MC GOVERNANCE

Montgomery College
College Council Meeting #9 Minutes
Tuesday, February 23, 2021
1 – 3 PM
Zoom Meeting

Attendees
Present: Dr. Tracey Smith-Bryant (Chair), Shakenna Adams-Gormley (Vice-chair), Tonya Baker (Secretary), Christine Crefton, Ed Riggs, Transcie Almonte-Sabio, Dr. Eric Benjamin, Rebecca Adegeye, Timothy Kirkner, Dr. Benita Rashaw, Colleen Dolak, Kimberly Jones, Michael Leblanc

Absent: Dr. David Torain

Proxy: Leslie Jones (proxy for David Torain), Nik Sushka (proxy for Benita Rashaw)

Guests: Ja'Bette Lozpone, Beverly Coleman, Jane Ellen Miller, Dr. DeRionne Pollard, Dr. Kevin Long, Dr. Meghan Gibbons, Yvette Taylor, Dr. Michelle Scott, Dr. Sanjay Rai, Dr. Monica Brown, David Sears, Donna Schenna, Rachel Bonaparte, Karen Callender, Polly Moye, Arteen Issagholian, Chenequa Holland, Amanda Darr, Mais Alraee, Marcella Karp, Benjamin Nicholson, Erik Swanson, Dr. Anestine Theophile-LaFond, Chantal Vilmar, Dwayne Henry, Sarah Campbell, Natalya Sacks, John Hamman, Angela Nissing, Charmaine Weston, Darren Smith, Alla Webb, and Maurice Shihadi

Liaison: Dr. Steve Cain

Governance Director: Dr. Clevette Ridguard

Call to Order
There is a quorum to conduct business. Chair Tracey Smith-Bryant called the meeting to order at 1:01pm. The meeting was recorded for internal use only.

Constituent Concerns
No constituent concerns were presented.

Approval of Agenda and Minutes
The agenda was approved as written. The minutes for February 9, 2021 meeting were approved as written.

Ascend Parent Initiative
Ja'Bette Lozpone, Director of Student Affairs, and Beverly Coleman, Director of MC Educational Opportunity Center

- Aspen Postsecondary Success for Parents Initiative at MC
  - Student parents are a large, often invisible high-risk population with high stop out and dropout rates.
    - Many are impacted by food insecurity, housing insecurity, and homelessness.
  - Purpose – systematically identity parenting students
    - Center and amplify parent voices and experiences
    - Expand opportunities, implement strategies and innovations to support parenting students
  - How can MC improve support to parenting students at the micro and macro level?
    - Assess, leverage, and build capacity through a lens of equity and inclusion and a culture of care
  - Two Generation (2Gen) Approach – move child and parent towards educational success and economic security
  - How will we accomplish our work?
    - Increase campus dialogue about student parent issues
    - Identify and hear from student parents
    - Collect institutional data about student parents
    - Increase visibility of existing supports and improve services
    - Learn about practices at other schools
    - Develop recommendations and an Action Plan
  - Where are we in the process at MC?
    - Formed task force, profiled existing resources, and identified challenges
  - Fall 2020 Accomplishments
    - Student Success Lead and API Taskforce Co-Stewards identified
    - Core taskforce composed of Student Affairs representatives convened five times
    - Invitations to Extended taskforce comprised of Collegewide representatives from critical areas of the College were finalized
    - Preliminary recommendations for Spring 2021 are ongoing
    - Action plan submitted to Ascend in December 2020
  - Extended Task Force Membership – some have personal experience
    - 3 subcommittees: Research and Data, Communications and Messaging, and Programming and Engagement
  - Goals for Spring 2021
    - IRB Approval for an internal self-evaluation/needs assessment
    - Administer survey and focus groups
    - Begin amplifying and centering parenting students' voices at MC by implementing PLC Action Plan in alignment with Dr. Pollard's vision, API Taskforce goals, and MC 2020-2025 Strategic Plan
  - Expected Outcomes
    - Confirm parenting status and assess barriers
    - Family-friendly institution that provide financial supports responsive to parents and create networks for parents to remove social stigma
    - Identify mental health and well-being interventions
    - Add high-quality non-degree pathways for parents

- Leverage state and federal policy opportunities to support parent success
  - o Question – Is Ascend like being a part of Achieving the Dream? What are the benefits of being a part of Ascend?
    - Dr. Pollard is part of Presidential Leadership Circle for Ascend
    - Focused on initiatives involving parenting students
    - Receiving a lot of support and resources
  - o Question – What about male populations?
    - At the moment, no male students in task force but making sure to reach out to the entire student parent population.
  - o Question – How is success defined in this project?
    - Aligned with goals of MC students – completion

Information Technology Master Plan Update
Jane Ellen Miller, Interim Chief Information Officer
- Encouraged to look over the IT Master Plan
- Information Technology Alignment and Planning (ITAP) – heavy contributors to the plan
  - o Representatives from various areas of the College
  - o Recommending body to the President
- IT Goals and Master Plan supports goals of the College's Master Plan – equitable accessibility
- Will update and change over time based on needs
- Question – How much flexibility have we given ourselves?
  - o Plan was centered with how we're used to doing on campus – change was needed
  - o Laptop and docking station – increased mobility
  - o Not going back to the same environment – some people thrive in this situation
    - Innovation Studio or HyFlex Classroom
- Workday will be about 80% done in two weeks
  - o Try to make it as easy as possible for everyone
  - o Self-service and robust
- Reach out Jane Ellen Miller if there are any questions and suggestions.

New Business
- Faculty Council is looking into the concern on policy grade "I" and "IC" – will provide updates
- Collegewide Events Calendar
  - o Looked into why people aren't using the calendar and how to encourage people to use it
    - Some people feel that it's difficult to use.
  - o Reached out to Marcus Rosano and Brady Patton
    - Put in InsideMC – notice and basic steps on how to use calendar
    - Zoom trainings in March and April
    - Announcement from MC Communication
    - Guide available on website
  - o If help is needed, contact Marcus Rosano or Brady Patton.
- Rachel Bonaparte – nominations for Equity and Inclusion Awards due by 3/1
  - o Click on the link in the email to send in nomination
  - o Nominations for Faculty Awards also due on 3/1

Council Updates
- Academic Services Council was reported by Colleen Dolak.
    - Two students come to visit – discussed experiences of technical difficulties
    - Countywide internet access – suggested constituent to bring it up to the county government
    - Recruiting students and encouraging student participations
- Employee Services Council was reported by Leslie Jones.
    - Increase employee knowledge of mental health and wellness resources of the College
    - HRSTM presentation
- Operational Services Council was reported by Ed Riggs.
    - Educate and promote awareness of OSC – online constituent concern forum
    - Working on resolving constituent concern from Tonya Baker of Germantown Council
- Student Services and Success Council was reported by Nik Sushka.
    - Collegewide calendar – goal to have a place for student events
        - Worked with IT and Communications to set up
    - Promote virtual student resources by hosting information sessions
        - Held 2 sessions in fall and will hold 2 more in the spring semester
        - Council members created short video
- Administrator Council was reported by Eric Benjamin.
    - Improving communication – presentations from variety of guest speakers
    - Increasing efficiency of onboarding new administrators
        - Establish mentoring program
        - Create onboarding program – working with HRSTM
    - Invited guests: Karen Callender and Amy Crowley
- Faculty Council was reported by Michael LeBlanc and Tim Kirkner.
    - Will continue to look into OER
    - Advising Redesign Committee – role and voice of faculty in the committee
    - Compensation Taskforce – good to get information beforehand
- Staff Council was reported by Shakenna Adams-Gormley.
    - Update scripts for Staff Council governance video
    - Drafted letter to be sent out to 2nd and 3rd shift employees to see what concerns they may have and possibly holding a council meeting in the afternoon
    - Introduced Polly Moye
- Student Council was reported by Rebecca Adegeye.
    - Created Instagram account
    - Thinking about doing monthly giveaways to encourage student engagement
    - Increase student awareness of resources available at the College
    - Introduced Arteen Issagholian
- WDCE Council was reported by Transcie Almonte-Sabio.
    - Introduced Chenequa Holland
    - Increase awareness of resources to WDCE students – post information on webpage
- TPSS Student Senate was reported by Kimberly Jones.
    - Focused on changing negative perception of TPSS Campus
        - "Did you know?" series about TPSS Campus in March or April
        - Proposal to have an event on Equity Week that focus on campus stigmas and their impact on morale
            - Collect information from participants through open-ended questions

- o SHaW Center partnered with Hungry Harvest to deliver fresh produce and fruits to students – nearly 200 students registered
- Rockville Campus Council was reported by Christine Crefton.
  - o Next campus newsletter in March
  - o Slight shift in goals – encourage constituents to support virtual arts events
- Germantown Campus Council was reported by Tonya Baker.
  - o Introduced Amanda Darr and Mais Alraee
  - o Support and increase awareness of events and resources
    - ▪ Council members volunteered to be advocates for students
  - o Increase sense of community – reach out to colleagues
    - ▪ Host virtual events
    - ▪ Nominate someone from the campus for Equity and Inclusion Award
- College Council was reported by Tracey Smith-Bryant.
  - o Increase engagement with Dr. Pollard – Conversation with Dr. Pollard on 3/5 at 1pm

  - o Increase overall awareness of the governance councils
    - ▪ Add council meetings to college calendar
    - ▪ Create short video to promote governance

Governance Information
Dr. Clevette Ridguard, Governance Director
- Nominations and Elections – nominate self and someone who is passionate
  - o Nominations: 2/26 – 3/10
  - o Elections: 3/29 – 4/9
  - o Governance Information Sessions – all chairs are welcomed to join
    - ▪ Session 1: 2/25 at 11am-12pm
    - ▪ Session 2: 3/3 at 11am-12pm
  - o Will receive a memo with link for nomination
- Feedback from survey at end of fall semester (Zoom Meeting Tips, Recommendations, and RRO)
  - o We have responded to the training needs and suggestions.
  - o Conducted refresher training at last meeting.
  - o Refer to the information available on the Governance Blackboard – Robert's Rule of Order, Zoom guidelines, and more
- Shared video created by council chairs to promote governance

Chair's Report
The College Council Chair provided the following information and updates:
- Council Leadership Meeting with Dr. Pollard on 3/5 at 1pm
- College Council invitation from BOT on 4/19 – Council Chairs only
- Council Chairs Video Vignettes due 2/16
- [Conversation with Leadership](#) on 3/4 at 10am – submit questions by 2/26
- Two [Policy and Procedures](#) are out for public comment
- 2021-2022 [Academic Calendar](#) Finalized – Next year's calendar includes an advising day scheduled for 10/19/2021, and a two-day Spring Break for staff on 3/17/22 and 3/18/22.
- [Being Black and Polyamorous](#) – 2/25 at 5-6:30pm

- Shut Up and Dribble: BLM and Sports – 2/26 at 11am
- Virtual Jefferson Café – hosted on a Thursday of each month
- Academic Enquiries – Conversations with Dr. Rai on 2/25 at 1pm
- Mental Health First Aid Certification – enroll on MCLearns
- MC Innovation Grants – submissions deadline on 3/22
- Employee Matters Newsletter on Wednesdays
    - Update contact information in Workday
    - New Supervisor Orientation Program Returns March 23
- Governance Information Sessions – 2/25 at 11am-12pm
    - Second session – 3/3 at 11am-12pm
- Data Asset Management Update – Eric Benjamin
    - Help the collegewide community better understand what data asset management is and why it is important
    - Review different data platforms that the College uses – efficiency and safety
        - Align the various platforms
        - Preparing draft data matrix to look at all the different platforms
- Your Voice, Your MC Survey due on 3/1 – encourage everyone to complete survey
    - Confidential and anonymous
    - Important data – value input from everyone

Adjourned
The meeting was adjourned at 3:02pm.