

MC GOVERNANCE

Montgomery College
College Council Meeting #1 Minutes
Tuesday, September 8, 2020
1 – 3 PM
Zoom Meeting

Attendees

Present: Dr. Tracey Smith-Bryant (Chair), Shakenna Adams-Gormley (Vice-chair), Tonya Baker (Secretary), Christine Tracey, Ed Riggs, Transcie Almonte-Sabio, Dr. David Torain, Michael Leblanc, Kimberly Jones, Timothy Kirkner, Dr. Eric Benjamin, and Dr. Benita Rashaw

Absent: Colleen Dolak, Rebecca Adegeye

Proxy: Alex Galen (for Colleen Dolak)

Guests: Andrew Scheppler, Stacy Ford, Stephanie Will, India Hunter, Dr. DeRionne Pollard, Donna Schena, Dwayne Henry, Dr. Rachel Bonaparte, Yvette Taylor, Dr. Kevin Long, Sharon Bland, Dr. Meghan Gibbons, Dr. Sanjay Rai, Dr. Monica Brown, Maria Adams Davidson

Liaisons: Dr. Steve Cain

Governance Director: 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 only.

Constituent Concerns

No constituent concerns were presented.

Approval of Agenda and Minutes

The agenda was approved as written. The minutes for May 19, 2020 meeting was approved as written.

Chair's Report

The College Council Chair provided the following information and updates:

- Dr. Pollard's Milestone 10th Anniversary livestream on 9/10 at 5pm

- Three Policies and Procedures modifications available for public comments on [P&P website](#)
 - Flexible Work Arrangements
 - Recognition Awards
 - Board of Trustees Student Grants and Scholarships
- Office of Equity and Inclusion Newsletter
 - PACEI new chair – Dr. Rachel Bonaparte
 - The Fine Line Between Free Speech and Hate Speech – 12pm – 1:30pm on 9/15
- [Resilient MC](#)
 - Resources and information updated regularly on site
 - Return to campus assessment
- College Council Goals
 - Theme – transformation and resilience
 - Prepare for discussion about the goals at next meeting
- Ice breaker
- Welcomed Dr. Pollard and Dr. Cain

Zoom Best Practices for Governance Meetings

Andrew Scheppler, Project/Planning Analyst, and Stacy Ford, Accessible Technology Coordinator

- Polling, reactions, and voting – alternative ways to get feedback
 - Reactions button
 - May not be able to see everyone’s reactions
 - Polling – get results more easily and quickly
 - Needs to be a registered meeting to track participants
 - Roll call or put vote in chat (will need to save chat box)
- Equity and accessibility
 - Need to consider the difference between devices and situations
 - Mobile more limited
 - Transition time
 - Captioning and interpretation setting – need to be turned on ahead of time
 - Accommodation statement
- Recognizing people who want to speak
 - Informally or formally recognized by chair
- Suggest to turn off private chat so messages will be sent to everyone/host/co-host
- Recording – need to inform everyone about the recording
 - Need to tell everyone the purpose of recording, where it’s going to be stored, and who’s going to have access to it
 - Store recording in cloud or local computer
 - Cloud – can share link and passcode but limited storage
 - Local – need to figure out how to share the recordings
 - Can record just audio or video with audio

- Discussion without general public – breakout room or waiting room
 - Waiting room – people can't come directly into the meeting
 - Host can decide when to start meeting and who to bring in
 - Can move people to waiting room during meeting
 - Breakout room – can only communicate with people in the breakout room
 - Only host and co-host can enter different breakout rooms
 - Only host can manage breakout rooms
- Zoom is making constant changes and modifications
- Question – Is there a way to do Zoom meetings on VPN?
 - Slower but usable
- Question – Can we see private chats in recordings?
 - Recording doesn't save chat box, but there is an option to save chat.
 - Private chats are only available to those involved in the chat.
- A council member commented that recordings can be saved on blackboard.
 - Certain people may not have access
 - Upload media on Blackboard – no functions like captioning and built-in transcripts

Mental Wellness

Stephanie Will, Mental Health Services Program Manager

- Help connect students to resources in the community
- Factors Affecting Mental Health – Fall 2020
 - COVID-19
 - Increased workload
 - Time management struggles
 - “Zoom” fatigue
 - Isolation
 - Increased consumption of social media/devices
 - Presidential election
 - Increased focus on racism and social justice
- Symptoms
 - Increased fear, anxiety, depression, and anger
 - Somatic issues
 - Exhaustion
 - May be different for everyone
- Student Resources
 - Mental Health
 - Mindful Mondays – beginning 9/14
 - 15 minutes meditation
 - Open to everyone
 - LCP Support Groups – beginning 9/14
 - Need to fill out registration form to participate

- Peer2Peer Support Groups
 - Raptor Lounge (November and December)
 - Walk with SHaW Center
 - Counseling and Advising
 - Educational programing
 - Basic needs
 - Mobile Markets – Sept 9, 16, 23 from 2-4pm
 - Hygiene giveaways
- Additional Employee Resources
 - [Faculty and Staff Assistance Program](#)
 - Counseling services, help planning vacations, legal consolation, and more
- Community Resources
 - Montgomery County Crisis Hotline: (240) 777-4000
 - [EveryMind](#)
 - [InfoMontgomery](#)
 - HELP community organizations
 - [SHaW Center website](#)
- Dr. Pollard expressed her gratitude for all the information and resources provided.

Physical Wellness

India Hunter, Collegewide Wellness Coordinator

- Next Generation Wellness at Work Program
 - Assist employees with work life issue and help maintain a balance
 - Partnership with Holy Cross Hospital
- Offer wellness programs on all campuses
 - Virtual programs are also available now
- Eligibility
 - All employees and their spouses, as well as retirees
 - No fee
- Wellness Release Time
 - 1.5 hours of release time per week for eligible staff to participate in wellness activities
 - Faculty/Staff Release Request form needs to be signed by supervisor – keep for own records
- Outside gym membership
 - EAP funds may be utilized to pay gym memberships outside the college
 - Reimbursed up to \$35 a month
 - Need to meet criteria
 - Have to go a minimum of 10 days per month
 - Show proof of payment
- Registration is free – enroll in MCLearns
- For more information, contact India Hunter at India.hunter@montgomerycollege.edu or visit <https://info.montgomerycollege.edu/offices/human-resources/wellness.html>

- A council member expressed that MC provides good resources, which the College community should take advantage of and utilize.
- Question – Will there be arrangements for flu shots for students?
 - Arrangements for students to have flu shots on campus is in consideration.
 - Will send information about this after approval

Governance Information

Dr. Clevette Ridguard, Governance Director

- Governance Community on Blackboard
 - Governance presentations will be posted
 - Share information with council members
 - Can invite College Council speakers to individual council meetings
 - Will be updated on an on-going basis
- Feedback survey
 - Good response rate and suggestions
 - Largely positive responses
 - Detailed survey results and comments shared in Blackboard
- College Leadership and Governance Participation
 - Decision not made yet – engagement
 - Levels of engagement – consult, involve, collaborate, and empower
 - Decisions made – informational
 - Keep the College community informed
 - Considerations for chairs
 - What level of participation in the decision process is most appropriate?
 - Are there other council(s) that you should collaborate with for your input or response? Which council should you engage or inform?
- Working with councils to finalize meeting schedule
- Five councils have requested the note taker
- If there are any questions or concerns, free feel to reach out to Dr. Clevette Ridguard or Dr. Tracey Smith-Bryant.
- Next council meeting on 9/22 – Zoom webinar
- If council members missed training, the chairs should provide them with the information from the trainings, which are available on Blackboard.
- Governance inquiry available on [Governance website](#)

Closing Remarks

- The chair thanked all guest speakers for their informative presentations.
- Encouraged council members to share information and resources with individual councils and constituents
- Help needed for Mobile Markets – pre-box and drop in trucks
 - Need help and support from MC employees to help students and the community
 - Complete COVID online training first

- Reach out to Dr. Benita Rashaw if council or members want to help:
benita.rashaw@montgomerycollege.edu

Adjourned

The meeting was adjourned at 2:50pm.