Montgomery College
Administrator Council Meeting Minutes
Thursday, September 17, 2020
1:00 – 3:00 PM
Zoom Meeting

Attendees
Present: Eric Benjamin, Amy Crowley, Rose Garvin Aquilino, Frank Trezza, Steve Greenfield, Nadine Porter, Anwar Karim, Elena Saenz, Janee McFadden

Absent: Karen Callender

Call to Order
The meeting was called to order at 1:08pm by the chair.

Approval of Agenda/Minutes
The agenda was approved as written. The meeting was recorded for internal use only.

Constituent Concerns
No constituent concerns were presented.

Chair's Report
The chair provided the following information:
- Attended College Council meeting on 9/8
    - Need to discuss Administrator Council FY21 goals

Virtual IT Processes – Anwar Karim
- Office 365 – MS Teams
    - Internal team collaboration
    - File sharing and collaboration
        - Share information with specific groups
    - File management
        - Similar to file share
        - Access rights – create multiple channels with different access rights
    - Can access from any device
    - Chat – text chat and audio/video call
        - Will receive notification for messages and calls
    - Can access OneDrive files
    - Can see availability status of team members
    - Calendar
        - Can schedule meetings with anybody
        - Zoom or MS Teams meeting
            - Zoom primary tool for meetings
    - Question – Can we use MS Teams for external collaboration?

- No, use Dropbox for external collaboration.
  - Use Teams for document collaboration
  - Realtime collaboration and data collection

Administrator Council Goals
- No follow up for some goals from last year
  - Decided not to complete some of the goals
    - Received feedback about what goals were actionable
  - Sent finalized goal report
- Goal 1: Administrator onboarding
  - Need to be more specific and actionable for the council to do within the specified time
    - Good idea, but a lot to unpack
  - What is needed to ensure that we do our jobs effectively?
  - Question – Will it be helpful to look at the essential processes for all administrators at MC?
    - Tiered approach – needs assessment, subject matter experts, and ELITE
    - Long-term planning
  - A council member suggested to do a survey and collect information from new administrators.
- Goal 2: IT Remote processes that will convey post COVID-19
  - A council member expressed that there should have online component for most meetings.
  - Have a lot of tools on hand but need to use them
  - A council member expressed that we need to consider priorities and resources available.
    - Connect existing dots
- Start with two general goals
- Ideas that were previously discussed
  - IT communication logistics
  - Administrator goal with direct student outcome measured
    - Good idea but don't know how practical it will be
- Should consider student success in goals
  - A council member suggested to have a module focused on students for onboarding.
- Tabled for further discussion

Governance Process
- Council picture
- Next College Council meeting on 9/22

Announcements and Agenda Items for Next Meeting & Other Business
- Suggestion for guest speakers
  - Anwar or someone from IT for more technology training
  - External guests – talk about onboarding process of other colleges and universities
  - Dr. Kevin Long – discuss changes in economy and jobs due to COVID-19

- o Student Life – updates on what they are doing
  - o CAT – updates on current situation
  - o MCPS – information on future students
- Council members expressed that better communication is needed.
  - o Health and wellness (Work life balance, Remote fatigue)
    - ▪ Can this be goal 3?
  - o Question – Is there a way to send emails all at once at a designated time (delayed delivery)?
    - ▪ Will check and follow up

Adjourned
The meeting was adjourned at 3:07pm.