

# MC GOVERNANCE

## Montgomery College College Council Meeting #8 Minutes

Tuesday, February 8, 2022

1 – 3 PM

Zoom Meeting

### **Attendees**

*Present:* Kimberly Jones (Chair), Shakenna Adams-Gormley (Vice-chair), Tonya Baker (Secretary), Transcie Almonte-Sabio, Rebecca Adegeye, Katherine Goldstein, Dana Baker, Ed Riggs, Alice Boatman, Dr. Rebecca Thomas, Ramon De La Cruz, Kimberly Robinson, Mark Levine

*Absent:* Dr. Eric Benjamin

*Proxy:* Melissa Sprague for Dr. Rebecca Thomas

*Guests:* Dr. Meghan Gibbons, Dr. Michelle Scott, Dr. Rachel Hagos, Dr. Tracey Smith-Bryant, Crystal Medina, Stephanie Gailo Krasnoff, Jon Pointer, E. Grier

*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**

The Telework Policy will be reviewed on February 21, 2022.

### **Approval of Agenda and Minutes**

The agenda was approved as submitted. The minutes for December 7, 2021 meeting minutes were approved with one amendment changing Rebecca Thomas to Dr. Rebecca Thomas.

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

- College Council Theme for 2022 Creating Connections and Collaboration for Students, Employees and Institutional Success.
  - The theme is centered around Mental Health and Communications and Election Committee.
- Campus Food Drive
  - To access the Shaw Center's Amazon Wishlist, visit:  
<https://bit.ly/mcshawwishlist.com>.
- The College Council have two new chairs, Kimberly Robinson and Mark Levine. Mark Levine will replace Benita Rashaw for the Student Success and Services Council. He can be reached at

[mark.levine1@montgomerycollege.edu](mailto:mark.levine1@montgomerycollege.edu). Our other chair is Kimberly Robinson she will replace Carlos M. Molina Rosales for the Employee Services Councils and can be reached at [Kimberly.robinson@montgomerycollege.edu](mailto:Kimberly.robinson@montgomerycollege.edu)

- Update on the vaccination mandate for face to face classes. The College started a calling campaign to contact the 2000 students who had not submitted their vaccination information. Through the calling campaign, the numbers went down to 637 students. They were only dropped from their face to face classes.
- Funds for COVID operations. HEERF will end June 2022. The college is challenged to continue funding initiatives that were put in place during the pandemic.
- Another initiative is to target students who were dropped for partial vaccination with efforts to re-enroll those students. There will be rolling drops moving forward. The College is working on improving the system.
- Budget and enrollment update. The Board of Trustees adopted the College's FY 23 budget in January. The budget keeps funds for the operation of the College and assumes no increases in tuition and seeks new county dollars to fund compensation increases and to stand up an education center in East county.
- The budget is transmitted to the county executive and the county council for their review and approval. The county executive will send his budget recommendations to the Council on or about March 15.
- The council will hold a public hearing regarding the budget in April. They will deliberate through May and adopt a budget before Memorial Day.
- The Board of Trustees will take final action on tuition in April. The Board will make final adjustments to the FY 23 budget based on the Council action before the fiscal year in July. The council thanks Susan Madden for supplying this important information.
- Enrollment is down. Dr. Rai mentioned in the PEC meeting that 70% of the classes were to be in person. Right now it is about 63% and the rest of the classes offered are virtually. 78% of the seats are taken to date. In previous years it was 85%. Distance learning enrollment is about 10,300, about 89-90%. Distance learning enrollment from last year was 9200 - which has been exceeded this year. The college is looking at trying to add more sections because of the seven-week classes in March are already 60 to 65% full and distance learning classes are already 90% full.
- President Dr. Williams will begin at the College on February 28, 2022
- Student panel is coming up in April. Last semester in November the College Council had a student panel discussion. The College Council sent an email to Dr. Rai and Dr. Brown with the recommendations that came about from that student panel discussion.
- The College Council chair asked the members for ideas specific topics to discuss at our next student panel discussion.
  1. Mental health
  2. Training availability for students
  3. Resources available for students
  4. What is helpful for students during the COVID pandemic while in college
- Please send any other ideas to [kimberly.jones@montgomerycollege.edu](mailto:kimberly.jones@montgomerycollege.edu)
- February starts the election process; The March meeting bring a constituent to the council meeting; April is the student panel. We need input from all the Council Chairs for shaping our guest for our upcoming meetings.
  1. Dural enrollment
  2. Early and middle college
  3. Virtual campus team

4. Behavioral health wellness for employees
  5. Student athletes
  6. Social media and communications
  7. Dr. Dukes suggest we consider the Presidents enrollment Task Force and FY 23 institutional priorities.
  8. Pre-transfer academy
  9. Title 9/training
- Broad of Trustee calendar Katie Goldstein signed up for February 21<sup>st</sup>, March 21<sup>st</sup> Alice Boatman will attend the meeting and Tonya Baker will attend the April 18<sup>th</sup> meeting.
  - The staff enrichment day planning committee would like to postpone the staff enrichment day this year due to the concerns surrounding COVID. The College Chair asked for a motion to accept the recommendation. The motion was approved by the College Council.
  - Policy and procedure feedback and public comments are open until February 11. Any comment should be sent to the website. Ed Riggs is now working on this process.
- Names of Modified Policies
- 66005 & 66005CP-Data Asset Management and Security
  - 66002 & 66002CP-Confidential Data Management and Security
  - 41006 & 41006CP-Board of Trustees Scholar Award
- Innovation grants \$50,000.00 dollars are available for projects that develop hybrid strategies that leads to increase enrollment retention and student engagement. Deadline to apply is March 21<sup>st</sup>, 2022. If you have any questions please reach out to Dr. Clevette Ridguard.
  - Boys to Men program is a mentoring program. Students can apply by completing this form: <https://www.montgomerycollege.edu/life-at-mc/boys-to-men/intake-form.html> If you would like more information on BTM program, please email [BoystoMen@montgomerycollege.edu](mailto:BoystoMen@montgomerycollege.edu) or call 240-567-5098.
  - MC DATA-INFORMATION DECISION MAKING SPEAKER SERIES:
    - February 1, 2022 3:00pm – 4:00pm – Dr. Arlene Blaylock, PhD, Director of Institutional Research and Effectiveness topic Successful Navigating OIRE
    - February 8, 2022 3:00pm – 4:00pm – Elizabeth “Liz” Greaney, MBA, CTP, Director of Collegewide Facilities Operations topic Financial Data Management.
    - February 15, 2022 3:00pm – 4:00pm – Terrence Evelyn, Director of Collegewide Facilities Operations topic Facilities Data Management.
    - February 22, 2022 3:00pm – 4:00pm – Goli Trump, MBA, CIA, CFE, CRMA, internal Audit and Advisory Services Director topic Insight-Driven Internal Auditing.
    - March 1, 2022 3:00pm – 4:00pm – Michael Mills, EdD, Vice President, E-Learning, Innovation, and Teaching and Learning topic Data as a Powerful Indicator at Teaching.
  - Workshop: Impostor Syndrome is Real: Learn How to Overcome It. Sponsored by the Office of Equity and Inclusion, Office of Student Affairs, and Montgomery College Rising Professionals Association; Part 1 is Tuesday, February 22<sup>nd</sup> 2:00pm – 3:00pm and Part 2 is Tuesday, April 5<sup>th</sup> 2:00pm – 3:00pm via Zoom.
  - ATPA Drop-In Coaching – Book a 30-minute academic coaching session [Bit.ly/drop-in-coaching-booking](https://bit.ly/drop-in-coaching-booking)
  - MC Governance Nominations & Elections
    - Nominations: February 25<sup>th</sup> – March 10<sup>th</sup>
    - Elections: March 28<sup>th</sup> – April 8<sup>th</sup>
  - Memo Eating and Drinking in the Classroom. Students are not going to be able to eat in the classroom, labs or other spaces. Encouraging eating and socially distant ways in common spaces and utilize that space between breaks.

### **BOT Meeting Summary 01/26/2022 (Rebecca Adegeye, Student Council Chair)**

- Review of the 2021 Audit Report by Ms. Chrissy Bowman. The report affects financial and grant decisions. The motion was passed by the Board.
- The public meeting was called to order by the Chair Michael Knapp. Dr. Dukes reported on the completion of Workday; classes starting on January 24<sup>th</sup> with about 15,228 students enrolled. A full detail on the enrollment will be provided at the next board meeting in February.
- 1.3% of Montgomery College students were exempted from the vaccine mandate. May also be required to take the booster.
- Legislative update by next month meeting.
- Liz Greaney reported the second quarter fiscal report for December 31<sup>st</sup> was down by 15%. Operating expenses were about the same as it was last year. WDCE, with some improvement, was at 45%. The HEERF budget expended to date was 53% and the FY 2023 operating budget was approved by the Board of Trustees.

**Communications & Elections Committee Report Out (Tonya Baker, GT Council Chair & Shakenna Adams-Gormley, Academic Service Council Chair)** presented a PowerPoint Presentation – to view the presentation, visit the MC Blackboard governance community site.

- Raising Awareness of Governance with “Governance By the Numbers” campaign: Inside MC and on digital signage
- Hosting 4 Information sessions on Governance participation (one in Spanish)
- Nominations: Feb 25 – Mar 10; Elections Mar 28-Apr 8
- Goal: 1525 nominations; 1950 votes
- Asked chairs to share info with constituents.

**Mental Health Committee Report Out (Ramon De La Cruz, Staff Council Chair & Dana Baker, Faculty Council Co-Chair)**. presented a PowerPoint Presentation – to view the presentation, visit the MC Blackboard governance community site.

- Digital screens at the college will display notification for students, faculty and staff numbers they can seek help if needed.
- Suggested books
- Shared First Week Boost – Collegewide – a request was made that this continue to all campuses moving forward (not just to RV)
- Shared “toxic positivity” and provided examples of better ways to say things

**Mental Health Wellness Exercise (Crystal Medina, Wellness Advocate Rayvynne Fit Wellness LLC)**

- College Council participated in a health and wellness exercise.

**Governance information (Dr. Clevette Ridguard, Governance Director)**

Dr. Ridguard reported on all the positive progress she has seen and heard in the Governance council’s meetings. Dr. Ridguard is looking forward to continued progress for the spring semesters meetings. Governance update on council’s administrative processes.

**Announcements & Check Ins (Kimberly Jones, College Council Chair)**

- Council chairs provided updates from each of their councils.

**Adjourned**

The meeting was adjourned at 2:54pm.

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