<p align="center" style="color:purple">MONTGOMERY COLLEGE GOVERNANCE</p>

<p align="center">Academic Services Council Meeting Minutes</p>

<p align="center">Wednesday, November 19, 2025</p>

<p align="center">10:00 AM– 12:00 PM via Zoom</p>

Committee Members:	*Present:* Angela Nissing, Tracey Bodo, Michelle Chan, Rebecca Thomas, Patricia Maloney (by proxy-Amy Ballard), Verhonda Sercey, Transcie Almonte-Sabio (by proxy-Sharon Maxwell), Chingling Liu, Leah Scharlott *Absent:* Tara Tetrault, Josiah Ridgeway, Hanan Mohamed
Academic Services Council Liaison:	Dr. Deidre Price, Senior Vice President for Academic Affairs/College Provost (by proxy-Suzette Spencer)
Invited Guests:	Dr. Kimberly McNair, Associate Senior Vice President for Student Affairs & Enrollment Management
Meeting Attendees:	Dr. Clevette Ridguard, Yvette Taylor

Call to Order

Chair Angela Nissing called the meeting to order at 10:02.

Approval of Minutes

- Oct 15th meeting minutes were reviewed and approved as written.
    - ο Motion to approve by Leah Scharlott. Seconded by Chingling Liu.

Constituent Concerns

- Access to physical copies of completed scantrons: Biology Dept receives only digital copies of scantrons from the Assessment Center, posing an issue when grading since faculty cannot use the scantron machine and must grade by hand.
    - o RESOLVED: Dr. Nissing communicated with Guillermo Laya (Director of Assessment Centers). Faculty can email and make arrangements with AC staff to pick up scantrons at specific times. Dr. Nissing will communicate resolution with concerned faculty member.

Old Business – Tracey Bodo, *Academic Services Council Vice Chair*

- Constituent concern regarding faculty using class time to share college news pertaining to students
    - o Resolved: College's recent policy on mass emails will ensure targeted emails are sent to specific groups; this means a reduction in the number of mass emails sent to students and more focused communication of information that pertains to them.

Guest Speaker – Dr. Kimberly McNair, *Student Affairs & Enrollment Management Associate Senior Vice President*

- Dr. McNair presented the 2025-2029 Student Enrollment Plan, focusing on the plan's key priorities, goals, strategies, intended outcomes, and timeline. Presentation attached.
- Other highlights include:
  - Increase of student enrollment for 2022 to 2025 was exceeded. Projected goal, 12%; actual increase, 16%.
  - Expansion of services (Financial Aid, Raptor Central, Scholarships, Records and Registration, and Recruitment) to have extended hours beyond standard business hours for at least one day per week.
  - New MC application available Dec 1st using new CRM software. Phase 2 of implementing new CRM system will begin in spring as part of recruitment process to secure more information about prospective students, do outreach and communication, and track students entered into the system.
  - New registration process beginning spring 2026 allows students to register for summer, fall semester and beyond.
- Requested action for faculty, staff, and administrators in student-facing positions:
  - Remind continuing students of course registration dates. Timely registration increases students' likelihood of securing their ideal class schedule.
  - Encourage students to connect with Counseling & Advising or their program advisors for guidance on their program track and requirements; do not rely on hearsay information from other students.
  - Direct students to the Financial Aid office to learn about and understand how to fund their education. Encourage students to begin their FAFSA as soon as possible.
- Question
  - Dr. Nissing inquired 1) how SEP aligns with the AMP and efforts, and 2) whether English & ESL placement is part of onboarding, and if so, how the placement process can be student-friendly
    - Sr. VPs are involved in developing SEP, so cross-collaboration and alignment of plans and goals from various areas are taking place.
    - Opportunities for English to be part of onboarding, but ESL can be a separate process; will connect with Dr. Nissing separately regarding the latter.

Chair's Report - Dr. Angela Nissing, *Academic Services Council Chair*

- Dr. Nissing presented college-wide information for council members to share with constituent groups, including reminders to nominate individuals for administrator, staff, and faculty excellence awards; complete survey on campus stores (Hubs) renovations; review and provide feedback on AY26-27 and AY27-28 academic calendars; regularly review the Monday Minute, Inside MC, and Employee Matters for college news and updates; and visit the ASC Teams site, Governance Blackboard, and ASC webpage to access minutes and agendas. Other information shared included: Branding Bootcamp; early timesheet deadlines, tax statements, and time-off carryover maximums; Library events celebrating Native American Heritage; Board of Trustees Zoom meeting in December. Presentation attached.
- Suzette Spencer presented news and information about Rockville Library Renovations 2026-2027. More information on https://library.montgomerycollege.edu/about/rockville-library-renovations.html. Faculty and staff are encouraged to share information about study room access (3rd floor closure) with students.
  - Tracey Bodo shared concern from a student: Access ramp to Art building currently blocked by MT library construction.
    - Suzette Spencer will communicate with facilities to resolve this issue.

Discussion & Planning: ASC FY26 Goals - Dr. Angela Nissing, *Academic Services Council Chair*

- After consulting with Dr. Paul Miller and Dr. Deirdre Price, FY26 ASC goals were finalized and submitted at the end of October.
  - Goal 1: Increase awareness of college resources and services for students and facilitate communication about those resources.
  - Goal 2: Academic Master Plan Subgroup 4.4.a: Foster foundational skill development so that students possess the communication skills, information literacy skills, and analytical skills to express their own ideas and respond to those of others.
- Attendees were divided into breakout rooms for about 20 minutes to discuss ways to implement the two strategies for meeting Goal 1.
  - Strategy 1: Research and list resources;
    Strategy 2: Leverage faculty participation in educating students about resources.
  - Discussion highlights:
    - Ensure equitable access to campus resources, e.g., emergency transportation funds available for students in credit-bearing courses but not students in non-credit bearing (WDCE) courses
      - Inform students of this and other such resources at student's onboarding, e.g., provide a list of resources

- Make information easier to share, e.g., providing pre-made slides or flyers of student news/events for faculty; creating and having students join a Blackboard "course" featuring college news/events; sharing the Counseling & Advising resource list mentioned at the previous meeting with college staff and faculty now.
  - Challenge: designating a point-person to manage and prepare all the content.
- Inform new staff and faculty of key student resources at onboarding, e.g., include guest speakers from various student services areas to present at orientation.
  - Invite guest speakers to present at department meetings.
- Collect data on preferred method of communication against student demographics to inform how to best engage different types/groups of students
- Partner with MC communications to harness the reach of social media to advertise not only major college events, but also promote existing "hidden" resources, e.g., the campus pool
- Create a "311" line or AI customer service bot to answer students' FAQs
  - Challenge: ensuring MC webpages are all up to date
- Create "job aides" to clarify process for completing specific tasks, e.g., if you need to do X, how do you do that at MC?
- Action item for council members (to be completed by the next ASC meeting): Contribute to shared document regarding Goal 2. Prompt: Question to support our "environmental scan": What are we doing well in terms of fostering foundational skills?Document is located on the ASC Teams site. Link to the document was shared via Zoom chat during meeting.

Announcements, Updates, Closing Remarks - Dr. Angela Nissing, *Academic Services Council Chair*
- Reminder to council members to post ideas on the Goal 2 collaborative document before the next ASC meeting.

Adjournment
- Without objection, the ASC chair adjourned the meeting at 11:44 AM.
  - Motioned: Tracey Bodo; Seconded: Leah Scharlott.

Respectfully submitted by
Michelle Chan, Academic Services Council Secretary

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Student Enrollment Plan (SEP)
2025-2029

Dr. Kimberly McNair, Associate Sr. Vice President for Student Affairs/Enrollment Management

Introduction

▦ Purpose & Foundation

- Guide Student Affairs and Enrollment Efforts
- Foster cross-departmental collaboration
- Support strategic plan goals

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▦ Strategic Plan Alignment

- **Strategic Plan Goal 3:** Enhance Educational and Organizational Effectiveness | *Adhere to a strategically designed and inclusive enrollment management plan*
- **Strategic Plan Goal 1:** Enhance Connections Between MC and Community | *Continuous enrollment growth across demographic characteristics to be the community's college*

◎ Timeline

- August 1, 2025 – June 30, 2029

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Key Priorities

Enhance the student onboarding experience

Eliminate barriers to student success

Strengthen data-informed decision-making

Improve evaluation practices

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Student Enrollment Plan Goals

- **Goal 1:** Continuous Enrollment Growth

- **Goal 2:** Increased Equitable Student Retention & Completion Rates

- **Goal 3:** Academic & Career Advising Experiences at Key Milestones for All Students

- **Goal 4:** Data-Informed Recruitment and Student Support Services

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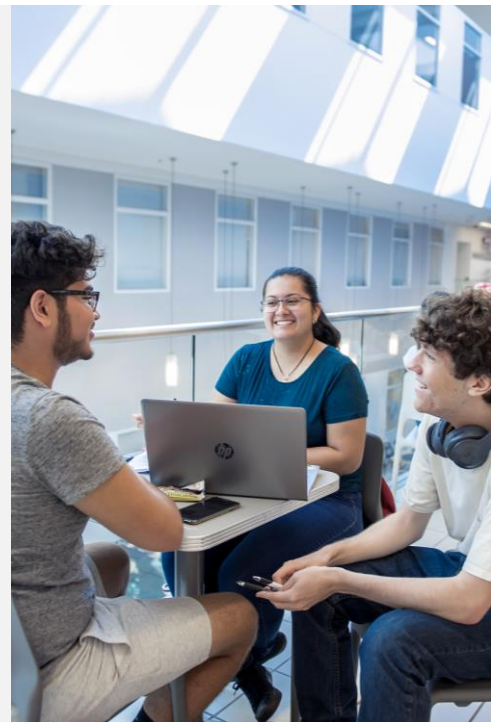
Select Supporting Strategies:

- Improve Enrollment Services Business Processes

- Expand and Strengthen High School-to-College Transition Opportunities

- Unify Equitable Access to New Student Onboarding

- Expand Student Life and Wraparound Services

- Modernize & Standardize Academic Counseling/Coaching

- Strengthen Career Development Integration

- Create a Student Affairs Division-Wide Continuous Improvement Framework

- Strategic Use of Technology to Support Institutional Priorities

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Intended Outcomes

- Growing unduplicated headcount of 65,000 across all locations
- Increasing in market share of local high school graduates
- Expanding adult learner (age 25+) enrollment
- Increasing the number of high school students enrolled in dual enrollment

- Increasing first-year retention for first-time-entering (FTEIC) students
- Reducing withdrawal rates among FTEIC, first-generation, low-income, non-traditional, and multilingual learners

...and more

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Timeline Overview

Phase	Milestone	Date
SEP Launch	SEP goes live; shared with collegewide staff	August 2025
Year 1 Execution	First set of initiatives implemented through established workgroups; baseline data confirmed	FY26
Midpoint Evaluation	Adjustments made to lagging indicators, strategies	FY27
Year 3 Acceleration	Remaining strategies launched; expansion begins	FY28
Final Assessment	Full report of outcomes; new SEP begins planning	FY29

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Questions?

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Dr. Kimberly McNair, Associate Sr. Vice President for Student Affairs

MCGOVERNANCE

CHAIR'S REPORT

AMANDA DARR , COLLEGE COUNCIL VICE CHAIR
November 18,2025

COLLEGE COUNCIL THEME 2025-2026

Leading Through <mark>*Participation:*</mark>
Inclusive, Intentional, and Impactful
Governance
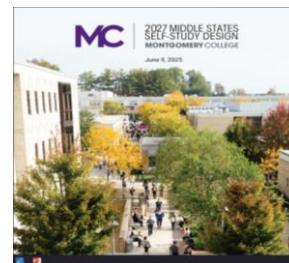
6%
Increase

WHY IS THE NUMBER 4 IMPORTANT?
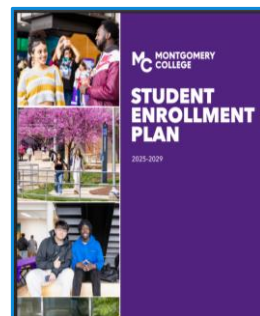## What is the big deal about FOUR?

SP	AMP	SEP

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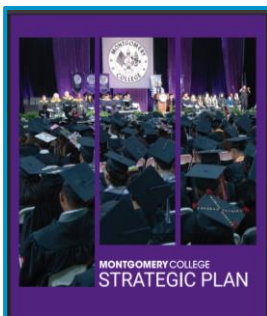
QUESTION???

HOW MANY STANDARDS ARE THERE FOR MIDDLE STATES ACCREDITATION?

MC

WHERE TO FIND MC NEWS AND EVENTS

MC
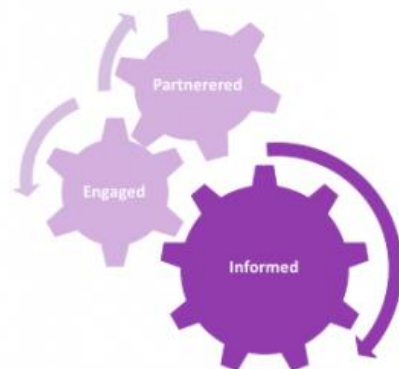
REMINDER TO SUBMIT FEEDBACK ON P&P ITEMS

70001: RESPONSIBLE USE OF EMERGING TECHNOLOGIES

Public comments will be accepted until **November 18, 2025**.

32203: ACADEMIC RANK

Public comments will be accepted until **November 20, 2025**.

51001: PHILOSOPHY, PURPOSES, AND PROGRAM COMMITMENTS

Public comments will be accepted until **November 20, 2025**.

32207CP: NOMINATION, RECRUITMENT, AND APPOINTMENT OF DEPARTMENT CHAIRS

Public comments will be accepted until **December 5, 2025**.

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MC

AWARDS

NOMINATIONS DUE BY 11:59 P.M. ON MONDAY, MARCH 2, 2026

- 2026 Administrator Leadership Awards
- 2026 Montgomery College Outstanding Staff and Staff of the Year Awards
  - Excellence in Performance,
  - Excellence in Customer Service,
  - Excellence in Innovation, and
  - Excellence in Serving Students.
- Outstanding Faculty Awards for the 2025–2026 academic year
  - Full-Time
  - Part-Time

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YOUR FEEDBACK NEEDED: CAMPUS STORES RENOVATION!

Take our online survey anytime starting November 12 until December 12, 2025

For more information about this project, please visit the Campus Store Renovation website.

MC

DRAFT AY 2026/2027 AND 2027/2028 ACADEMIC CALENDARS AVAILABLE FOR REVIEW

In preparation for publishing a 2-year Schedule of Classes, the Calendar Committee has drafted academic calendars for AY 2026/2027 and 2027/2028. The drafts are attached. These calendars contain the following features:

- Classes in both academic years begin before Labor Day since the holiday is in the second week of September
- As per COMAR, both academic years designate 150 instructional days, not including the winter session
- As per P&P 58001, the number of fiscally accountable days in the academic year (not including the summer) is 195
- Holidays include a 3-day fall break, a winter break (7 or 6 work days), spring break (1 day for staff and administrators), and federally observed holidays for Labor Day, MLK Day, Memorial Day, Juneteenth, July 4, and Juneteenth
- MC Day is designated for the 3rd Tuesday in October in the fall semester
  Comments and questions can be submitted to the Calendar Committee at calendar.committee@montgomerycollege.edu by Friday, November 28.

MC

BRANDING BOOTCAMP: ACHIEVE BRAND CONSISTENCY WITH OUR NEW VIDEO SERIES

Part 1: Introducing the Montgomery College Logo: The Essentials

Part 2: Logo Application in Microsoft Word

Part 3: Logo Application in PowerPoint

Make sure to review the full **Montgomery College Brand Guidelines** and watch out for more videos in the **Branding Bootcamp series** to ensure your materials always reflect the extraordinary quality of Montgomery College!

YEAR-END EARLY TIMESHEET DEADLINE AND TAX STATEMENT REMINDERS

Early Timesheet Deadlines

• **Fall Break: Thursday, November 20, 2025**, for the pay period ending Friday, November 21, 2025.

• **Winter Break: Thursday, December 18, 2025**, for the pay period ending Friday, December 19, 2025.

All timesheets and time off must be submitted and approved in Workday **by Noon**. Failure to submit hours on time may result in delayed or inaccurate pay.

Action Required for 2025 Annual Tax Statements

To receive your annual tax statements electronically (such as your Form W-2), please update your election preferences in Workday **before year-end**.

Thank you for your attention to these deadlines and for helping us ensure smooth payroll processing during the holiday season!

2025 STAFF AND ADMINISTRATOR TIME OFF CARRYOVER MAXIMUMS AND TIMELINES

CELEBRATE NATIVE AMERICAN HERITAGE MONTH WITH MC LIBRARY

MONTGOMERY COLLEGE BOARD OF TRUSTEES MEETINGS

2025 | September – December
•Monday, December 08

2026 | January – June
•Wednesday, January 21
•Monday, February 16
•Monday, March 16
•Monday, April 20
•Monday, May 18
•Monday, June 15

MC

FRIENDLY REMINDERS

Agenda
Send for posting 3 business days before meeting.
Based on bylaws, agendas for each meeting need to be sent for posting at least three business days in advance of the meeting. To have it posted on the governance website, you will need to send the agenda to: Yvette.taylor@montgomerycollege.edu; and cc: Governance Director Subject should be: Council Name

Minutes
Send within 5 days of approval.
Minutes should be posted within 5 days of approval. To get them posted, the chair or secretary can send the approved minutes from their College e-mail via e-mail to: yvette.taylor@montgomerycollege.edu

Governance Blackboard Site
All PowerPoint presentations are posted after each meeting. Review often. Additional training materials and information are located in the Governance Blackboard community.

Governance Form
We are tracking data. Please remember to complete the Governance Form after each meeting.

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Joint Student Council and College Council Meeting
Tuesday 12/2/25 1:00 to 3:00 pm
Rockville Campus Science Center
Room 152
Student Panel Discussion
Pizza

If any chair knows of a student who would be interested in participating in the panel discussion and does not have class between 1:00 and 3:00 pm, please contact Clevette Ridguard.

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Rockville Library Renovations

- The Rockville Campus library will undergo renovations from 2026 - 2027.

- Upgrades include: modernized interior, dedicated low-sensory area, technology-free reading room, expanded study spaces, and all-gender restroom.

- The library will relocate to the CB Annex building and offer limited resources and services during construction.

- To prepare for the move, the library's third floor will close on December 1, 2025. The closure of the entire library begins on December 22, 2025.

Rockville Library Renovations Timeline

December 22
2025
Entire library in MT closes

Fall
2027
Construction complete

December 1
2025
Library's third floor in MT closes

Spring
2026
Temporary library space in CB building opens, construction begins

Spring
2028
Grand opening of renovated library in MT