

Montgomery College
Academic Services Council Meeting Minutes
Tuesday, February 21, 2023
3:00 PM– 4:00 PM
(*via Zoom*)

Attendees

Present: Shakenna Adams-Gormley, Antonette Jones, Milton Nash, Annie Welsh, (John) Erik Swanson, James Sniezek, Zhou (Jojo) Dong, Carlo Sanchez, Miriam Zemen, Jan Shapiro

Absent: Angeline Samuel, Isabel Edwards,

Proxy: None

Guests: Ramon De La Cruz, David Bergtold

Call to Order

Chair Shakenna Adams-Gormley called the meeting to order at 3:04 p.m.

Constituent Concerns

- **Our role:** The Academic Services Council is to consider discussions on academic support programs including assessment centers, labs, registration, scheduling, website information, and transfer and articulation agreements, and forward suggestions to the College Council, the Senior Vice Presidents or other councils, as appropriate, for further consideration and/or action.

- Constituent Concerns – no concerns raised today

Approval of Minutes and Agenda

- November meeting minutes
 - Jim motioned to approve the minutes as is, Miriam seconded
 - Minutes are approved unanimously
- December meeting minutes
 - Milton motioned to approved the minutes as edited, Jim seconded
 - Minutes are approved unanimously

Chair’s Report – Shakenna Adams-Gormley

- Upcoming Board of Trustees meetings
 - Wednesday, March 22
 - Monday, April 17
- MC Governance
 - Nominations February 27 – March 8

- Elections March 28 – April 7
- Staff Enrichment Day on Wednesday, March 15
- OIT reminders
 - Upgrade Operating Systems
 - Change Your Password
 - Complete the DataSecurity@MC: Annual Review Training
 - Software Updates
 - Secure Your Wireless Connection
- Mobile Market
 - Volunteers needed
 - Students can earn service learning hours
 - Food distribution help is needed due to new procedures for COVID
- TPSS Library Renovations
 - Relocated to P1 Building during renovation
 - Renovation scheduled to complete in Spring 2024 and library will be in the RC Building
- Your Voice, Your MC: Employee Experience and Climate Survey
 - Survey closes February 20
 - Looking to reach 30% threshold
- New MC Wellness website
- Anti-Racism Badge for Faculty and Staff – Cohort 2
 - 9:30 am – 12:30 pm on zoom
 - Friday, February 24
 - Friday, March 24
 - Friday, April 14
 - Friday, May 12

Goal Update

Jojo to send follow up email to IT and Ernest Cartledge.
 Shakenna and Jojo to draft invite letter to invite IT and Ernest to next meeting.
 Eric: The MS Teams for Chairs has become more robust, with almost all the forms necessary for chairs uploaded. The Teams is being utilized by chairs, though not yet updated for Spring semester.

HR and Hiring

Jim: Waiting close to 6 months for jobs to be posted. Job Wizard does not have job position descriptions for faculty.
 Milton: A group of Deans created job position for faculty. Fiona was the lead on that project.
 Invite Lauren Landau to talk about hiring situation

Healing Circle

Shakenna will try set it up for one of our next two meetings, in March or April

Announcements & Adjournment

- Motion was made to adjourn by Antonette, seconded by Jan
- Without objection, meeting adjourned

The meeting was adjourned at 3:33 p.m.