

MC GOVERNANCE

Montgomery College College Council Meeting #8 Minutes

Tuesday, February 9, 2021

1 – 3 PM

Zoom Meeting

Attendees

Present: Dr. Tracey Smith-Bryant (Chair), Shakenna Adams-Gormley (Vice-chair), Tonya Baker (Secretary), Christine Crefton, Ed Riggs, Transcie Almonte-Sabio, Dr. Eric Benjamin, Rebecca Adegeye, Timothy Kirkner, Dr. Benita Rashaw, Colleen Dolak

Absent: Dr. David Torain, Kimberly Jones, Michael Leblanc

Proxy: Alice Boatman (proxy for Kimberly Jones), Natasha Sacks (proxy for David Torain)

Guests: Dr. DeRionne Pollard, Dr. Kevin Long, Dr. Meghan Gibbons, Yvette Taylor, Dr. Michelle Scott, Donna Schena, Maurice Shihadi, Marcella Karp, Alla Webb, Dr. Nawal Benmouna, Sarah Campbell, Kimberly Robinson, Maria Adams Davidson, Dr. Rachel Bonaparte, Charmaine Weston, Teri Hurst, Dr. Sharon Bland, Alvin Trask

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 1:01pm. The meeting was recorded for internal use only.

Constituent Concerns

- Germantown Council brought up a concern on the lack of an updated collegewide calendar.
 - Assigned to Tonya Baker
- Staff Council brought forth a concern about AR6.4: Criteria for Incomplete Grade “I”.
 - Vagueness of wording
 - Has been brought up in Faculty council – will provide more information

Approval of Agenda and Minutes

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

Chair's Report

The College Council Chair provided the following information and updates:

- Meeting with the President, Dr. Pollard – 3/5 at 1pm
 - Council Chairs and leadership – will receive invitation from Yvette Taylor
- 2/23 College Council Meeting – bring guest(s) to meeting
 - Recruiting for nominations
 - Will have time for council reports – provide updates on goals and activities
- Board of Trustees Invitation – 4/19
- College Council Goals
 - Goal 1: Promote Awareness of Student Athletes – send letter of support
 - Goal 2: Increase Awareness of Councils – each chair will create 1-2 minutes zoom video responding to why governance is important
 - Submit to [Yvette Taylor](#) by 2/16
- Dr. Pollard – memo released every Monday, Wednesday, and Friday
 - Provides good resources and information
- [MC Foundation Innovation Grants](#)
 - Deadline: 3/22
 - Q&A Session: 2/17
- Auxiliary Enterprises – Master Plan Development
- Examity Proctoring – faculty workshops on 2/10 and 2/18
- [Frank Islam Athenaeum Symposia Spring 2021 Speaker Series](#) – 2/24
- Encouraged to read HRSTM Newsletter, Employee Matters, and InsideMC
 - Important information, updates, and resources
- 1/25 Memo – Purchasing Guidelines for PPE
- Strategic Workforce Planning Focus Groups on 2/11 from 1-2pm and 2/12 from 10-11am
- Deadline for [Outstanding Faculty Awards](#) Nominations: 3/1
- [Virtual Transfer Fair](#) – 2/22-2/25
- [SHaW Center](#) Activities – Benita Rashaw
 - [Support Groups](#) for students on Mondays and Thursdays from 6-7pm
 - Lockheed Martin Grant – don't need advocates and open to all students
 - Factuality game – 2/18 from 6-7:30pm
 - Opened to first 100 participants
- [Your Voice, Your MC Survey](#) – Shakenna Adams-Gormley
 - Compilation of Employee Engagement Survey, Equity and Inclusion Survey, and Ethics Point Survey
 - All employees will receive email from Modern Think
 - Survey will be from 2/15-3/1
 - Modern Think will collect responses – confidential and anonymous

College Expansion Update

Dr. Steve Cain, Chief of Staff and Chief Strategy Officer

- Growing and diverse population – enhance services for the growing population
- Report to Board of Trustees and County Executive
- Our Study Partners: Ayers Saint Gross, Kennedy & Company, and McEneaney Commercial
- College Expansion Advisory Committee – includes people from all areas of the College
- Feasibility Study – 5 phases

- Market analysis/community needs – probably most important and longest phase
 - Engage with community, understand the needs and interest
- Real estate analysis – use insights from phase 1 to investigate potential real estate options
 - Potential for pre-campus presence
- Buildout scenario/capital budget
- Operating budget
- Facilities Master Plan Amendment – BOT approval required and due to MHEC by 2/1/22
- Need to think about the campus and the operational process of the campus
 - Require extensive approval
- Funding – will seek additional funding
- If the College decides to move forward with this, it will take at least 6+ years.

FY21 Compensation Market Study (HRSTM)

Sharon Parker, Human Resource Specialist, and Mary Genovese, Human Resource Specialist

- Every 12-24 months a group of benchmark jobs will be reviewed
 - Look at jobs and see how they fit in our salary structure
 - Partnership with Segal
 - Key stakeholder engagement – Councils, Unions, and Staff Management
- Objectives and desired outcomes
 - Ensure pay structure reflects our compensation philosophy – competitive, equitable, and fiscally sustainable pay practices
 - Assess market position for benchmark jobs and confirm external competitiveness – market competitive pay structure enabling MC to attract, motivate, and retain key talent
 - Review pay structure to confirm job alignment based on internal worth – consistent and equitable pay decision-making
- Work plan
 - Introduction meetings
 - Collegewide announcement will go out soon
 - Data collection – approximately 140 benchmark jobs
 - Benchmark jobs – jobs that serves as a standard point of reference for making pay comparisons
 - Analysis and recommendations – conducted by Segal
 - Implementation
- Anticipated timeline – slightly different for faculty
 - Staff and Administrators: Winter 2021 – Summer 2021
 - Faculty: Winter 2021 – Summer 2022
 - Data availability, complexity and additional element – more research interactive meetings
- Collaboration – partners will provide valuable insight and support
 - Class and compensation – facilitate, coordinate, and communicate
 - Respond to inquiries – open forums and email
 - Segal – assess market rate for benchmark jobs
 - Review job alignment with pay structure
 - Review pay ranges
 - Governance groups and staff management
 - Understand the purpose, objectives, and outcomes
 - Respond to or refer employee inquiries

- Impact to employees – potential job grade changes
 - Changes to employee pay will be determined after the market study has been completed and a fiscal impact assessment had been conducted
- If there are any questions, please send them to [Tonya Baker](#).

Announcement

- Dr. Kevin Long – 43002CP-Board of Trustees Grants and Scholarships is out for [public comment](#)
- [Mobile Market](#) at Germantown Campus on 2/10 from 2-4pm
 - Once of month on each campus

Refresher Governance Training

Dr. Clevette Ridguard, Governance Director

- Thanked all the Council Chairs
- Governance Updates
 - Remember to include College Council Chair on all Zoom invites
 - Student Council meeting on 2/25 from 3-5pm – Dr. Pollard will attend
 - Review Blackboard portal – leadership folder
 - Review your individual council page on Governance website
 - End of the Semester Reports due 5/21/21
 - Constituency report
 - Goal report (review for next meeting)
- Fall semester feedback (6 open-ended questions)
 - Mostly positive response
 - Improve student involvement – invite student panel to College Council meeting
 - Will have additional trainings – virtual meetings
 - Information on Robert’s Rule of Order is available on Blackboard
- Governance Representation on Committees – let us know if there are any missing
- Nominations and Elections
 - Nominations: 2/26-3/10
 - Elections: 3/29-4/9
 - College Council Chair for next academic year
 - Ways to engage the college community
 - Zoom Forums – Shakenna will manage
 - Identify special invites
 - 1-2 min video on importance of Governance and what it means
 - Send to [Yvette Taylor](#) by 2/16
 - Will edit if needed
 - Colleen suggested to do 2 minute message at department meetings
 - Recommend it to one person they know
 - All council meetings are open to the college community
 - Encourage people to attend governance meetings
 - Wonderful professional development opportunity
- Populating your council – appointment of council members
 - If a seat on any council, other than the College Council, is vacated, the chair of the represented Council may appoint a new member from the same employee or student category to complete the term that has been vacated

- Notice the council term limit of the appointment/member
 - Let people know the term limit
- Constituency report – submit by end of May 2021
 - Look at trends and commonality
- Governance Recommendation Updates
 - For 2020, there are 3 recommendations on Governance website.
- Recommendation template updated (effective now)
 - Three impact statements – student, economic, equity and inclusion
- Recommendation Status Tracking
- Forging relationships – Governance liaisons and leadership
 - Connect with liaison when researching recommendation
 - Seek to inform and gather liaison perspective on issues arising at council meetings
 - Plan to have a conversation with liaison at least once a semester
- Training exercise – determine what action should be taken with constituency concern
 - Go into breakout rooms for discussion
 - Governance lets us look at different perspectives
 - Should we have more exercises like this?
 - Yes
 - Send any scenario and ideas to Tracey and Clevette
 - After recommendations are submitted, the council will work together to improve it.
- Let us know if there is anyone who want to help with the nominations and elections
 - Shakenna and Christine were asked to help out.

Adjourned

The meeting was adjourned at 2:59pm.