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Montgomery College
Administrator Council Meeting Minutes
Thursday, November 19, 2020
1:00 – 3:00 PM
Zoom Meeting

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

Absent: Janee McFadden, Karen Callender, Elena Saenz

Proxy: Ja'Bette Lozupone (proxy for Janee McFadden), Kimberly McNair (proxy for Karen Callender)

Guest: Kevin Long

Liaison: Clevette Ridguard

Call to Order
There is a quorum to conduct business. The meeting was called to order at 1:05 p.m. by the chair.

Approval of Agenda/Minutes
The minutes was approved as corrected. 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:
- 10/27 College Council meeting
  - MC received $500,000 scholarship from Westat
  - Receive $75,000 grant for Student Emergency Funds from Lockheed Martin
  - Staff Enrichment Committee – request to not have Staff Enrichment Day for AY21
  - Dr. Steve Cain announced the forming of Campus Expansion Committee
    - Discussion around the 4th campus – advisory committee
    - Feasibility study for opening 4th campus on the eastern part of Montgomery County
    - Need 1 staff and 1 faculty – Send volunteer names to Dr. Cain
  - John Hamman presented updates on College enrollment trends
    - Increase in Distance Learning
    - Higher number of students taking classes on multiple campuses
    - Higher percentage of students are Dual Enrollment students
    - MC enrollment is down, but it's not as bad as the national trends.

- o Dr. Sanjay Rai presented updates on Academic Affairs
  - Shared articles that looked into issues in post-COVID environment
  - Since 2016, the College has saved students $22 million using Open Education Resources (OERs).
  - Achievement gap narrowing
  - MC has decreased class cancellation by 46% due to using data analytics in scheduling
- o Question – Is the scholarship from Westat targeted at any major student population?
  - Presidential Scholars
- 11/10 College Council meeting
  - o Recommendation – Delivering food to students
    - Good idea, but a lot of questions and issues to consider
    - There may be liability and exposure issues with employees using personal vehicles to deliver food to students
    - Suggest to let CAT Team aware of this recommendation
    - Students are requesting toiletries
  - o Bring a Constituent to College Council Day on 11/24
  - o Recommendation – Microphone and camera use in the classroom and requiring students to use in structured remote courses
    - Faculty Council recommendation was approved for continued review
    - Academic Regulations Committee – strongly opposed
    - Hardware distribution – MC Foundation provided technology vouchers and some laptops for students
    - Bandwidth issue – a lot of unknowns
    - Engagement issue – professional development for faculty on alternative ways to promote engagement
    - Privacy issue
    - A council member expressed that it can also be a heath issue.
    - Broadly speaking, it's not a technology or cost issue.
    - Recording class – issues with consent
    - Amy Crowley moved to table the discussion around the document titled "Faculty Council Recommendation: Student Use of Microphones and Cameras in the SRT Setting" to be discussed under new business for 12/17 meeting. Kimberly McNair seconded the motion.
      - Vote – unanimous approval

Old Business: Review Administrator Council Goals
- Onboarding Needs Assessment
  - o Will hear from HRSTM representative at 12/17 meeting
- New Administrator Mentoring
- Steve Greenfield moved to accept the Administrator Council Goals for AY21 and submit goals to College Council. Amy Crowley seconded the motion.
  - o Vote – unanimous approval

New Business

- Aligning Area Priorities with FY21 Institutional Goals – Dr. Kevin Long
  - What should we be communicating back to constituencies?
    - Work and goals of Administrator Council is advancing towards goal 10 of FY21 Institutional Goal and goal 5 of MC2025
  - Opportunity for conversation with Sharon Bland to see how the two goals might align Equity and Inclusion Roadmap
    - Will invite someone from Office of Equity and Inclusion to 12/17 meeting

Announcements and Agenda Items for Next Meeting

- Anwar Karim – Employee Engagement Advisory Group
  - Collegewide employee survey will be communicated soon
    - Employee engagement, compliance, and equity and inclusion surveys will be combined
    - Selected new company to work on survey
    - More information will be provided later
  - Soft phone application – Employees can use software application on computer or phone via MS Teams to make phone calls as an option to distributing cell phones
    - SVPs will provide more information
- Discussion on College policy on camera and microphone use
  - Invite a member of Faculty Council
- Will meet with HRSTM to help flesh out goals
- Will invite Sergio Washington to a future meeting

Adjourned

The meeting was adjourned at 2:20 p.m.