

MC GOVERNANCE

Montgomery College College Council Meeting #12 Minutes

Tuesday, April 14, 2020

1:00 – 2:30 PM

Zoom Meeting

Attendees

Members Presents: Tracey Smith-Bryant (Chair), Shakenna Adams-Gormley (Vice-chair), Christine Tracey (Secretary), Ernest Cartledge, Ed Riggs, Joe Marshall, Colleen Dolak, David Torain, Caleb Schauer, Janee McFadden, Paul Jenkins, Michael Leblanc

Absent Members: Timothy Kirkner, Kimberly Jones,

Proxy: Fenet Shertaga (for Kimberly Jones)

Guests: David Sears, Joyce Matthews, Yvette Taylor, Dr. Kevin Long, Dr. DeRionne Pollard, Maria Adams Davidson, Dr. Michelle Scott

Liaison: Dr. Clevette Ridguard

Call to Order

Chair Tracey Smith-Bryant called the meeting to order at 1:01pm. The meeting was recorded for internal use.

Constituent Concerns

No constituent concerns were presented.

Approval of Agenda and Minutes

The agenda was approved as written. The minutes for March 24, 2020 meeting were approved as written.

Chair's Report

The College Council Chair provided the following information and updates:

- All information about COVID-19 are regularly updated and available on the College's coronavirus webpage: <https://www.montgomerycollege.edu/coronavirus/>
- Print out of Flat Monty available on the College's coronavirus webpage
 - Suggested to cut out raptor and take pictures to be posted on College website
- Work From Home Tools: <https://info.montgomerycollege.edu/offices/information-technology/work-from-home/>
- 4/10 memo from Dr. Pollard – the College will receive \$11 million dollars of which \$5.5 million will be used to support students in need
 - Please direct students to website so that they can submit request for support: <https://www.montgomerycollege.edu/alumni-friends-donors/foundation/student-emergency-funding-request.html>
- 4/8 email sent to the College community from Sergio Washington – April Absurdity
 - Opportunities for students to participate in virtual community and do activities together

Office of Advancement and Community Engagement

David Sears, Senior Vice President for Advancement & Community Engagement

- Update on College expansion
 - County executives asked the College to consider expanding into the east county
 - First step – create a vision
 - Not to underserve the underserved residents of the county
 - Make sure that whatever we offer in that location would allow the residents to live and work in the county
 - Why expand?
 - Most vulnerable area in the county
 - Highest density of poverty, housing insecurity, food insecurity, and transportation insecurity
 - Biggest issue in terms of disparity in income
 - Highest level of unemployment
 - Needed to figure out what we would offer there
 - Thanks to Dr. Kevin Long and other, we were able to match up what the job openings are in the east county to what we have to offer as an educational institution
 - Hub for virtual campus
 - Business partnerships and educational partners in that location
 - County Executive Office asked us to look at several locations
 - Decided that more research and study was needed
 - Asked for half a million dollars for feasibility study to see where the best location would be for us
 - Look at many different factors like access to transportation and zoning
 - On 2/5, we submitted strategy asking for feasibility study and the rationale behind it. The half a million dollars request in the County Executive's budget, but currently, we won't know about the funding for the feasibility study until May.
- Question – At this point, are there any thoughts for additional positions for the expansion?
 - Yes, this would require some new positions.
 - Will look at feasibility study to see the staffing need for that location
- Question – Regarding timeline, what is the next step and association timeline? When would the feasibility study conclude?
 - Won't know about the funding until mid-May
 - If we get the funding for the feasibility study, it may take 9 months to a year.
- Question – How can our individual councils help support this?
 - After getting the feasibility study funding, we will need help to encourage people to join focus group and participate in study.

MC Foundations and Students

Joyce Matthews, Vice President for Development & Alumni Relations

- Update on student emergency fund
 - Memo sent out to the college community on 3/20 about funds to support students with their needs
 - As of Monday, we have 1240 requests from students.
 - Allocated \$436,000 to students
 - We would normally use FASFA and other aspects, but we realized this situation was different. There are some students who have never requested funding before so they have not filled out FASFA.

- Requested students to give as much details as they were comfortable with and get an advocate
 - Relied on professional judgement and financial situation
- Question – Is the link on the website the best way for students to provide information when making request?
 - Yes, online form for students and advocate
 - When students fill out a form and indicates their advocate, an email will be sent to the advocate. If there's no advocate, we will contact the students.
 - Question – Is there anything else we can do?
 - Students need to fill out that form, but if they don't have an advocate, we will reach out to students and follow up.
- A council member suggested to email confirmation about receiving the forms.
 - Will make request to do this
 - Request are not always answered in order received
- There is a union looking to reallocate funds towards the College assistance program.
 - Ironing out the details
- Question – Given the number of requests for support and the various types of support, have you considered the creation of a retention office?
 - Meeting on Thursday with Dr. Brown regarding this

Dr. DeRionne Pollard, President

Dr. Pollard thanked for everyone for all the work that they are doing for the College during this situation.

- Chairs will be getting information about new board policy
 - Dr. Kevin Long gave out some information regarding policy 11006

Election of College Council Chair (2020-2021)

- Dr. Ridguard read over the governance constitutions and bylaws so that the council members will have a better understanding of the election process.
- Nominations
 - Dr. Tracy Smith-Bryant – accept nomination
 - Tremulous and valuable experience
 - Dr. David Torain – thank you nomination
 - Learned more from being in council than what I have learned for a long time
 - Continue the support and unify everyone
- Privately send message to Clevette Ridguard via chat with the name of the nominee and yes
 - Dr. Ridguard will tally the votes
- Results for the election of College Council Chair (2020-2021)
 - Dr. Tracy Smith-Bryant is elected with majority votes

Council Reports

- Employee Services Council was reported by David Torain.
 - Met last Thursday, 4/9
 - Presentation on communication by Dr. Ridguard
 - Important to give informed communication and not mislead
- Administrator Council was reported by Janee McFadden.
 - Scheduled to meet on Thursday, 4/16

- Primer on using technology and working remotely by Anwar Karim
 - Using technology safely
- Sharon Bland will talk about Search Advocate Program and Roadmap to Success
- Staff Council was reported by Shakenna Adams-Gormley.
 - Dr. Pollard and David Sears came to meeting to discuss COVID-19 and college expansion
 - Sharon Bland will also attend next meeting
 - Will send constituent concerns about flexible spending accounts to HR
- Student Services and Success Council was reported by Ernest Cartledge.
 - Discussed COVID-19
 - Sharon Bland also coming to 5/7 meeting
- Academic Services Council was reported by Colleen Dolak.
 - Met last Thursday, 4/9
 - Fortunate that the council have already started implementing Zoom last fall
 - New student member will fill out rest of term
 - Concerns about how faculty/staff can connect with students better
 - Achieving the Promising Academy coaches have been reaching out to students
 - Concluded that pass/fail not an option because pass/fail classes not eligible for transfer
- Operational Services Council was reported by Ed Riggs.
 - Met last Thursday, 4/9
 - Sharon Bland attended last meeting
 - Good discussion about goals
 - Good reports from CIO Jane-Ellen Miller
 - IT has done a wonderful job
 - Marvin Mills discussed collegewide facilities
 - Rockville campus gym is ready for occupancy
 - Liz Greaney discussed budgeting – Are we going to be affected by hiring freeze?
 - Dr. Pollard expressed that she agrees with what Liz had articulated
 - We have a budget and will use it for this fiscal year
 - No other decisions have been made yet
 - Planning and looking into different scenarios
 - No plans for tuition increase
 - Hopeful and will continue to monitor
- Faculty Council was reported by Michael LeBlanc.
 - Meeting Thursday, 4/16
 - Faculty Council praised the communication from leadership
 - Discussed summer sessions, incompletes, and pass/fail
- Student Council was reported by Caleb Schauer.
 - Met on 4/2 and 4/9
 - 4/2 meeting wasn't originally scheduled
 - Discussed how to move forward with goals
 - Wellness initiative – try to do as much as possible and pass it on to the next Student Council
- TPSS Student Senate was reported by Fenet Shertaga.

- Pass/fail – agreed that it wasn't a good option
- Working on campaign for elections
 - Trying to figure out how to recruit students online
- Germantown Campus Council was reported by Paul Jenkins.
 - Steve Drummond came to meeting and discussed executive response team
 - Discussion regarding goals
 - Unable to complete everything
 - Repairs to baseball fields
 - Discussion about Census
 - Expressed appreciation for how things are being handled
- Rockville Campus Council was reported by Christine Tracey.
 - Met last week
 - Activity – video on how to work and study best at home
 - Updates on student services building at Rockville
 - Recommend continue having Zoom meetings as option next year

Governance Information

Dr. Clevette Ridguard, Governance Director

- Congratulate the new College Council Chair (2020-2021) – Dr. Tracy Smith-Bryant
- Expressed thanks to Dr. Pollard
- Governance Election
 - Completed on Friday, 4/10
 - 1753 votes – exceeds last 3 years
 - Still need to review ballots
 - A number of people forgot to decline nominations
 - Announcement will be published on last week of April
 - Invite new member to last meetings and elect officers
- Discuss goals at last meetings – annotate any goals not completed and affected by COVID-19
 - Make suggestions for next year
- Contingency and goal reports due 5/16
 - Reach out to Dr. Ridguard if any help is needed
- Continue having meetings via Zoom – Include link in calendar invites
- Question – Is there a guide for how to conduct council election?
 - Will send a quick tip sheet
- Last College Council meeting
 - Elect vice chair and secretary

Announcements and Agenda Items for Next Meeting

- The chair expressed her gratitude to everyone, especially Dr. Ridguard, for all the work done they have been doing.
- Reminder about Flat Monty

Adjourned

The meeting was adjourned at 2:35pm.

Written by Michelle Quach / Submitted by Christine Tracey, College Council Secretary