

# MC GOVERNANCE

Montgomery College  
College Council Meeting #6 Minutes

Tuesday, November 23, 2021

1 – 3 PM

Zoom Meeting

## Attendees

*Present:* Kimberly Jones (Chair), Tonya Baker (Secretary), Transcie Almonte-Sabio, Dr. Eric Benjamin, Rebecca Adegeye, Dana Baker, Ed Riggs, Alice Boatman, Katherine Goldstein, Benita Rashaw

*Absent:* Shakenna Adams-Gormley, Ramon De La Cruz, Rebecca Thomas

*Proxy:* Dana Baker for, Ramon De La Cruz; Leslie Jones, for Employee Services Council

*Guests:* Dr. Arlene Blaylock, John Hamman, Liz Greaney, Adam Reid, Dr. Kevin Long, Dr. Rachel Bonaparte-Hagos, Sherwin Collette, Dr. Steve Cain, Dr. Meghan Gibbons, Dr. Michelle Scott, 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.

## Constituent Concerns

None

## Approval of Agenda and Minutes

The agenda was approved as written. The minutes for November 09, 2021 meeting were approved as written.

## Chairs Report (Kimberly Jones, College Council Chair)

- College Council Theme 2021-2022 (*Creating connections and collaboration for students, employees, and institutional success*)
- During the Holiday Season Let's Honor Native and Indigenous People
- The Office of OMBUDS – is an independent, neutral and impartial, confidential and informal resource for all Montgomery College, employees: To learn more visit

[www.montgomerycollege.edu/ombuds](http://www.montgomerycollege.edu/ombuds)

- College Council Goals 2021-2022
  1. Collaborate with the SHAW Center, Counseling and Advising and Montgomery College Wellness to create a social norm campaign around mental health that includes at least two activities for Montgomery College employees and students throughout the 2021-2022 academic year to decrease the stigma around mental health and encourage the use of available resources.
  2. During the 2021-2022 academic year, communicate with Montgomery College employees and students using at least two initiatives to raise awareness and understanding of participatory governance. We hope to increase participation in all aspects of governance, including inquiries, meeting attendance, recommendations and nominations and elections.
- Mental Health First Aid (Virtual)
  - Friday, January 14, 2022
  - Tuesday, February 22, 2022
  - Tuesday, April 12, 2022
- Budget Development for FY23 Operating Fund Budget – As we are planning and developing our FY23 operation fund budget that begins July 1, 2022, we have to remain steadfast in four guiding principles:
  - Student success and affordability
  - People stewardship
  - Operational stewardship
  - Resiliency

Feedback and budget questions to [budget@montgomerycollege.edu](mailto:budget@montgomerycollege.edu)

- Equity and Inclusion book series (*Four Hundred Souls*, by Ibram X. Kendi). If you like to join they hold a discussion on the first Friday of the month. The spring semester the book will be (*Caste*, by Isabell Wilkerson).
- Germantown Fundraiser to support the Campus Pantry PLEASE join us all day Wednesday, December 8<sup>th</sup> at the California Tortilla Paramount – 2630 Spectrum Avenue, Gaithersburg, Maryland 20879 – By ordering and mentioning “Montgomery College”, 25% of your order will be donated towards the Germantown Campus Food Pantry! \*\* Orders done through UberEATS and or other delivery services do not count\*\* How to order – online ordering or app ordering can be done by adding “Spirit Day” to your cart!
- HR – Important dates to remember: Workday blackout Thursday, November 27<sup>th</sup> – Saturday, January 2<sup>nd</sup> and Thursday, December 23<sup>rd</sup> the last day to use or lose annual and personal leave. For full-time and SSL-eligible employees unused leave will be loss as of Friday, December 24, 2021.
- Crucial Conversations – Montgomery College E-Learning, Innovation, and Teaching Excellence Space is limited. Reserve your spot today!  
December 1<sup>st</sup> – Session 1: 9:00 – 11:30 am & Session 2: 2:00 – 4:00 pm  
December 3<sup>rd</sup> – 9:00 – 11:30 am  
December 6<sup>th</sup> – Session 1: 9:00-11:30 am & Session 2: 2:00 – 4:30 pm
- College Council Subcommittees
  - Communication and Nominations (Tonya Baker, Shakenna Adams-Gormley and Transcie Almonte-Sabio) Our goal is to create a series like “did you know” starting in December that will come out every two weeks in INSIDE MC, email, social media and maybe the digital screens.
  - Starting in January 2022 the committee will be working on Spring communications.

- Creating a bookmark for nominations and elections to distribute around the campuses
- Creating Governance Day!

#### Mental Health (Dana Baker)

- In the spring semester via a PowerPoint presentation called the mental health minute. Provide information for students, faculty, staff and administrators on mental health to help normalize the construct of mental health on the College Community. Our goal is provided information and resources (Montgomery County crisis hotline, national suicide prevention hotline, self-harm hotline, crisis hotline for LGBTQ).
- Constituent concern update: (Tracy Smith-Bryant brought a request for a sign language interpreter during the Town Hall in addition to including Amharic as a language in all the memos and important communications from the President's Office).
  - Outreach depends on available resources. The language advisory group reviews data on current students' languages spoken in their countries. There is a higher need to translate in Spanish both with employees and students. The college also provides Amharic translation.
  - MC TV hired and Amharic speaking producer which will give more capacity to create videos in Amharic. With the approval of your supervisor you can request materials to be translated into other languages through the Office of Community Engagement.
  - LGBTQ assessment survey deadline is Friday, December 3<sup>rd</sup> at 5:00 pm <https://survey.alchemer.com/s3/6564004/LGBTQIA-Needs-Assessment>

#### **BOT Meeting Summary (Dana Baker, Faculty Council Co-Chair)**

##### **Highlights from the BOT meeting on Monday, November 15, 2021**

- Changes to academic programs – Industry standards and accrediting groups have prompted name changes for several programs: The art degree was listed as arts and sciences, it is now an AA in Art. There were name changes in graphic design and interior design - national kitchen and bath. The management certificate and the paralegal studies certificate were deleted. The management courses can be taken as part of the Business curriculum and there continues to be an AAS program in Paralegal Studies.
- Presentation on the return to campus. Continued mask mandate and vaccination requirement dates. Student January 7<sup>th</sup>.
- Distance and remote learning and the numbers of courses that were being offered.
- BOT chairs reports were given by Mr. Knapp -- there had been a delegate's forum, and the board has made good progress on their last goals. They are looking forward to pursuing their goals for 2020 for next year 2022.
- BOT goals for 2022 include continuation of ATD, ACES, turning the corner on enrollment declines and ways that the board could be of aid in promoting enrollment in the Community.
- The committee reports were around student success succession planning for the board itself and the budget.
- List of national and state of Maryland designated awareness days and months for 2022
  - February is Black and African American history

- March is Women's history and Irish American heritage
- April is Arab American heritage
- May is Jewish American heritage and Asian Pacific American heritage
- June is LGBTQ Pride month and Caribbean American heritage
- September and October are National Hispanic heritage
- October is German American heritage, Italian American heritage and culture, National disability employment awareness and Polish American heritage
- November is National Native American heritage

**Enrollment Update (Dr. Arlene Blaylock, Director of Institutional Research & Effectiveness) –**

**PowerPoint**

- Over a five-year period, student enrollment has declined by nearly a quarter and bill hours have declined more than a third.
  - Decrease in students 24.4% from 22,875 to 17,284
  - Decrease in bill hours 25.7% from 205,906 to 152,982
- PT/FT Enrollment Status – percentages relatively steady between Fall 2017 to Fall 2021
- Enrollment by gender -- percentages relatively steady between Fall 2017 to Fall 2021
- Average age of MC students from 24.8 in Fall 2017 to 23.8 in Fall 2021
- Steep decline in the number of black, hispanic and white students in fall 2021 compared to previous fall semester
- Student representation by race/ethnicity is relatively stable, with the exception of white students, whose proportion declined 1.2 points compared to previous fall semester.

**Budget Update (Liz Greaney, Chief Business – Financial Strategy Officer)**

- Ms. Liz Greaney, chief business/financial strategy officer, presented the quarter’s revenues and expenditures in detail, reporting that tuition and fee revenue and other revenues for the quarter were suppressed due to the phased approach to re-opening. She added that salary and benefit expenses were below expectations at this time of year and trending lower than the prior year due to lower enrollment and higher vacancies than projected.
- FY23 Budget Priorities
  - Accelerating Student Access, Affordability and Success
  - East Campus Presence
  - Institutional Sustainability
  - Revitalize Community and Business Engagement
  - Workforce Alignment
- Fewer students taking fewer credit bearing classes
 

Credit	Headcount	Credit Hours	Average Student Load
Fall 2016	23,916	217,078	9.08
Fall 2021	17,285	152,987	8.85

Enrollment Trends – WDCE
- Declining enrollment in Workforce Development programs
 

WDCE	Full Time Equivalent
FY2016	2860.76
FY2021	2265.45

- Budget Principles
  - Expression of our mission and values
  - Annual resources allocation to support fiscal year initiatives that support our strategic plan
  - Balanced-revenue sources must meet expenditure
- Operating Fund Expenses
  - Budget – \$264,704,984
  - YTD – \$51,004,625
  - Difference – -213,700,359
- FY22 Operating Expenses % of the Budget as of 9/30/2021 19.3%
- Operation Fund Revenues
  - Budget – \$258,746,161
  - YTD - \$115,312,657
  - Difference – -143,433,504
- FY22 Operating Revenues % of Budget as of 9/30/2021 44.3%

**Annual Security Report (Adam Reid, Director of Public Safety, Health & Emergency Management)**  
**(Clery Act)**

Clery Crime & VAWA Data

2020 ASR Published in 2021

- 2018, 2019, 2020 data sets
- Homicide, Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Hate/Bias Crimes, Drug & Alcohol Arrests and Referrals, Weapon Law Arrests and Referrals
- Campus and local law enforcement statistics
- Geography – On Campus vs. Public Property

Clery Data Summary for 2020

- Germantown + 1 – Non-Campus Burglary
- Rockville 0
- Takoma Park/Silver Spring Campus + 3
  - Rape on Campus (Bridge – non-MC affiliates)
  - Robbery (JB Park)
  - Burglary (Grounds shop)

Incident Report Data

2018, 2019, 2020

- 1,414 Reports
- Germantown 321 – 4 % Clery
- Rockville 526 – 4% Clery
- Takoma Park/Silver Spring 556 – 3% Clery
- Non-Campus 11

Pandemic Data 3/1/2020 – 9/1/2021

- 255 Reports written 3/1/2020 – 9/1/2021
- 12,974 Calls logged for service 7/1/2021 – 9/1/2021
- 928 Calls for service average a month
- 1,421 Calls logged between 9/1/2021 – 10/1/2021

### **Chairs Check – In (Kimberly Jones, College Council Chair)**

Goals and activities report from councils

- Employee Services Council – Improving onboarding procedures and enhance employee’s initial induction and orientations, also like to collaborate with other councils with this process. Other goal is helping with the implementation of Workday--sharing training/communications information with our constituents’ groups. Next meeting will have discussion about teleworking policy.
- Faculty Council – Syllabus addendum, back to campus classroom management – more interaction with SRT. Review ad-hoc committee report on the Outstanding FT Faculty Service Award to see what changes we can recommend for next year.
- Rockville Campus Council – Supporting the Arts—looking to do a needs assessment to see how we can help, and Mental Health goal--work with College Council’s ad hoc committee.
- Students Services and Success Council – How do you do that? videos. Focus this year will be on ATPA and Disability Support Services. Working with MCTV to create these. communications/informational videos. Improve communications with students.
- Operational Services Council – working on marketing our committee meetings. Each of the permanent members are working to submit a document indicating what they have done for the return to campus to make it smooth for everyone.
- WDCE Council – Working with the Provost George Payne preparing an orientation introduction of the new incoming President of the College, and increasing council membership – aligned with Communications committee for College Council.

### **Governance Information (Dr. Clevette Ridguard, Governance Director)**

Presented a PowerPoint of reminders and helpful tips.

### **Adjourned**

The meeting was adjourned at 3:05 pm