

MC GOVERNANCE

Montgomery College Administrator Council Meeting

Minutes (draft)

Thursday, October 17, 2019

9:30 – 11:30 AM

CT S301

Attendees

Members Present: Dorothy Umans, Carolyn Terry, Janee Mc Fadden, Anwar Karim, Frank Trezza, Ja'Bette Lozupone, Karen Callender, Eric Benjamin, Phong Banh

Members Absent: Martha Schoonmaker, Anwar Karim, Frank Trezza, Eric Benjamin, Phong Banh

Liaisons: Clevette Ridguard

Call to Order

Chair McFadden called the meeting to order at 9:38 am.

Welcome

The Council began with a discussion with representatives from Porter Khouw Consulting, Inc., a consulting firm that is working with MC to assess needs of students, faculty, and staff for food services. They will be developing the RFP for identifying contractors to provide food service. Issues were food quality, expense, service, consistency among campuses, availability during summer and winter sessions.

The agenda for today's meeting was approved. The minutes from 9/18/19 were approved as amended.

Constituent Concerns

Follow-up from last meeting's constituent concern regarding the process to fill vacant positions. HR provided a summary of the process. Concerns remain about whether administrators know the process and the timeline. Also, council members note that HR liaisons are not responsive.

Council recommendation: An official communication needs to be sent to the College community with the process, the expectations, the timeline, the forms, and the schedule of SALT meetings when positions will be reviewed. The recommendation should be directed to Krista Walker.

A constituent brought a question about the SVP liaisons to the Office of Equity and Inclusion and would like to find out about their roles. Chair McFadden will invite Dr. Debra Bright to come to the next possible council meeting.

Another concern was brought regarding HR processes in general and confusion / communication.

Administrator Council Goals

The Council members reviewed the draft goals that were developed during the governance orientation. The chair reminded the members that goals are due by the end of October, and that goals are tied to student success. The committee reduced the number of goals to 3. The secretary will complete the goals worksheet and distribute it for review before the end of the month.

Chair Report

College Council met on October 8. Dr. Pollard spoke about her goals and Jane Ellen Miller spoke about the 2-factor authentication and ITap Zoom. We will use Zoom to replace Go to Meeting.

Announcements

- The College calendar for 2020 / 2021 will be distributed through Inside MC online next week.

The meeting adjourned at 11:19 a.m.