

**MONTGOMERY COLLEGE GOVERNANCE**  
**Administrator Council Meeting Minutes**  
**Thursday 9 November 2023**  
**Via Zoom**  
**1:00 to 3:00 p.m.**

**Attendance:**

- Members present: Terrence Evelyn, Tarlough Gasque, Fiona Glade (Secretary; proxy for Umans), Chevelle Glymph, Shinta Hernandez (Vice Chair), Cassandra Jones, Brandy Naughton, Alice Santoro
- Guests: President Jermaine Williams, Ombudsman Billy Struemke, Clevette Ridguard, Suzette Spencer, Michael Mills, Patrick Johnson, Lauren Landau, Sarah Campbell, Nawal Benmouna, Kimberly McNair, Melissa Gregory, Ali Fadl
- Members absent: Akima Rogers, Dorothy Umans

**Call to Order:**

- The meeting was called to order at 1:02 p.m. by Vice Chair Shinta Hernandez. Quorum was met.

**Agenda Approval:**

- Agenda has been approved.

**Minutes Approval:**

- Minutes have been approved.

**Presidential Remarks:**

President Williams thanked all members for their work on council. He noted that it's important for everyone to take care of themselves in order to keep safe and healthy. With Veterans' Day approaching, he thanked all veterans and their families for their service: he added a reminder that an MC student who is a veteran with a service dog will participate in the President's video address next week. President Williams noted that the Administrator Council goal, to partner with community and student groups to promote a sense of belonging, aligns very well with MC's strategic goal; leveraging governance in this way is a good way to really advance the college. He closed by noting that he is very grateful for all the committee members' work, acknowledging that leadership roles expand beyond committee membership.

**Vice Chair Hernandez opened the floor for questions:**

Q. Suzette Spencer: how are you doing?

A. President Williams responded that he is doing as best he can, that there is a lot happening as we strive to be the college we say we are and want to be. He noted that this is a process of continuous learning and development. He expects that East County Education Center (ECEC) will open in April 2024: there are many parts of planning involved. He mentioned it is possible that enrollments may be affected by buildings that are offline.

Q. Fiona Glade: how has MC met your expectations, any surprises?

A. President Williams responded that he has had a wonderful experience. One notable thing is all the many words he has absorbed all over MC about the college's commitment to students, to equity and inclusion. The President explained that this experiencing this actually happens in layers of connectivity that couldn't be seen just through words. He remains overjoyed to be able to collaborate as part of that commitment to student-centeredness, and inclusiveness, and learning.

Q. Shinta Hernandez: This year, we are piloting the following goal: Organize or promote activities for student groups to have a greater sense of belonging through an intentional partnership with the community. One focus is on youth athletes, to create good engagement with the women's soccer team and the youth academy both on and off the field. We want to foster conversations between MC and MCPS students about what leadership looks like on and off the field.

Q. Tarlouh Gasque: It is a true pleasure to welcome the youth. We have started planning a field day event for soccer next spring—we'll be inviting future college soccer players to participate, and will also bring in groups from other area schools. Volleyball season now in play. Cheerleaders are taking part in Montgomery County's Thanksgiving parade. All of these activities promote the college and let local students know that MC is a viable option!

A. President Williams responded to Shinta and Tarlouh that he is very excited to hear about the goal and these activities. He supports the idea of creating a college-going culture: this means getting out in these ways to let students and the larger community know about our awesome opportunities.

#### **Vice Chair Hernandez delivered the Chair's Report:**

- All are encouraged to attend College Council meetings: this year's theme is "Cultivating connections across the College community to empower everyone's voice."
- All are encouraged to attend the next governance awareness day: this will take place on 1 February 2024. More details will be announced closer to the time.
- There are myriad ways to stay abreast of all events, including President Williams' *Monday Minute*; HRSTM *Employee Matters*; and MC Comms *Inside MC*.
- MC Governance Report for AY22-23 has been published; all constituents are encouraged to read the report.
- It is Open Enrollment season: a Benefits Fair has been scheduled at each campus and at CT.
- A special zoom meeting has been scheduled for all administrators on the results of the recent Class and Comp study; HRSTM will present.
- The schedule for all Raptors games is published here: <https://www.montgomerycollege.edu/athletics/>. All constituents are warmly encouraged to attend a game or two to support student athletes.
- Bystander Intervention Workshops are being offered for students on 11/13 and 12/4.
- Safe Zone Trainings are being offered: all are encouraged to sign up and attend.
- Vice Chair Hernandez thanked members and today's guests.

## **No Constituent Concerns were raised.**

### **Old Business:**

- **Council Goal**

This year's goal, to organize or promote activities for student groups to have a greater sense of belonging through an intentional partnership with the community, was discussed. The goal supports MC's strategic plan. Members discussed hosting a specific event, such as a meal for approximately 30 student athletes who stay on campus during the holidays. Other possible activities were discussed. Tarlouh will ask staff/coaches to find out what else students need. Shinta asked for suggestions to help this group of students who work hard and represent MC so well?

This year's goal, to organize or promote activities for student groups to have a greater sense of belonging through an intentional partnership with the community, was moved, seconded, and approved.

### **New Business:**

- Shinta Hernandez asked for suggestions about which administrators to invite to address the Council at the remaining meetings this year. Fiona Glade mentioned that this could help us focus on various strategies to meet the strategic goals. Suzette Spencer suggested inviting a Board of Trustees member: we could inform them about our accomplishments so far concerning the strategic plan, and could gain some insights about things that happen at their level. Mike Mills suggested inviting the new SVPPAA, once they get on board in spring. Brandy Naughton suggested inviting Sharon Wilder to talk about how to address conflict. Chevelle Glymph suggested inviting Mike Harting to present on emergency situation responses such as live shooter and bleed. Shinta Hernandez suggested inviting Susan Watson to provide an overview of the compliance office. Chevelle Glymph suggested adding a SPOTLIGHT section as a standing agenda item, that will address how we are aligning and connecting with strategic plan topics and initiatives. Chevelle Glymph suggested inviting Kimberly Jones along with some of the MCLeads students. Cassandra Jones suggested having speakers early in the agenda.
- Alice Santoro suggested looking again at our mentoring network at MC, which tends to be assigned demographically (for example, by discipline, race, gender, and First Generation status), suggesting that Administrator Council set up mentorships or mentoring events that are not demographically assigned. Terrence Evelyn suggested that we encourage administrators to sign up to mentor (include info such as name, specialties, available times, etc.) then allow students to select one of those mentors who matches what they are looking for, interview that mentor, and establish a mentor/mentee relationship from there using ground rules provided. Terrence Evelyn suggested we set up a list of administrators who volunteer to go into classrooms as guest speakers: faculty could invite folks from the list to their classes to present a prepared presentation they had shared with the professor ahead of time.

- Shinta Hernandez asked for suggestions about ways to increase attendance at meetings, to engage more administrator peers. One suggestion was to send out an email with highlights from meetings, if governance policy allows this.
- President Williams thanked the council members again, let us know that the Board of Trustees had dinner with the chairs of all councils in September, and left the meeting.
- Ombuds Billy Struemke gave a powerpoint presentation on: his background and credentials, reasons people work with an Ombuds, guidelines for confidentiality and impartiality in Ombuds work, his administrative chain of command, and his contact info. Slides are attached.

Q: Fiona raised a constituent concern: MC administrators do not have a grievance process. How could that be addressed? Billy answered: Depending on the situation and the grievance, any administrator can speak with the Ombuds about a grievance: he will maintain anonymity and help the administrator work to resolve it.

Q: Terry asked: what can be done so that administrators would have a formal grievance process? Billy answered: The Ombuds is having his first formal Ombud Advisory Committee meeting next month, he will raise this question then.

Q: Fiona asked: who is the Ombud Advisory Committee? Billy followed up later with the list of members that existed in the past: the AAUP president, the AFSCME president, the SEIU president, the chief human resources officer, the director of employee and labor relations, a College Council representative, and a part-time faculty member.

Shinta thanked Billy for attending the meeting.

**Announcements:**

- Chevelle Glymph announced that now is still a good time to get your flu vaccine and Covid vaccine, especially before holiday gatherings and travel.
- Fiona Glade announced that the next meeting will be in-person on Thursday 14 December 2023 from 1:00pm to 3:00pm in CT S108. Please bring a dish to share for a holiday potluck. Akima, Shinta, and Fiona will bring plates, knives, forks, spoons, and cups.

**Adjourned:**

- The meeting adjourned at 2:57 p.m.

**Submitted by:**

Fiona Glade, Administrator Council Secretary