

MC GOVERNANCE

Montgomery College
College Council Meeting #13 Minutes
Tuesday, April 27, 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, Michael Leblanc, Dr. Benita Rashaw, Colleen Dolak, Kimberly Jones, Timothy Kirkner

Absent: Dr. David Torain

Proxy: Natasha Sacks (for David Torain)
Nik Shushka (for Dr. Benita Rashaw)(second half of meeting)

Guests: David Sears, Jane-Ellen Miller, Marvin Mills, Adam Reid, Dr. Sanjay Rai, Yvette Taylor, Dr. Kevin Long, Dr. Monica Brown, Dr. Meghan Gibbons, Dr. Rachel Bonaparte, Amanda Stroud; Maria Adams, Dr. Michelle Scott,

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 1:00pm. The meeting was recorded for internal use only.

Approval of Agenda and Minutes

The agenda was approved as written. The minutes for April 13, 2021 meeting were approved as written.

Constituent Concerns

No constituent concerns were presented.

Chair's Report

The College Council Chair provided the following information and updates:

- MC Students Popcorn with Pollard – 5/5 at 3-4pm
- Dr. Pollard’s [Town Hall Meeting](#) – 5/18
- HRSTM Events – open to all employees
 - Overcoming Financial Obstacles Series
 - “TIAA Presents: The Starting Line: Beginning to Save for Retirement” – 5/5
 - Mental Health Education Series
 - “FSAP Presents: Counseling and Therapy, Demystified” – 4/29
 - “Anxiety and Depression with Stephanie Will” – 5/18
- [Register](#) for “Your Voice, Your MC” Employee Survey Findings Information Sessions
 - Dates: 5/5 at 2-3pm, 5/6 at 10-11am, 5/11 at 10-11am, and 5/19 at 10-11am
- [Community College Survey of Student Engagement](#) (CCSSE) – available until COB 5/12
- Quarterly Staff Special Recognition Award Nominations Deadline: 6/11 at 11:59pm
- [2021 Maryland Collegiate STEM Conference](#) – 5/1
 - Seven students and one faculty will be representing MC.
- MC Takes First Place in the [CyberMaryland Challenge](#)
- [New Student Enrollment Information](#) (Virtual) Walk-In Hours: Thursdays, 5-7pm
- [Gen Ed Spring Showcase](#) – 4/30 at 1-3pm
- [Spring Closing 2021 Professional Week Schedule](#)

MC Post-Pandemic Document Feedback

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

- Reinforcing strategic plan – how we do things may be different post-pandemic
 - Looking for support and to make sure that we are doing things right
 - Want to ensure this is something that we can embrace as a college community
- Council members presented some feedback gathered from constituents.
 - Important to monitor progress and provide intrusive advising
 - Suggestion to foster study groups
 - Expressed appreciation in the initiative to look into the use of technology
 - Need to make sure that we have the necessary counseling and advising for the new normal workload/shifts
 - Expressed confusion around Initiative 10
 - What does “claim the space before others do” mean?
 - Workforce development – core part of mission
 - Will there be a single point of contact to report to the College community about returning to physical sites and the plan to bring the hybrid model to fruition?
 - Comprehensive, coordinated effort
 - Health and safety are the top priorities.
 - Will continue to keep everyone informed – next key date: 6/1
 - Positive feedback for the plan to improve registration processes and customer services

- Continual concerns about the programs used to proctor exams online
- Recommendation to create a strategic plan for staff professional development
- Need to think about how we collect and act on the feedback from students and community members
- Suggestion to look into certification courses that are offered at WDCE that may apply to our credit students
- Empower frontline workers to feel that they can make decisions
- Question – For WDCE, are there discussions to ensure that the buildings are safe?
 - Facilities team is doing extensive reviews – will check on it
- Concerns/questions about the new dean for virtual campus
 - Online education – increased enrollment and more competitions
 - Need somebody who will lead this conversation and make sure that students are supported in online programs
 - Faculty will be evaluated by discipline deans.
- Will put together an executive summary, as well as provide the raw responses that were collected and provide it to the President and her team

Update on Advancement and Community Engagement

David Sears, SVP Advancement and Community Engagement

- OACE rarely works on its own. All updates reflect collaboration across divisions of the College.
- MC2025 Goal: Empower Students to Start Smart and Succeed
 - Piloting of the Presidential Scholars Program
 - Community Engagement/OACE Volunteer Enrollment Calls
 - Piloting of a CRM (customer relations management tool)
 - Fundraising and Grants
 - Virtual Commencement and Events
- MC2025 Goal: Transforming Teaching Practices and Learning Environments
 - MBI Finance Lab
 - Grant support for transforming teaching practices
- MC2025 Goal: Fuel the Economy and Economic Mobility
 - PICMC and 19710 Observation Drive
 - Data Analysis and Marketing Shifts based on Data
 - Donation to Support the Healthcare Worker Pipeline
- MC2025 Goal: Build, Engage and Strengthen Partnerships
- MC2025 Goal: Investing in Employees
 - Professional Development and Skills Development
 - Social Injustice and Systemic Racism Conversations
 - Weekly Update Meetings
- MC2025 Goal: Protect Affordability
 - Foundation Scholarships
 - CARES/HEERF Grants
 - Student Emergency Assistance

- Laptops for Students
- Question – What can we do in governance to help support what you do in the Office of Advancement and Community Engagement?
 - Communicate – reinforce the messages sent out by the College with a single voice

IT Update: Focus on Workday

Jane Ellen Miller, Chief Information Officer

- All of Workday will go live next January
 - Will be available on mobile devices within 6-9 months
 - Need to ensure that everything is working
- Talent and Performance Management – will be available in July
 - Job aids, FAQ, and webinars
 - Put goals into system
- [Workday at MC](#) – all communication and information related to Workday
- Training opportunities
- Update personal information and emergency contact
- Look at salary information and apply for internal positions
- Payroll – in the process of parallel tests to ensure accuracy
- Question – Would payroll include students who are working with us?
 - Yes, all payroll.
- Question – Will P-Card Reconciliation be integrated into it?
 - Will check on it
 - Creating a list of things that we would like to added to system

Environmental Information: Facilities

Marvin Mills, Vice President for Facilities

- Reorganization in the Office of Facilities – Unit of Environmental Compliance, Occupational Health, and OSHA Safety transferred to the Office of Public Safety and Emergency Management
- Updates on Leggett Building Project – demolition about 95% completed
 - Approved construction budget
 - Next scheduled meeting with constituents: 5/4
- Updates on Rockville Campus
 - New student services building on Rockville Campus – received certificate of occupancy
 - Will deliver the last two floors of furniture within the next 60 days
 - Anticipate to be fully ready by Fall 2021
 - Demolition of the old student services building
 - Elevator upgrades in CB and TC
 - MBI Finance Lab – about 85% complete
- Updates on Germantown Campus
 - Some upgrades in SA Building

- Elevator upgrade in HT Building – expected to be certified in next 2 weeks
- Continue to monitor and work to ensure safe environment
 - Disinfect and sanitize spaces
 - COVID-19 signage in all buildings
 - Social distancing
- Upgrading access control system
- Upgrading display boards in classrooms – hope to be completed by end of June
- Participate in desktop exercise with Academic Affairs and Student Affairs
 - Looking at how the College will return for Fall 2021 semester with the required COVID-19 protocols
 - Will send APPA Standards to Tonya Baker to be shared with council members
- Working closely with Auxiliary Services and Metz on the renovations of our cafeterias
 - Rockville and TPSS – should be completed in the next month or so
 - Germantown – will probably be completed around November
- Working on grant funding inventory
- Looking to combine warehouse and mailroom activities – more efficient flow of deliveries and mailroom services
- Working closing with HR to look at staffing in the fall
- Question – Balancing HVAC system in the newer portion of SA building or older?
 - Both new and old portion of building – make sure everything is balance out
 - Should be completed around the end of April
- Question – Additional plans for HyFlex classrooms?
 - Waiting for decisions from Academic Affairs for how many they would like to have
 - Already have some but need more
- Question – What are the plans for off-site campuses?
 - Those facilities are not owned by the College so can't touch the HVAC systems.
 - No WDCE classes in those locations right now – made arrangements to have a lot of those classes on our three campuses

Environmental Information: Public Safety

Adam Reid, Director of Public Safety, Health & Emergency Management

- Searching for new Director of Public Health and Environmental Safety
 - Anticipate someone with strong background in public health
- [Environmental Safety and Occupational Health Steering Committee](#) – focus on what elements that make safe and healthy environment
 - Two subcommittees were launched: Chemical and Physical Hazards Subcommittee and the Occupational Safety Subcommittee
 - Will have three more subcommittees: Community Health Subcommittee, Biosafety and Infectious Materials Subcommittee, and Emergency Operations and Recovery Subcommittee
 - Widespread effort that impacts all campuses

- A lot of information sharing – break down a lot of sideoads
- Question – Do you see an intersection between what public safety will do and what PACEI does?
 - Happy to make connections and partnership
- Suggested to have signs to indicate that the building has passed certification
 - Building feasibility assessment – will have communication coming out later
 - Would be easier for people to see and digest
- Question – Easier way to report?
 - Phone call – also thinking about having a link on website
- Question – Have we been able to continue the training for the special police officer’s status on the campuses? Do we have more officers with that title now?
 - Public Safety Officers – completed robust FEMA Training, as well as additional trainings
 - Special Police Officer Program was tabled – resume next month
 - 7-8 PSO enrolled in training – need to pass all trainings and processes
- Question – What is going to be the community oversight of these new officers?
 - Limited police authority – enough for a legal protection if needed
 - Little more authority than traditional security officer
 - Happy to have conversations with key stakeholders
 - Accountability is key
 - To help and assist

Governance Information

Dr. Clevette Ridguard, Governance Director

- Thanked all Chairs who participated in BOT Meeting
- Governance Elections – 1943 votes
- May council meetings should be held before 5/18 (last College Council meeting)
 - Invite new and current council members to attend the meeting
 - Each council should elect council chair, vice chair, and secretary
 - Only 2021-2022 members can vote
 - Each council should invite the newly elected chair to the 5/18 College Council meeting
- Will elect vice chair and secretary for College Council at 5/18 meeting
- Plan meeting schedule for next academic year
- Next meeting – committee report out, goals reports, and constituency reports
 - Will send out evaluation after meeting
 - Please let us know if anyone is representing governance in a college wide committee.
- Free feel to reach out if there are any questions or concerns.

Adjourned

The meeting was adjourned at 3:05pm.