

Montgomery College
College Council Meeting Minutes

Tuesday, February 11, 2020

1 – 3 PM

CT S201

Attendees

Present: Tracey Smith-Bryant (Chair), Shakenna Adams-Gormley (Vice-chair), Ed Riggs, Ernest Cartledge, Michael Leblanc, Joe Marshall, Colleen Dolak

Absent: Kimberly Herrera, Paul Jenkins, Timothy Kirkner, Christine Tracey (Secretary), David Torain, Janee McFadden, Caleb Schauer

Proxy: Fenet Shertaga (for Kimberly Herrera), Chayanne Samuels (for David Torain), Lori Ulrich (for Christine Tracey), Eric Benjamin (for Janee McFadden)

Guests: Dr. DeRionne Pollard, Vicki Duggan, Maria Adams Davidson, Sean Enright, Katie Haag, Ray Gilmer

Liaisons: Dr. Clevette Ridguard

Call to Order

Chair Tracey Smith-Bryant called the meeting to order at 1:10pm. The meeting was recorded for internal use.

Constituent Concerns

- Faculty Council – Compensation Study Response
 - Some faculty felt that there hasn't been much response after the study
 - Concern about the lack of transparency, recession group, gender pay gap, unfair system of initial salary placement, rank and professional development, and wage compression.

Approval of Agenda and Minutes

The agenda was approved as written. The minutes for December 10, 2019 meeting was approved as corrected.

Chair Report

The College Council Chair provided the following information and updates:

- Two recommendations memos -
 - 19-14: Recognizing Columbus Day as Indigenous People's Day
 - Not approved, but encouraged to use Columbus Day to promote and provide college wide programs supporting Indigenous People's Day
 - 19-15: Suspension of College Services until 2PM on 3/18/2020
 - Approved

- If employees do not plan to attend Staff Enrichment Day, they should report to their work locations at their regularly scheduled time.
 - In the future, if Staff Enrichment Day continues to be held during spring break, this format of suspending College services could be continued.
- Community meeting – State of Education in Montgomery County (MCPS, MC, County)
 - 1/28/20 – MC Germantown Campus
 - 3/4/20 – Northwood High School
- Volunteer Fair – collegewide opportunity to have students and faculty involve in service learning
 - Meetings on each of the three campuses
 - GT – 2/6 @ 11am-1pm
 - RV – 2/19 @ 10am-12pm
 - TPSS – 2/26 @ 10am-2pm
- Mandatory Data Security Training by 6/30/20
- MC Mentoring Network
 - If interested, please contact Angela Dawson.
- Governance Nomination and Elections
 - Nominations: 2/28 – 3/10
 - Elections: 3/30 – 4/10
- Innovation Grant submission deadline is 3/12/20
 - Make sure constituents are aware.
- Governance at the Games – 2/20 and 2/22
 - Support both men and women basketball teams
- Quick review about Governance decision-making process
 - See Bylaws pages 8-11

Recommendation Discussion – Shakenna Adams-Gormley

- Colleen Dolak presented a recommendation from the Academic Services Council – Assessment Centers
 - Resolution – create collaborative task group
 - Does the resolution, as it stated, limit the members of the task force?
 - Not limited to just those stated in the resolution
 - Important to include as many groups as possible
 - Suggested to include IT and fiscal services
 - Did the information from the survey from DSS come from all three campus?
 - Survey was conducted on all three campuses.
 - Is there a way to find out the number of people who were surveyed and the context of the survey?
 - Survey was for all of DSS, so asked a bunch of questions related to all accommodations.
 - For more information, need to ask Sue Haddad.
 - Is this issue something that is regularly happening across all three campuses?
 - Faculty – happens across multiple campuses
 - Not able to serve all of the students because of limited hours.
 - Economic impact

- Suggestion to specify the need for human and financial resources
- Colleen Dolak motioned to approve the recommendation with the recommended changes and Joe Marshall seconded.
 - Vote – unanimous approval

Office of the President

Dr. DeRionne Pollard, President

- Dr. Pollard discussed the following:
 - The Board is deeply engaged in the conversation about future of work.
 - What does it mean for the students?
 - How are we, as the College, preparing them for the future of work?
 - How is work life different for the employees at MC?
 - Engaged in conversations with county leaders
 - At the end of the year, produce a report with data collected from the conversations.
 - MC2025 Strategic Planning
 - Start July 2020
 - MC 2020 – looking at each of the five goals and accomplishments
 - Student start smart and student success
 - Help students come into the organization and get them on the right path
 - ASC recommendation – really two recommendations that should be the basis of new ATD work
 - Academic support services
 - Success for students during evenings and weekends
 - Critical to know how we serve and support students
 - Looking at how we support students outside of the classroom
 - Options are important
 - Never lose track of our commitment to our mission
 - Stay aware of the issues regarding Coronavirus
 - Prevention is key, wash your hands
 - Means of communication
 - Town Hall Meeting – 2/13/20
 - Food for Thought
 - Intimate conversation once a month on the campuses
 - Salons for faculty and staff on each campus talking about future of work and what’s it like to work at MC
 - Informal opportunity to sit and talk
 - Popcorn with Pollard
 - Talk with students
 - Concern with how people talk to each other and treat each other
- Question from council member: Is there any more information about the fraud incident?
 - There has been some recovery and doing key follow-ups.

Compliance and Ethics Fellows Program

Vicki Duggan, Chief Compliance, Risk, and Ethics Officer, and Maria Adams Davidson, Compliance, Risk, and Ethics Office

- Developed a program that will serve some positive outcomes for the College
 - Professional development
 - The more the employees understand the importance of compliance and ethics in the workplace, the likelihood of any risk of compliance violations goes down.
- Fostering an Ethical Culture at MC
 - Prioritize inclusion, neutrality, transparency, and accountability
 - Compliance becoming an increasing concern
 - Cultivate environment where 7 ethical expectations are upheld by every employee
 - Ethical Expectation Booklets
- Fostering Student Success at MC
 - Students are empowered through awareness and engagement about critical compliance-related initiatives
- Compliance Advisory Committee
 - Essential component of the compliance program and evolved over time from a coordinating body to an advisory body
- Purpose and Components
 - Fellows Program Purpose
 - Members receive valuable professional development to foster future qualities of an ethical employee
 - Provide advise
 - Three Key Program Components
 - Professional Development
 - Ambassadors
 - Advisors
 - Receive MC Learns credit
 - Program Time Commitment
 - Monthly Meetings in CT Building on the second Monday of the month
 - December and May – first Monday of the month
 - Orientation Meeting at the end of April
 - 1-year or 2-year commitment
 - Application Deadline: March 10, 2020
 - Requesting supervisor approval
 - FT/PT faculty and staff
 - Submitted to Compliance Office
 - Compensation?
 - Opportunity for employees to challenge themselves, develop, and meet new people
- Question – How big of a cohort?
 - Aiming for 12 people, but depend on applicant pool.

Link to the application: <https://www.montgomerycollege.edu/documents/offices/compliance-ethics-risk/compliance-and-ethics-fellows-application.pdf>

MC Homepage Redesign Effort

Sean Enright, Strategic Website Manager

- Inform about Homepage Refresh
 - Refresh not redesign of the frontpage
- Reached out to focus groups across the campus and high schools to ask about what people think about the frontpage
- Affordable, supportive, and flexible – asked students what they think about these terms and if they are honest representations of MC?
 - Almost unanimous support from the students
- There's a lot on the frontpage, and perhaps too much.
 - Some people don't go past the top screen
- For this refresh, looking for something between informative and helpful and aesthetically pleasing
 - Try to compress it from 9 screens to 4-5 screens
- Anticipated completion – by the end of May
- For question regarding MyMC – Phong

Governance Information

Dr. Clevette Ridguard, Governance Director

- Individual council votes on a recommendation, and then sends it to College Council to be discussed and voted on. If College Council agrees to send it forward to the President, the Chair prepares a letter with the recommendation. After a discussion is made, the Chair will receive a formal memo regarding the recommendation.
 - All recommendation memos can be found on the governance webpage.
- Will send an email regarding proper formatting when sending minutes and agenda
 - All lowercase and no spaces
- Nominations and Elections
 - Goodies with Governance
 - 1-2 people from each council to talk about things that have been going on in the councils, participate in Governance, and share information about the nominations and elections
 - Need to think about what you want to do next year, and also seek others who may be interested in Governance.
 - If there are any changes to council roster, please inform Dr. Ridguard by 2/12/20.
 - Faculty and staffs – 2-year terms; Students – 1-year terms
 - Can serve 2 consecutive terms
 - After 1 year off, can serve again.
 - Council Chairs need to be reelected every year
 - Nominations – 2/28 – 3/10
 - Election – 3/30 – 4/10
- Constituency reports are due 5/31.

New Business

- Follow up compensation and communication issues
 - This is not appropriate for governance. It is beyond the scope of governance.

Adjourned

The meeting was adjourned at 2:56pm.

College Council

February 11, 2020

Information presentation on MC website homepage refresh

My name is Sean Enright, and I'm the Montgomery College Strategic Website Manager. Thank you for allowing Marketing and Communications the chance to speak to you today. We want to inform the College Council of our current effort on a "homepage refresh" for the <http://www.montgomerycollege.edu/index.html> site. (This is just for the homepage itself, "index.html".) Ray Gilmer had suggested that the College Council would be an important conduit for communicating this information.

We are planning a "refresh" and not a "redesign" of the homepage index page. A best practice for website redesign is to revisit the original design every four to five years, and as this homepage launched almost four years ago, we are at an appropriate juncture. With the old Ektron content management system now officially retired, we are focusing on this page as the first area for improvement and tweaks.

Our effort so far has been a focus group outreach to a credit class, a noncredit class, and two high school classes. We are compiling students' anecdotal feedback, and also examining homepage web analytics data to understand how the current page is being used. Additionally, we want to use our findings on "attitudinal brand research" to reinforce the MC keywords "affordable," "flexible" and "supportive" on the homepage.

So far, we are hearing that people like many things about the homepage, but because it was launched BEFORE the dropdown menu was available, with the dropdown's extensive listing of resource sections, there are repetitive links and visual components, that we want to revise in generally shortening the vertical length of the homepage. We're looking for a refresh that finds the sweet spot between the page being useful and aesthetically pleasing.

We ask your assistance in communicating and/or forwarding this to your College colleagues as you think helpful, and that you email any comments or suggestions to webcommunications@montgomerycollege.edu by March 11.