

MONTGOMERY COLLEGE GOVERNANCE

Administrator
Council Meeting
Minutes
October 20, 2016
MKE 115
9:30-11:00am

Members Present

Nancy Lineman (Chair), Sharon Fechter, Dorothy Umans, Donna Schena, Tonya Mason, Tammy Flowers, Carolyn Terry, Rodney Redmond, Tanner Wray.

Call to Order

The meeting was called to order by the Chair at 9:30am.

Constituent Concerns:

None

Approval of Agenda & Minutes

The agenda was approved. The minutes of the September 09, 2016 meeting were approved.

Old Business

None

New Business

A welcome was extended to the following visitors:

1. Janet Wormack, Robert Roop, Krista Walker (AFS issues)
 - It's open benefits season. Nov 1, 2, 3 are open enrollment fairs. The open season is a good time to review beneficiary designations and to assure that benefits are correct. Administrators are encouraged to encourage employees to log into Benelogic between October 24 and November 11 to complete this.
 - A College SWOT presentation recently given to the BOT was shared. The BOT is looking down the road and is setting direction past MC2020. Focus was on major accomplishments and outcomes. Four major areas were emphasized: financial sustainability, community engagement, educational excellence and regulatory changes. Four lenses were used for the analysis: resources, organizational effectiveness, infrastructure, market competitiveness. The major College planning documents (both under development, and in place) were reviewed, as were recommendations made to the BOT. Additional SWOTs will be presented to BOT in their next scheduled meeting.
 - Update on the College's Classification and Compensation Redesign--The new compensation system design will be rolled out in 2018. This will be a significant change with more focus on market analyses for compensation – including higher education and regional employers. Meetings with union representatives, councils, and stakeholder groups will be conducted; including campus forums, training for administrators and managers, Staff Enrichment Day, and an email communication method.

- Discussion:
 - Faculty are not included in the current study. The study is looking at staff and administrators.
 - Administrators will be key in conveying the changes. Some tools were requested: power point with key points to use in unit meetings, ‘scripts’ for discussions.
 - ADKAR approach a change management methodology) may be helpful in addressing concerns.
2. Patrick Feehan and Camila Ballesteros (Cybersecurity)
 - October is Cybersecurity Awareness Month. Cybersecurity is a shared responsibility and the OIT office of Cybersecurity is ready and able to educate college employees.
 3. Dr. Kevin Long (New Proposed College Policies)
 - Four P&P revisions close October 27: College Relations, Student Indebtedness, Equal Employment Opportunity and Non-Discrimination, Disciplinary Action and Suspension
 - Additional Policies out for comment by November 22: Student Social Media Privacy Protection, Freedom of Expression, Drones/Unarmed Aerial Vehicle Use
 - Council members provided feedback on importance of messaging what Student Indebtedness P&P and Student Social Media Privacy Protection P&P look like ‘on the ground.’ Recommendations about where further discussion should occur were provided.

Discussion Items

- The Council has been asked to recommend Administrator(s) for the Blue Ribbon Task Force Commission. Nancy will send a call for expressions of interest out to all Administrators today and will forward information on how to apply.
- 24-hour Building Access on Each Campus to access Wi-Fi
Apparently the High Tech building at GT is open 24-hours and students can access Wi-Fi in the building overnight. There is a perceived need for students to have this access College-wide. Not all campuses have a building open 24 hours. Nancy will get clarification on the issue from John Hamman. Donna recommended referral to Operations Service Council, as they handle facilities and security.
- Interest/need for administrators survey
- General discussion about agenda
- Invitation to Dr. Pollard to attend future meeting – request for questions

Chair’s Report

- Nothing to report.

Announcements

- None

Adjournment

Meeting adjourned at 11:30 a.m.

Respectfully submitted by Liz Greaney, Secretary