibility

- Digital Signage – currently not standardized for utilization protocols, central system in process for posting information
- No budget for marketing support in Director of Governance's Office
- Need sustainable administrative support for Director of Governance Office to assist with this activity
- Standing College Council Communications Committee – proposed potential members
 - College Chair (appointed or voted)
 - MC Photographer
 - MCTV videographer
 - MC website staff member
 - Director of Governance administrative assistant
 - Chair or other member contact from each council
- Proposed College Council Communications Charge – to develop ongoing standard, reliable, known communication to the college community that is informative and relationship-building to strengthen and support the work of governance at MC. *Ms. Giovannetti to send out draft charge to council members for feedback.*
- Sustainability and continuity of committee from year to year
 - Can these “tools” be on the governance website?
 - Make this a standing committee through by-laws?
 - Communications as part of governance training?

Chair's Report – David Anthony

- Complete Employee Engagement Survey by Nov 17th
- Compensation Redesign Forums – from now until early December
- President's November 9th Town Hall Meeting – available on video
- New recommendation protocol (goal of college council). *Chair David Anthony to send draft recommendation protocol to council members for feedback.*
- Dr. Steve Cain (liaison)
 - PEC/P&P – Human resource policies were the focus.
 - Had a work session with County Council Education Committee
 - BOT meeting highlights – a lot of interaction with students; approved three policy modifications; accepted the Compliance Report for Middle States; approved FY19 proposed capital budget; approved renegotiation of the lease in Gaithersburg for WDCE.

Announcements, Agenda Items for the Next Meeting

- Next meeting each council to give highlights – *Council members to send 3 bullet points to David Anthony, Cathy Giovannetti, and Tonya Baker within a week.*

Meeting adjourned at 4:21 pm.

Tonya Baker
College Council Secretary