

MC GOVERNANCE

Montgomery College College Council Meeting #2 Minutes

Tuesday, September 22, 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, Dr. Benita Rashaw, Rebecca Adegeye, Colleen Dolak

Guests: Lauren Landau, Chris Nixon, Jennifer Donnelly, Kelsi Tinsman, Dr. Monique Davis, Adam Reid, Marcus Rosano, Brady Patton, Jane-Ellen Miller, Suzette Spencer, Dr. Carolyn Terry, Dr. Rachel Bonaparte, Sharon Bland, Yvette Taylor, Maria Adams Davidson, Tilandra Rhyne, Dr. Kevin Long, Dr. Sanjay Rai, Dr. Michelle Scott, David Sears

Liaison: Dr. Steve Cain

Governance Director: Dr. Clevette Ridguard

Call to Order

There is a quorum to conduct business. Chair Tracey Smith-Bryant called the meeting to order at 1:03pm. The meeting was recorded for internal use only.

Constituent Concerns

- Rockville Campus Council brought forth two concerns.
 - Students and faculty about parking fee still being collected yet no need to park on campus.
 - Ed Riggs will look into and follow up
 - Concern about the information given to students from financial aid – transparency and accuracy
 - Shakenna Adams-Gormley will investigate and respond at next meeting
- TPSS Campus Council brought forth concerns from the remote learning environment. Student Council Chair articulated those concerns: 1) professors making it mandatory to

turn camera on, 2) students being required to sign contracts, and 3) professors not recording classes.

- Tabled for further discussion

Approval of Agenda and Minutes

The agenda was approved as written. The minutes for September 8, 2020 meeting were approved as written.

Chair's Report

The College Council Chair provided the following information and updates:

- Reminder to take council pictures
- Free Virtual Empowerment Event for All MC Students – 9/30 at 1pm
- [Mobile Markets](#)
- There are four P&P items open for public comments.
- 9/20 College Memo – Creating an Inclusive Environment
- 9/15 College Memo – Equity and Inclusion Roadmap for Success Town Hall Meetings
- 9/10 College Memo – Survey of Entering Student Engagement (SENSE)
 - Encourage students to complete and learn more at www.ccsse.org/sense
- 9/16 College Memo – Spring 21, Voting, and CARES
 - Conversation with Leadership – 9/24 at 2pm
 - [CARES](#)
 - Celebrate National Voter Registration Day – 9/25 at 10am-2pm

Coronavirus Advisory Team (CAT) Updates

Dr. Monique Davis, Dean of Health Sciences, Health, Physical Education, and Nursing, Adam Reid, Public Safety Assistant Director, and Marcus Rosano, Director of Media and Public Relations

- Commissioned group in March 2020
 - Collect information from various sources when making decisions
- Task force expanded in July 2020 to include every area of the College
 - Discuss and share updates
 - Make recommendations
 - Communicate decisions from senior leadership
- Question – What is the feedback from the few on-campus classes?
 - Pilot during summer to work out concerns
 - Positive feedback
 - Enjoy structured remote
 - Students do want to return to campus, but understand concern
 - Want to minimize exposure – small classes
 - Track social media
- Acknowledge the work that Jane-Ellen Miller has done within OIT
 - Drive through lap top pick up – limited contact

- There are a lot of tools and programs that the students can access.

HRSTM Talent Share Program and the Strategic Workforce and Staffing Plan Project

Lauren Landau, Manager of Talent Acquisition and Employment, and Chris Nixon & Jennifer Donnelly, Segal Consultants

- Strategic Workforce and Staffing Planning
 - Introducing Segal – leading strategy, organizational effectiveness, employee benefits, actuarial and human resources consulting firm
 - Qualified professional consultants to support and facilitate the initiatives
 - Roles and Responsibilities – defined at the start of the engagement to ensure efficiency of process and effective outcomes
 - Collaborative and inclusive
 - Workforce Trends – landscape of higher education is changing more than ever, with several trends that are impacting higher education
 - Unique Needs for Developing a Workforce Staffing Model in Higher Education
 - Limited control over aspects of traditional funding and revenue streams
 - Shifting strategic priorities impact staffing levels and required competencies
 - Unique employment practices staffing levels and decisions
 - Historic lack of investment in administrative technology resulting in inefficiencies and larger workforce
 - Ever increasing demand for new academic and non-academic programs
 - Engagement Goals & Timeline Overview
 - Estimated timeframe: Summer 2020 – Spring 2021
 - Discovery & organizational assessment: June – October
 - Gap analysis & findings and recommendation report: July – October
 - Workforce plan: October – December
 - Implementation planning: January – March
 - Question – Have you conducted a power analysis to identify the appropriate sample size of stakeholder interviews?
 - Have not done a power analysis
 - Happy to include more voices
 - Feel free to reach out if there are any questions and concerns.
- Talent Share Program
 - Launched program when the College shifted into remote work
 - Initial purpose was to address temporary staffing challenges
 - Employees not working to full capacity
 - Try to meet staffing needs internally
 - Help employees feel engaged and connected
 - Changing as we continue to stay in remote working environment
 - Managers take lead to identify staffing needs and employees who may not be working at full capacity
 - Team will work to match needs with available talents

- Working to promote and enhance the program
- Submissions have been mainly administrative type functions but there are requests and talents from all areas of the College.
- Question – Is there a list online for employees to see if they want to participate in the program?
 - At the moment, not a pick and choose – place available talents into the needs
 - Administratively, it's overwhelming to put all this information online.
- Question – Can you share more about the current needs?
 - Managed by supervisors
 - Encouraging to meet needs through existing staff
- Question – Is this purely voluntary?
 - Encouraging all managers to identify and enter employees not working at full capacity into the program

Goals Discussion

- Align goals with MC 2025 goals and initiatives
- SMART Goals
- Rockville Campus Council wanted to align goals with College Council.
 - Identity loss of student athletes – How to support student athletes during this time?
 - Individual competition – send in videos
 - Promote awareness about the opportunity to get athletic scholarship
 - Support network
- Student Services and Success Council created a word cloud to find things to focus on.
 - Creating common student engagement calendar
 - Resilience spotlight for employees
 - How to build engagement with students?
- Faculty Council – rapid changes in technological, class organizations, and curriculum structures
 - Don't have a say in technology, but have a say in how its communicated
 - Promote awareness and provide more support in the system
- SHaW Center – awareness campaign about the great things that are going on
 - Supporting the Mobile Market
 - Help debunk stigma of mental health
 - Barriers preventing students from receiving services? How to get items and services to students?
 - No transportation and not leaving home due pandemic
 - Couriers through Talent Share Program?
 - Will need to submit as recommendation
 - Question – Is Ride On free for students?
 - Ride On free through October for everyone
 - Operating at limited capacity

- Benita, Kim and Rebecca will work together to write up a recommendation
- Tabled for further discussion

Governance Information

Dr. Clevette Ridguard, Governance Director

- All information needed is available on Blackboard. Click on community, then go to the Governance link.
- Feel free to reach out if there are any questions and concerns.

Closing Remarks

- Will take council picture after the meeting

Adjourned

The meeting was adjourned at 2:46pm.