

MONTGOMERY COLLEGE GOVERNANCE
Academic Services Council Meeting Minutes

Wednesday, October 15, 2025

10:00 AM– 12:00 PM via Zoom

Attendance

Committee Members:	<i>Present:</i> Angela Nissing, Tracey Bodo, Michelle Chan, Josiah Ridgeway, Rebecca Thomas, Patricia Maloney, Verhonda Sercey, Transcie Almonte-Sabio, Chingling Liu, Leah Scharlott <i>Absent:</i> Tara Tetrault
Academic Services Council Liaison:	Dr. Deidre Price, Senior Vice President for Academic Affairs/College Provost
Invited Guests:	n/a
Meeting Attendees:	Dr. Mike Mills, Dr. Clevette Ridguard, Yvette Taylor, Kethmanida Sam, Oscar Flores, Sepy Yousefi, Viga Zhelezinskaia, Rose Garcia, Cathy Henley, Sonja Williams, Manuri Perera, Sally McClean, Janice Du Four

Call to Order

- Chair Angela Nissing called the meeting to order at 10:02 AM.

Approval of Minutes

- Sep 17th meeting minutes were reviewed and approved as written.
 - Motioned: Patricia Maloney; Seconded: Leah Scharlott.

Constituent Concerns

- Sally McClean shared concern regarding large number of emails faculty receive regarding College news and announcements meant for students. Would like clarification on what emails can go directly to students or what communications faculty should share during class time.
 - Dr. Nissing will follow up with Prof McClean with a response.

Guest Speaker – Tracey Bodo, *American Association of Women and Community Colleges-MC Chapter*

- Presented an overview of the AAWCC – including its mission, representatives, guiding principles, goals, and events – to encourage membership among MC staff and, in particular, MC faculty. Presentation attached.

Discuss and Finalize ASC Goals for AY25-26 - Dr. Angela Nissing, *Academic Services Council Chair*

- Dr. Nissing showed shared document featuring ideas from Council members since the previous meeting. Highlighted focus on increasing students' awareness and access to

college resources and supports. Reminded Council members to propose guest speakers to present at ASC meetings and provide guidance on strategies to achieve ASC goals.

- Discussion among Council members included:
 - Ensuring faculty and staff who regularly interact with students are aware of what services are available to students and how to direct them to those services. Perhaps utilize Starfish as a platform to communicate these services (Rebecca Thomas)
 - Can build upon an existing resource developed by the WDCE Council (Transcie Almonte-Sabio)
 - A [resource guide](#) from FY24-25 is also available and being used among Counseling & Advising faculty. ASC can collaborate with WDCE Council to not only build upon this existing work, but also ensure a guide that is more navigable and user-friendly (Dr. Deidre Price)
 - There are two components: information collection and delivery/communication of information. ASC can play a larger role on the latter (Dr. Angela Nissing)
 - Consider accessibility when communicating resources to students. Make information mobile-friendly. Solicit IT for support (Michelle Chan)
 - Need to consider the “best” way to reach students without overloading them with information, e.g., emails (Dr. Angela Nissing)
 - Information can be shared via Blackboard and MyMC (Dr. Mike Mills & Josiah Ridgeway)
 - Communications sent via SMS or Push on the MyMC app has been effective at TechMAP (Oscar Flores via Zoom chat)
 - In determining goals, consider having language be informed by what the ASC plans to measure (Dr. Deidre Price)
 - This may mean having two distinct goals – one measured according to impact on students, one on faculty (Rebecca Thomas)
 - Possible strategies for achieving goals
 - Conduct surveys on student usage of services at start of AYs. Students can be given a monetary incentive, e.g., \$5 Starbucks card (Tracey Bodo)
 - Must consider effectiveness of using surveys to collect data, i.e., surveys often yield few responses (Dr. Angela Nissing)
 - Invite speakers from various areas to ASC meetings for guidance on how to communicate resources to students and faculty, e.g., Academic Affairs regarding FYE orientation and onboarding (Dr. Angela Nissing)

- Implement a communication push for services with existing data, e.g., [laptop loans](#), to measure what modes of communication work best
- Purge outdated information and keep MC website up-to-date so students and faculty have access to correct information regarding services (Michelle Chan and Leah Scharlott)
- Need for data collection
 - Is there data on what services are underutilized? Prioritize awareness of these services/resources (Verhonda Sercey)
 - In building resource guides, consider raising awareness on underutilized services more broadly, e.g., tech access can be through DLCs and libraries in addition to laptop loan program (Dr. Deirdre Price)
 - Information about underutilized resources can inform subgoals (Rebecca Thomas)
 - Can connect with OIRE for data on students' usage of services and course success rates (Michelle Chan)
 - Departments collect usage data independently, which is not necessarily connected to OIRE (Dr. Deirdre Price)
 - Starfish is being used to collect data on Learning Centers usage (Dr. Mike Mills)
 - Capturing data on laptop requests can be an opportunity to promote such services to students (Dr. Mike Mills)
 - Do WDCE student have access to laptop requests? (Transcie Almonte-Sabio).
 - Need to look into this concern further, but WDCE students do have access to computers in the libraries and DLCs (Dr. Mike Mills).
 - A caveat: Need to also look into how to prioritize requests and length of class students are enrolled in (Dr. Deirdre Price)
 - Connect with Student Affairs on student population/demographic information collected on MC's enrollment application, which is currently being revised. This can inform what services individual students may need (Dr. Deirdre Price)
 - Utilizing AI, e.g., chatbot, to not only make information about services more accessible, but collect data on what students and faculty inquire about (Michelle)

- Dr. Angela Nissing recapitulated discussion, noting:
 - Two goals tentatively identified: increasing awareness of resources for students and separately for faculty
 - Strategies include: inviting guest speakers to ASC meetings, implementing a communication push, gathering existing data on student usage/under-utilization of resources and services, and collecting new data for pre/post comparison

Chair's Report - Dr. Angela Nissing, *Academic Services Council Chair*

- Dr. Nissing presented college-wide information for council members disseminate to constituents, including reminders of Staff Enrichment Day, Inclusion by Design Summit, Humanities Days, speaking event featuring Dr. Gerald Horne, Fall Alumni Social, Middle States reaccreditation information session; availability of the Annual Security Report 2025 online; Student Basic Needs Survey; and campus events, including Prescription Drug Takeback Day, Mobile Health Center, African Immigrant Heritage Month and Hispanic Heritage month celebrated at the MC libraries. Presentation attached.

Old Business – Tracey Bodo, *Academic Services Council Vice Chair*

- Prior constituent concerns
 - Closed: “Deadnaming” students. Issue was tied to Accudemia. Starfish is current scheduling platform and is linked to Banner, so preferred name can be used.
 - Closed: Calculators for WDCE students. Concern regarding renewing a license will be handled by WDCE department.
 - Closed: IT support for evening/weekend faculty. Referred Operational Services.

Announcements, Updates, Closing Remarks - Dr. Angela Nissing, *Academic Services Council Chair*

- AI Skills Summit on November 7 in Globe Hall. Participants can register on MC Learns (Dr. Mike Mills)
- AS Council members to expect an email with instructions on contributing more ideas to council goals before the Oct 31st deadline (Dr. Angela Nissing)

Adjournment

- ASC chair adjourned meeting at 11:22am.
 - Motioned: Tracey Bodo; Seconded: Transcie Almonte-Sabio.

Respectfully submitted by
Michelle Chan, Academic Services Council Secretary



American Association for
Women in Community Colleges



AAWCC-MC Chapter

AAWCC Mission

- We are dedicated to changing women's lives through education, service, and leadership development

Executive Committee

President:
VP, Professional Development
Dr. Zenobia Garrison



Treasurer:
Dr. Elysse Meredith



Secretary:
Ms. Alexis Medina



Immediate Past President:
Region 2 Director
Dr. Tykesha Reed



Vice President: Pending



CT Building Liaison: Vacant



Takoma Park/Silver Spring Liaison:
Dr. Angela Nissing



WDCE/Rockville Liaison:
Nichole Land



Germantown Liaison:
Tracey Bodo



Guiding Principles: L.E.A.D.S

LEARN | EMPOWER | ADVANCE | DEVELOP | SERVE

LEARN:

Promoting continuous learning to help women achieve their full potential as a woman professional.

EMPOWER:

Creating a supportive community where women can uplift one another and embrace leadership roles.

ADVANCE:

Offering resources that encourage upward mobility through career mentoring and networking opportunities.

DEVELOP:

Fostering an environment that nurtures holistic growth and skill acquisition for leadership and self-improvement.

SERVE:

Instilling a deeper sense of purpose and contribute meaningfully to the MC community.



American Association for
Women in Community Colleges

MC MONTGOMERY
COLLEGE

What's Exciting? What's New? 2025-2026



Goals

- Increase chapter membership by 75%
- Enhance chapter experience and professional development
- Extend outreach to more women across broader constituency
- Deepen existing chapter connections to foster greater partnerships and sponsorships



Chapter Emphasis

- Pinning Ceremony, September 30, 2025, 2:00-3:30pm
- Meet & Greet Programming & Tabling
- Theme: Career Advancement
- Service Focus – Increasing woman agency; engaging women students and alumni
- Joint Ventures & Partnership Enhancement
- Annual Spring Conference – Friday, April 24, 2026
- Rising/Aspiring Woman Student & Women Employee Scholarships



National

- New Leadership:
 - AACC/ AAWCC
- L.I.F.T Framework: Listen, Include, Foster, Thrive
- Fall Conference (Virtual) November 7, 2025
- Fill & Spill Series: Oct, Dec, Feb, Apr, June
- Day of Dialog: March 2026
- LEADERS Institute: June 2026



American Association for
Women in Community Colleges
MC MONTGOMERY
COLLEGE

Hold the Dates:

**AAWCC Fill & Spill (National Association)
Sisterhood, Sponsorship & Supporting Others
October 17, 2025, 11-12:30 pm (virtual)**

**AAWCC Virtual National Conference
November 7, 2025
11 am – 7 pm**

**AAWCC-MC 3rd Annual Conference
April 24, 2026
Germantown Campus, BE 151-152**

**AAWCC-MC Welcomes You - Let's
Keep in Touch!**



MC GOVERNANCE



CHAIR'S REPORT

DR. PAUL MILLER, COLLEGE COUNCIL CHAIR

October 21, 2025



COLLEGE COUNCIL THEME 2025-2026

***Leading Through Participation:
Inclusive, Intentional, and Impactful
Governance***

WHERE TO FIND MC NEWS AND EVENTS

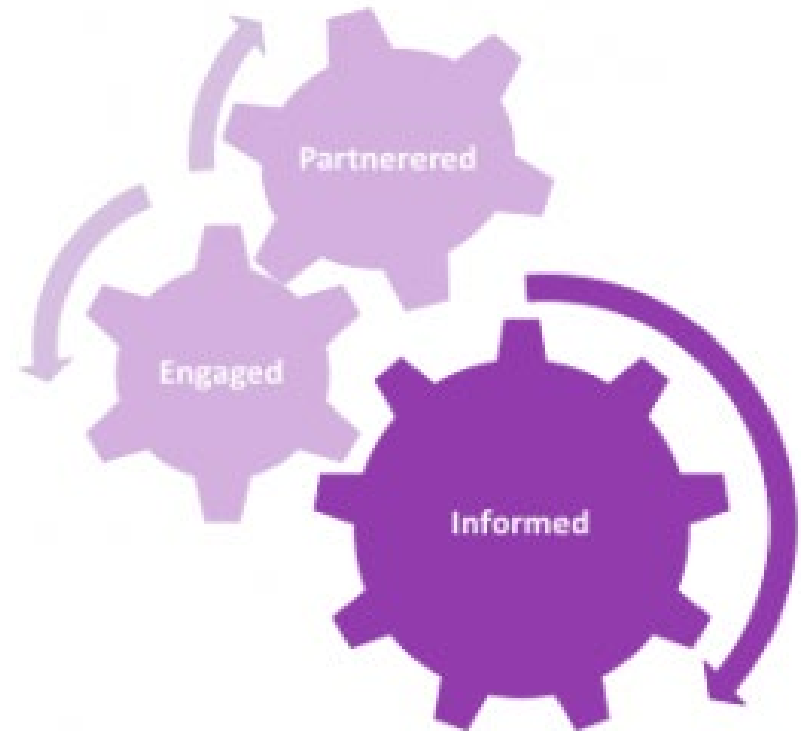


MONTGOMERY COLLEGE

EMPLOYEE MATTERS

EMPLOYEES MATTER

Inside **MC**



HAPPY MC DAY (FORMERLY ADVISING DAY)

MC Day is your opportunity to:

- Connect with experts — Meet faculty, advisors, and counselors who can help you chart your academic and career path.
- Explore your options — Learn about programs, transfer pathways, and career opportunities in your area of interest.
- Find your community — Experience Montgomery College's welcoming, inclusive environment while discovering support services, student activities, and leadership opportunities.
- Plan your future — Get one-on-one guidance on financial aid, scholarships, and transfer planning to start strong and stay on track.

OPEN ENROLLMENT (DEADLINE NOV. 7)

The screenshot shows a web browser window with the URL <https://info.montgomerycollege.edu/offices/human-resources/benefits/open-enrollment/index.html>. The page features the 'MC INFO' logo at the top left, a 'Montgomery College Homepage' link, and an 'Access MyMC' button. A search bar is located next to the 'Contact the IT Service Desk' link. The main navigation bar includes 'Offices', 'Resources', and 'Utilities and Services'. The central content area is titled '2026 Open Enrollment' with the dates 'October 20–November 7'. It contains two paragraphs of text: the first explains the purpose of open enrollment and mentions the 'HRSTM Benefits team'; the second states that 2026 benefits documents are pending but provides information on exploring plan options with a virtual benefits advisor named 'Alex'. Below this is a link to 'View the 2025 Benefits and Retirement Session here'. A section titled 'Benefits Options and Resources' contains three cards: 'HEALTH AND PRESCRIPTION INSURANCE', 'DENTAL AND VISION INSURANCE', and 'LIFE AND DISABILITY INSURANCE AND LEGAL BENEFIT', each with a brief description and a 'LEARN MORE' button. On the right side, a vertical menu lists links: 'HRSTM Home', 'Open Enrollment', 'Health and Prescription Insurance', 'Dental and Vision Insurance', 'Life, Disability, and Group Legal Insurance', 'Flexible Spending Accounts', and 'Open Enrollment Schedule of Events'. At the bottom right, a large dark box displays the 'OPEN ENROLLMENT DEADLINE' as '7 NOVEMBER'.

Open enrollment Montgomery x 2026 Open Enrollment | Montgo x +

https://info.montgomerycollege.edu/offices/human-resources/benefits/open-enrollment/index.html

Montgomery College Homepage Access MyMC

Contact the IT Service Desk Search Our Site

Offices Resources Utilities and Services

2026 Open Enrollment

October 20–November 7

Our Open Enrollment is your chance to review, select, or make changes to your benefits for 2026. If you have any questions, our [HRSTM Benefits team](#) is here to help; reach out to us directly, join a virtual office hour, or attend an information session hosted by our benefit providers. See our schedule of events for details.

The 2026 benefits documents are currently pending but will be available soon. In the meantime, you can explore plan options using the virtual benefits advisor, [Alex](#), who provides explanations, recommendations, and side by side comparisons of the College's health plans. *Note: Medical and dental rates will remain the same for the 2026 plan year.*

View the 2025 Benefits and Retirement Session [here](#).

Benefits Options and Resources

HEALTH AND PRESCRIPTION INSURANCE

The College offers three types of plans: a high deductible plan with a health savings account, a Point of Service (POS) and a HMO option.

[LEARN MORE](#)

DENTAL AND VISION INSURANCE

The College offers two Cigna dental plans and a vision program.

[LEARN MORE](#)

LIFE AND DISABILITY INSURANCE AND LEGAL BENEFIT

In addition to long-term disability insurance, employees can choose from three life insurance options. The college also offers an approved vendor for legal benefits.

[LEARN MORE](#)

HRSTM Home

Open Enrollment

Health and Prescription Insurance

Dental and Vision Insurance

Life, Disability, and Group Legal Insurance

Flexible Spending Accounts

Open Enrollment Schedule of Events

OPEN ENROLLMENT DEADLINE

7

NOVEMBER



STAFF ENRICHMENT DAY 2026



SAVE THE DATE

**Wednesday, March 18, 2026
Takoma Park/Silver Spring Campus
8:00 a.m.-4:00 p.m.**

13TH ANNUAL HUMANITIES DAYS AT MONTGOMERY COLLEGE

*The Humanities: Honoring Connections
and Belonging Here and Beyond*

OCTOBER 27 – 31, 2025

IN PERSON AND VIRTUAL EVENTS ACROSS ALL CAMPUSES



Scan the QR code for
updates and the
schedule for the week!



The Global Humanities Institute and the Paul Peck Humanities Institute at Montgomery
College sponsor Humanities Days.

Questions? humanitiesdays@montgomerycollege.edu



We are all invited
to participate.
Please spread
the word!



Inclusion by Design Summit

Friday, November 7, 2025

9:00 am to 3 pm

Free and Open to **Everyone!**



**CREATING
SPACES
WHERE
EVERYONE
THRIVES**





AI Skills Summit: Industry and Higher Education Partnership



Friday, November 7, 2025, 8:15 a.m.-12:00 p.m.
Globe Hall, Germantown Campus, Montgomery College



Take a break from your routine and spend a day learning, connecting, and growing with the **Center for Teaching and Learning (CTL)**!

Our Fall **Staff Professional Development Day** features 18 sessions designed to help you work smarter, communicate more effectively, and integrate new tools and ideas into your daily workflow.

Date: Monday, November 10

Location: Virtual

Registration: All sessions are available through **Workday**.



REMINDER TO SUBMIT FEEDBACK ON P&P ITEMS

59000: ACADEMIC AWARDS

Public comments will be
accepted until **November 7,**
2025.

70001: RESPONSIBLE USE OF EMERGING TECHNOLOGIES

Public comments will be
accepted until **November 18,**
2025.

EQUITY IN ATHLETICS ACT



MEMORANDUM

To: Montgomery College Community – Students, Employees, and Contractors

From: Dr. Tiffany Ray-Patterson, Senior Vice President for Student Affairs
Office of Student Affairs

Date: October 9, 2025

Subject: Equity in Athletics Disclosure Act

Please be aware that in accordance with the Equity in Athletics Disclosure Act (EADA), the [EADA report](#) is now available. The report contains data about our 2024-2025 intercollegiate athletic programs and is accessible directly on the College website at the Higher Education Opportunity Act – Student Consumer Information webpage:

www.montgomerycollege.edu/_documents/about-mc/heoa/2025-equity-in-athletics-survey.pdf

Paper copies of the report will be provided upon request. For a copy, please contact the Director of Athletics Tarlough Gasque at tarlough.gasque@montgomerycollege.edu or 240-567-7587.

EQUAL EMPLOYMENT AND EDUCATION NON-DISCRIMINATION NOTICE



MEMORANDUM

To: Montgomery College Employees and Contractors

From: Krista Leitch Walker, Vice President/Chief Human Resources Officer
Susan V. Watson, Chief Compliance, Risk, and Ethics Officer

Date: October 20, 2025

Subject: Equal Employment and Education Non-Discrimination Notice

Greetings Colleagues!

Montgomery College is a great place to work and learn. A key activity in supporting and protecting a sense of belonging for all employees and students is ensuring equal employment and education opportunities. College leadership has prioritized cultivating a sense of belonging in the Strategic Plan (Goal 2), and we would like to remind employees of the College's commitment to sustaining this culture through important policies and support services.

It is the policy and practice of the College to prohibit discrimination in its programs and activities against a qualified individual with a disability or on the basis of age, citizenship status, color, covered veteran status, gender identity, genetic information, marital status, national origin, race, religion, sex, sexual orientation or any other characteristic protected by applicable law. This policy is consistent with Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments Act of 1972; the Rehabilitation Act of 1973, Section 504; the ADA Amendments Act (ADAAA 2008); and other applicable laws and regulations.¹



MSCHE SNACK N' LEARNS

Plan now to join us and learn more about Middle States reaccreditation and everyone's role in the self-study process. Mark your calendar now and come prepared to snack, engage, and have fun learning.

- **Wednesday, October 29, 12-1 p.m.** Takoma Park/Silver Spring Campus, Room TBD.
- **Thursday, October 30, 2-3 p.m.** Central Services. S108.





PRESCRIPTION DRUG TAKEBACK DAY

Wednesday, October 22, between 9 a.m.-3 p.m., you can drop off your items into the box located at the following locations:

- **Central Services (CT) Building** - In the front lobby at the Public Safety desk.
- **East County Education Center** - In the front lobby at the Public Safety desk.

On **Thursday, October 23, between 10 a.m.-2 p.m.**, you may go to:

- **Germantown Campus** - In front of the BE building near the main entrance. In case of inclement weather, go to the SA building, room 269, Public Safety.
- **Rockville Campus** - In front of the SV building next to lot #4. In case of inclement weather, go to the SV building, room 122, Public Safety.
- **Takoma Park/Silver Spring Campus** - In the Student Services Building (ST) lobby.

Got Drugs?

Turn in your unused
or expired medication
for safe disposal
here



STUDENT BASIC NEEDS SURVEY

Montgomery College is launching the **Basic Needs Communication Survey** (October 2 - November 2, 2025) to better understand how students learn about essential support resources such as food, housing, wellness, and other services. The survey takes less than 5 minutes to complete.

Faculty and staff are encouraged to share this opportunity widely with students. Their input will directly shape the **Basic Needs Communication Plan**, ensuring that resources are easy to find and clearly explained.

Take the survey here: bit.ly/MCBasicNeeds

Survey closes: **Sunday, November 2, 2025** Results will be analyzed this fall, with a summary report shared by **SP26**.



**Help Improve
Communication About
Student Basic Needs**

**Take the Survey →
bit.ly/MCBasicNeeds**



RAPTORS
SPIRIT NIGHT
2025



Join Us to Celebrate Raptors Sophomores and Alumni!



**Tuesday,
October 21**

**Soccer Doubleheader
vs. Frederick C.C.**

Alcus Field, Rockville Campus

4:30 PM	Doors Open
5:00 PM	Men's Soccer
7:00 PM	Women's Soccer

*** First 50 students receive
a FREE T-shirt!**

MONTGOMERY COLLEGE BOARD OF TRUSTEES MEETINGS

2025 | September – December

- Monday, November 17
- Monday, December 08

2026 | January – June

- Wednesday, January 21
- Monday, February 16
- Monday, March 16
- Monday, April 20
- Monday, May 18
- Monday, June 15

FRIENDLY REMINDERS

Agenda

Send for posting 3 business days before meeting.

Based on bylaws, agendas for each meeting need to be sent for posting at least three business days in advance of the meeting. To have it posted on the governance website, you will need to send the agenda to: Yvette.taylor@montgomerycollege.edu; and cc: Governance Director Subject should be: Council Name

Minutes

Send within 5 days of approval.

Minutes should be posted within 5 days of approval. To get them posted, the chair or secretary can send the approved minutes from their College e-mail via e-mail to: yvette.taylor@montgomerycollege.edu

Council Picture

Please take your Council picture to update the Governance

FRIENDLY REMINDERS

Goals

Submit your council goal(s) by October 31, 2025 using this form:

<https://forms.office.com/r/93UFrVJdXB>