

# MC GOVERNANCE

## Montgomery College College Council Meeting #14 Minutes

Tuesday, May 10, 2022

1 – 3 PM

Zoom Meeting

### **Attendees**

*Present:* Shakenna Adams-Gormley (Vice-chair), Tonya Baker (Secretary), Transcie Almonte-Sabio, Rebecca Adegeye, Katherine Goldstein, Dana Baker, Ed Riggs, Alice Boatman, Mark Levine, Dr. Eric Benjamin, Dr. Rebecca Thomas

*Absent:* Kimberly Jones (Chair), Ramon De La Cruz, Kimberly Robinson

*Proxy:* Shakenna Adams-Gormley for Kimberly Jones, Beth Reilly for Ramon De La Cruz, Paul Miller for Kimberly Robinson

*Guests:* Dr. Meghan Gibbons, Dr. Michelle Scott, Dr. Jermaine F. Williams, Joyce Matthews, Carroll Rollman, Rachel Bonaparte, Schnell Reed Garrett, Rabbee Awan, Paul Miller, Jon Pointer, Joe Marshall, Beth Reilly, Amanda Darr

*Liaison:* Dr. Stephen D. Cain

*Governance Director:* Dr. Clevette Ridguard

### **Call to Order**

There is a quorum to conduct business. (Vice-chair) Shakenna Adams-Gormley called the meeting to order at 1:00 pm. The meeting was recorded for internal use only.

### **Constituent Concerns**

The constituent concern is if the senior leadership would consider compensating all elected officers, including the vice chair and secretary while serving on a Governance council.

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

The agenda was approved as submitted. The minutes for April 26, 2022 meeting were approved as written.

### **Chair's Report (Shakenna Adams-Gormley, College Council Vice-Chair)**

The Vice Chair discussed the following items:

- Asian Pacific Heritage Month Kick-off Festival
- Discounted Hershey Park Tickets
- Seeking Students to Get Out the Vote
- Poetry Reading and Discussion with Author Nghi Nguyen

- MC Welcomes Disney Institute June 24<sup>th</sup> 2022
- Blood Drive
- OBS Support for Workday Business Processes
- MCRPA 7<sup>th</sup> Annual Retreat
- Volunteers Needed for Commencement
- Commencement Committee Announcement
- Spring Professional Week
- Council Goals
- Governance and Equity and Inclusion

To view the PowerPoint presentation for additional details, visit the Montgomery College Blackboard Community Governance page.

### **Welcome New Members (Shakenna Adams-Gormley, College Council Vice-Chair)**

- The Vice-Chair welcomed the new College Council Chairs for 2022-2023
  - College Council Chair – Kimberly Jones
  - Academic Services Council Chair – Shakenna Adams-Gormley
  - Employee Services Council Chair – Paul D. Miller
  - Operational Services Council Chair – Joe Marshall
  - Student Services and Success Council Chair – Sergio Washington
  - Administrator Council Chair – Jamin K. Bartolomeo
  - Faculty Council Chair – Dana Baker and Jon Pointer
  - Staff Council Chair – Beth Reilly
  - Student Council Chair – TBD
  - Takoma Park Silver Spring Campus Council Chair – Schnell Reed Garrett
  - Germantown Campus Council Chair – Amanda Darr
  - Rockville Campus Council Chair – Katie Goldstein
  - Workforce Development and Continuing Education Council Chair – Rabbee Awan

### **Revised Recommendation: Enhancement of Collegewide Building Directories through use of QR Codes (Alice Boatman) Takoma Park Silver Spring Campus Chair**

- TPSSC-recommendation is to better promote resources for students, better communication, through collegewide directories and building directories.
  - Recommendation is to enhance the exciting physical directories for all buildings to improve navigation and promotion of student services and supports.
    1. Add QR codes to every building directory
    1. Update the Collegewide directory and collect current updated information
    2. Create the website using current information
- The College Council voted to move this recommendation forward to the President.

### **Individual Council Goals Update (All Councils)**

- College Council Goals
  - To collaborate with the SHaW Center, Counseling and Advising and the Montgomery College wellness program to decrease the stigma around mental health and to encourage the use of available resources.
- Academic Services Council Goals:
  - Started a White Paper for the Chairs to distribute during there meetings that contained updated happening from different areas of that service the students.
  - Worked with Assessment Center to update their guideline booklet. It was distributed

throughout the College for those that use the Assessment Center for their classes.

- Administrators Council Goal:
  - Developed a questionnaire for the onboarding process for all new hire Administrators and they also developed a survey. Their plan is present it in the fall semester to the College community.
- Faculty Council Goal:
  - To provide resources for the Faculty during COVID for the return to campus concerns and questions. The council finalized a COVID-19 Syllabus Statement for the Faculty to use upon their return to campus. The council updated the COVID-19 Classroom Guidelines document with the RT-CAT for the fall of 2021. The Co-Chair and Professor Emily Rosado presented at the Part-time Faculty Spring Conference. The presentation entitled - Return to Campus: Let's Make Your to Do List" addressed the constituents concerns and they finalized the inclusive Syllabus Addendum. They also reviewed and discussed the Full-time Outstanding Faculty awards recommendations to be forwarded to the senior leadership team regarding the Full-time Outstanding Faculty award.
- Operational Services Council Goal:
  - To expand the communication efforts to include more vigorous marketing using Montgomery College Mail, Inside MC, and directing the constituents to the Operational Services website. The use of social media improved the Operational Services web presence. The council had double the viewing presence since taking on the marketing initiative.
- Germantown Campus Council Goal:
  - To focus on food for the students on the Germantown campus working closely with the Shaw Center. The council also held a fundraiser with California Tortilla- Paramount in the fall and spring which raised \$400.00 dollars that helped purchase items for the Germantown food pantry.
  - To build a community between the staff, faculty and students as College returns back to campus. The Germantown council partnered with the Germantown Student Senate, the Office of Student Life and the Athletics department and planned a "Fun at the Park with Raptors Baseball" event.
  - The Germantown Campus Council also invited two students to attend each of their monthly meetings to share what their MC experiences have been.
- Work Force Development and Continuing Education Campus Council Goal:
  - To get more participation by inviting constituents to their meeting.
  - To prepare a compressed schedule of different programs offered and note the students' testimonies of the courses they had taken with WDCE.
- Rockville Campus Council Goal:
  - To support the Arts network on the Rockville Campus. They featured two presentations: one in the fall and one in the spring from the Art department.
  - To support mental health focusing on stress management. The council worked closely with the exercise science students with exercises help to relieve stress from your desk.
- Student Services and Success Council Goal:

- To identify which areas, they would work on for additional videos. The council's focus was with assisting DSS. The council developed questions and are getting MC TV involved to produce a better video from the previous year. The council also is working on strategies on how to promote DSS services and what they offer.
  - To work on how to effectively communicate with the Montgomery College students. The council is reviewing the visual boards on campuses, to potentially put some new boards up to enhance the communication. The council developed a list of Web navigation shortcuts and they distributed them to the College Council to share with constituents. The council is continuing to discuss a possible online app and they met with the members of Montgomery College Communications team.
- Staff Council Goal:
- To continue to create opportunities for outreach to the College's second and third shift staff members. Expanding enrichment leave awareness and opportunities to include what is available for enrichment leave. The council has altered the information to have a longer list of opportunities. The council is using some of the Roadmap from Equity and Inclusion.
  - The council is also working on improving the onboarding process for new employees. They sought collaboration with other governance councils. Recommend a mentorship network. The council collaborated with Employee Services Council.
- Takoma Park Silver Spring Campus Council Goal:
- To help facilitate integration of students to the campus community and foster their academic success by assessing student needs through surveying and then identifying and promoting available resources.
  - To improve and streamline campus- specific communications to make information more easily accessible. The council worked on how to enhance the Campus directories and physical locations of staff and departments with a possible QR-based directory. A recommendation was prepared for the President review.
- Student Council Goals:
- To inform the students of the resources available. The council used social media to promote the resources available at College. The council also organized a Coffee Town Hall meeting so the students could ask questions and discuss their concerns before returning back to the campus.

**Election: College Council Officers (Dr. Clevette Ridguard, Governance Director)**

The Governance Director, Dr. Ridguard, opened the floor for nominations and voting for the new Vice Chair and Secretary for 2022-2023. The council nominated and voted Shakenna Adams-Gormley for Vice Chair and for the Secretary Katie Goldstein

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

Dr. Ridguard thanked the Chair Kimberly Jones, Vice Chair Shakenna Adams-Gormley, the Secretary Tonya Baker for their governance service. She also thanked all of the Council Chairs for all of their hard work while serving on the council. One of the promises in participatory governance is to be transparent and to keep you informed. Next year's meetings will continue to be virtual for all the councils. Mark your calendar for governance training on August 25, 2022 during professional week. Training will be virtual for the morning session for all council members, and afternoon will be face to face for the leadership (Chair, Vice Chair, & Secretary) of each council.

The competency badge modules one and two are live and available in Workday. If you have not completed Modules one and two, please do so over the summer. Module three will roll out early fall.

Governance Assessment: Dr. Ridguard will send out a questionnaire survey to share your experience and provide feedback while serving on the participatory governance.

**Wrap Up (Shakenna Adams-Gormley, College Council Vice-Chair)**

Vice Chair thanked the College Council members who are leaving the council and welcomed the new council chairs.

**Adjourned**

The meeting was adjourned at 3:06 pm.