MC GOVERNANCE

Montgomery College
College Council Meeting #2 Minutes
Tuesday, September 28, 2021
1 – 3 PM
Zoom Meeting

Attendees
Present: Kimberly Jones (Chair), Shakenna Adams-Gormley (Vice-chair), Tonya Baker(Secretary), Transcie Almonte-Sabio, Dr. Eric Benjamin, Rebecca Adegeye, Katherine Goldstein, Dr. Benita Rashaw, Dana Baker, Ramon De La Cruz, Ed Riggs, Alice Boatman, and Rebecca Thomas, Dr. Carlos Molina Rosales.

Absent: None

Proxy: None

Guests: Dr. Kevin Long, Dr. Meghan Gibbons, David Sears, Dr. Michelle Scott, Dr. Brad Stewart, Dr. Rachel Hagos, Dr. Sanjay Rai, Sherwin Collette, Maria Adams, Dr. Tracey Smith-Bryant

Liaison: Dr. Steve Cain

Governance Director: Dr. Clevette Ridguard

Call to Order
There is a quorum to conduct business. Chair Kimberly Jones called the meeting to order at 1:00 pm. The meeting was recorded for internal use only.

Approval of Agenda and Minutes
The agenda was approved as submitted. The minutes for September 14, 2021 meeting were approved as written.

Constituent Concerns
No constituent concerns.

Chair's Report (Kimberly Jones, College Council Chair)

Chairs should routinely read the following:
- **The HRSTM Newslette**r: Montgomery College's weekly newsletter provided by the Office of Human Resources and Strategic Talent Management.   The HRSTM newsletter is a great resource.

- **Inside MC**: Sends an email every Monday morning informing the Montgomery College community of upcoming events and current news for the Montgomery College community. Invite the Montgomery College community to your next council meeting. You can send an email one week before your meeting to be published INSIDE MC

- **Communications Memos:** Important information sent by our Interim President, Dr. Charlene M. Dukes and other senior leaders

New COVID-19 Vaccination Requirements: Montgomery College will implement COVID-19 vaccination requirements for faculty, staff, administrators, and students:
- All employees must **verify** that they are fully vaccinated against the coronavirus **by November 8, 2021.**
- All Students must **verify** that they are fully vaccinated by **January 7, 2022**, in time for the spring semester.

Official Return-to-campus date: November 8, 2021:
- Until November 8, 2021, we will continue the current plan requiring a minimum of two days per week onsite.
- Employees who do not submit verification of their vaccination will be **required** to submit an application for a medical or religious exception to Human Resources and Strategic Talent Management (HRSTM). **If approved, the employee will be required to test weekly for coronavirus and submit the results to HRSTM.**

Read the Most Updated Information on MC's COVID-19 Vaccination Page

Duo Mobile Re-Design
- Montgomery College Two – Factors Authentication (2FA) application, will be updated to versions 4.0.0 with a new design
- Updating the position of the application, including adding a landscape view, variable font size, and improve color contrast
- A simplified interface to easily find and manage your account
- Duo Mobile version 4.0.0 will be released to the Apple Application Store and Google Play Store:
- For IOS (October 11th – 18th, 2021) & For Android (October 11th – 15th, 2021)

Montgomery College Celebrate National Hispanic Heritage Month
- September 15th – October 15th, 2021

https://www.montgomeryollege.edu/about-mc/equity-and-inclusion/events,html

Office of Equity and Inclusion Book Club - *"Four Hundred Souls"* & *Caste*
- Starting on October 1st from 1:30 – 3:00 pm. We will delve deeply into *"Four Hundred Souls"* during our First Friday Book discussion event online via (ZOOM) Montgomery College students, faculty, staff, and the community are all welcome to join us as we explore, digest, and engage in this dialogue.

Ways College Council Can Support OEI
- Promote all E&I activities by having all councils make announcements at their monthly meetings.
- Encourage members from each council to attend the fall Book Reading discussion, *Four Hundred Souls*.
- Encourage governance members to sign up for the CRT Forum on 10/28 and make space for a report out of that discussion at an upcoming College Council meeting.
- Invite E&I to make a presentation at the College Council meeting.
- Develop a robust participation campaign for the spring book reading, *Caste*

Critical Race Theory Forum – Reframing the Narrative by the (Office of Equity and Inclusion)
- In partnership with the Office of County Executive – Montgomery County and The Universities at Shady Grove – **October 28, 2021 1:30pm – 5:00pm**

Community and COVID – inspired Faculty for Faculty Fellowship and Program
- The program will explore the themes of social justice and the College's role in the community engagement growth, and recovery
- Faculty chosen to participate in this competitive two-semester fellowship
- Begins with the spring 2022 semester
- Letters of interested are due September 20, 2021
- Formal applications are due by 5:00pm October 27, 2021

Student Employment Services – launched new online job board. Check it out at CollegeCentral.com/montgomerycollege

New Supervisor Orientation Program
- Is specifically designed for supervisors who are new to the College, employees who have been recently promoted to a supervisory role, or for experienced supervisors seeking a
- refresher.
- Begins Wednesday, October 13th at 9 a.m.

Other Announcements: We'd like to welcome Dr. Carlos M. Molina Rosales to the College Council. He is the new chair of the Employee Services Council;

Metz Management – New Food Vendor
Montgomery College is excited to welcome Metz Culinary Management to operate our dinning and food service including catering and vending. At this time, Rockville and Takoma Park/Silver Spring cafes are open. The Germantown café is undergoing an extensive renovation and will open when the work is complete. You can find information about Metz Culinary Management including menu at this link
https://www.montgomerycollege.edu/life-at-mc/dinning-and-food-service/index.htm

Last Presidential Search Forum, Tuesday, September 28, 5-7p.m.

Future College Council meetings
- Who do you want to hear from?

Communications & Elections Committee
(Shakenna Adams-Gormley & Tonya Baker, Co-chairs for committee)
- Looking for people to help with an educational/marketing campaign
- Doesn't have to be the council chairs, or even people on your council – could be anyone from the constituency you represent.
- Looking for a broad reach across all campuses and constituencies
- Commitment for fall and spring of 2021-2022 year.
- Send names to collegecouncil@montgomerycollege.edu by Oct 15th. Will have our first meeting in the afternoon of Oct. 22nd. Will spend this meeting brainstorming the information campaign plan.
- Time commitment? Maybe once a month to meet; rest via email?

Board of Trustee Meeting Summary (Kimberly Jones)
The Board consists of 10 members, all of which are appointed to staggered six-year term, except for the student members who are only appointed year to year. All board members have full voting rights, the College President serves as the secretary and treasurer of the Board and the Board holds monthly meetings, both public and closed sessions. At each of the board meetings there is always a report from the Chair of the Board and a report from the College President. At the September 20th meeting, there was a report about Work Day implementation as well as a fourth quarter financial report. Mr. Sherwin Collette, Senior Vice President of Administrative and Fiscal Services and Jane Ellen Miller, Interim Chief Information Officer, and Elizabeth Greaney, Chief Financial Officer, presented.

The agenda consist of items that the Board must approve, there were three items this past Board of Trustees meeting: 1) personal actions, 2) degree and certificate certifications, 3) Bronze medallion retirement recommendation. All contracts are approved by the Board and the Board is informed of all budgetary matters. The regulatory matter that generated a tremendous amount of discussion was the new benchmarks for the performance accountability report. Based on the specific needs of Community Colleges, the state has revised its benchmark for reporting out institutional performance metrics. The Office of Institutional Research & Effectiveness tracks the measures and must report this information to the State annually. The Board had a lot of questions about the report's benchmarks. Because we are a public institution and part of our funding comes from the State, the State requires this annual reporting.

Other items on the agenda were informational and there were no Board of Trustee comments. The meeting was adjourned at 8:15 pm.

RTCAT Update (Dr. Kevin Long Deputy Chief of Staff for Planning & Policy)
- Primary activity has been finalizing the FAQs of the memo that went up on the website last week, Rebecca Thomas has been working with data and Faculty Council and the other Faculty members on updating our classroom guidance that issued to the Faculty. We are trying to anticipate as many questions as we possibly can. There are still some unresolved issues that might be hanging out there and as they get resolved, we will incorporate those into the FAQs. One of the biggest ones that I have received in a couple of emails about was the booster shots
- The system that we implement for employees to upload their vaccinations information will have a date line on it, so there won't be any work on the employee side, other than uploading any additional documentation that may be necessary.
- Boosters are not generally recommended for everyone at this time. Vulnerable populations, and I think K through 12 teachers are actually recommend by the CDC to get them now.
- We are doing a little bit of research to figure out whether that teacher language applies to higher ED but, all indications seem to say that it does not right now, but again as more information becomes available on the specific issue we will be adjusting our FAQs and communications accordingly.
- We do have a meeting with students tomorrow afternoon. SHaW Center is inviting students to come and meet the team (RTCAT).
- The RTCAT's role is not winding down yet, but we are nearing a point to where we can start thinking about winding down that role as we start to come back together.
- We plan to keep meeting throughout the rest of the year. We will keep monitoring our data or metrics.
- Total cases of COVID-19 are down in the 70's. Our test positivity rate is 2.2%. The County vaccination rate is at 67% according to the county data.
- Information can be found https://www.montgomerycollege.edu/policies-and-procedures/index.html

- How you submit proof -- that information is forthcoming. They are testing the system for employees now. We are going to begin testing the system for students shortly.
- Testing requirements must be from a Montgomery County testing site
- Here is a link where you can be tested County COVID-19 testing clinics https://www.montgomerycountymd.gov/covid19/testing.htm
- Questions about quarantine in isolation, guidelines can be found on the CDC website https://www.cdc.gov/index.htm
- What happens if you do not submit proof of vaccination or submit proof of a negative test? College can take progressive disciplinary action in accordance with our college policies procedures.
- Reminder to wear a mask -- this mandate is still in effect until further notice. Once we receive a clearance from the CDC or our numbers get down to low transmission status, we will revisit the mask mandate**. Please stay home if you are sick.**

Policy & Procedure Update (Dr. Kevin Long Deputy Chief of Staff for Planning & Policy)

- Telework modification coming from PEC next month.
- There are discussions on how these policies get processed and those changes will go out to everyone.
- Data governance project – Whitepaper was written last year looking at how the colleges governs its own institutional data. We may have some policies and revisions from that in November.
- Revising chapter structure. How the P&P looks. We are going to have brand new categories and chapters. It will be structured differently.
- Link https://www.montgomerycollege.edu/policies-and-procedures/index.html

Universal Design Center Update (Tonya Baker, Chair Germantown Campus)

- Universal Design – allows us to be Proactive and predictive rather than reactive and retrofitting so that things can be accessible to anyone and everyone.
- ADA is federal laws; UDC is a mindset.
- Universal Design for Learning - Changing the environment instead of insisting that the learner adapts to your way. Intentionally reduce barriers so all learners can learn.
- Universal Design for Technology – accessible to everyone
- Stacey Ford is the person responsible for the Universal Design Center. Check out their website or contact Stacy for more information.

Recommendation (Ed Riggs, Chair Operational Services Council)

OSC Chair, Ed Riggs, presented a recommendation to add the Director of Public Safety, Health and Emergency Management as a "permanent for position" member of the Operational Services Council.

- Council asked questions – learned that original position was VP of Facilities and Safety. College made that into two positions. OSC is asking that both have the same position (permanent) on the council.
- CC asked about an organizational chart and the hierarchy. Are all the same level position represented on this council? Adding a Director position with this request but other permanent positions are VPs. The new position is at the same level (direct report to the President) even though it has a different title. HRSTM sits on the Employee Services Council. Auxiliary Services reports up through Finance so they are represented on this council.

- This is a Constitutional Change – asked if OSC council passed with 2/3 vote or more. Replied that it passed unanimously. Would this addition change your quorum, and therefore require the bylaws to be amended as well?
- Impact statements need to be more descriptive and completed for each area.
- Asked to revise proposal with more background information and impact statements and bring it back to council next time to consider. Once College Council approves it, will need to post it Collegewide for comments before bringing it back for a vote at College Council.

Governance Information (Dr. Clevette Ridguard, Governance Director)

- Competency badge will be required for you to be council chairs in the future.
- Goals and picture are due Friday, October 29th. Send to college council e-mailbox.
    - Include who is in the picture and who is not.
- Attach your agenda to your zoom invite meeting.
    - For direction please ask Tonya Baker how to insert zoom and documents
- We did get governance training feedback.
    - Morning Session
        - Very favorable comments
        - Almost all agreed or strongly agreed that the training was useful.
    - Afternoon Session
        - Comments were helpful in planning next trainings
        - 95% agreed or strongly agreed that training prepared them for leading their councils.
- We take the feedback seriously. Very positive comments.
- We are asking the chairs to attend the board meetings and report back to the college council
    - Yvette will send the BOT list out again for people to sign up.

College Council Goals (Kimberly Jones, College Council Chair)
- Shared SMART Goal Worksheet for two goals – one on mental health and the other on communications. Broke into two groups and worked on the goals. Reported back to the entire group.
- Goals to be revised based on feedback from group exercise.

Adjourned
The meeting was adjourned at 2:55 pm.

"Alone we can do so little; together we can do so much." – Helen Keller