

**MONTGOMERY COLLEGE GOVERNANCE**  
**Administrator Council Meeting Minutes**  
**Thursday, November 10, 2022**  
**Via Zoom**  
**1:00 to 3:00 p.m.**

**Attendance:**

- Members present: Jamin Bartolomeo (Chair), Akima Rogers (Vice Chair), Shinta Hernandez (Secretary), Chevelle Glymph, Brandy Naughton
- Guests: Clevette Ridguard and Stephen Cain
- Members absent: Carmen Poston-Farmer Travis, Cassandra Jones, Terrence Evelyn, Steven Greenfield, Monique Davis

**Call to Order:**

- The meeting was called to order at 1:09 p.m. by Chair Jamin Bartolomeo. Quorum was not met.

**Agenda Approval:**

- Quorum was not met so could not approve the agenda.

**Minutes Approval:**

- Quorum was not met so could not approve the minutes.

**Constituent Concerns:**

- None

**Chair's Report:**

- College Council Report:
  - a) President's Town Hall is next Tuesday, November 15 at TP/SS at 11 a.m.
  - b) HRSTM newsletter Employee Matters contains relevant and useful information.
  - c) National search for SVP of Advancement and Community Engagement is beginning.
  - d) The East County Education Center will be located in White Oak, MD to offer credit and non-credit courses.
  - e) Open Enrollment is an opportunity to make changes to your benefits. Benefits fairs are being held to inform employees of the services provided.
  - f) Employee required trainings are due by December 23. Topics include ethics, data security, racial equity, and mental health. Access through Workday.
  - g) Encourage students to register for courses during Extended Winter and Spring 2023.
  - h) College event on December 1 at 8:30 a.m. to celebrate the community in the SV building at RV campus. RSVP by November 28 to [events@montgomerycollege.edu](mailto:events@montgomerycollege.edu)
  - i) Volleyball and men's soccer are district champions and heading to the NJCAA National Tournament in Florida.

- j) Update your emergency contacts in Workday.
- k) Last day to apply for sabbatical leave is November 18.
- l) Various flu shot opportunities on all three campuses plus the CT building are being held.
- m) EAP funds can be used for wellness programs. There is an open-gym opportunity.
- n) The Office of Equity and Inclusion is providing a required training “The Journey toward Becoming an Antiracist Institution.”
- o) One more mobile market for the year is on November 16 at TP/SS.

**Old Business:**

- New Administrator Onboarding Assessment Tool:
  - a) So far, 29 responses out of 85 administrators. Key trends were discussed.
  - b) Extend deadline to November 18.

**New Business:**

- Segal Consulting’s work on evaluating Student Affairs. These are some questions to consider:
  - a) When thinking about student affairs and student services at Montgomery College, what do you believe is going well or, stated another way, what do you appreciate most?
  - b) What do you believe are our biggest challenges or, stated another way, what are our greatest opportunities for growth?

**Next Steps:**

- We will approve the October meetings at the December meeting, since we did not have a quorum today during the November meeting.

**Adjourned:**

- Meeting adjourned at 2:20 p.m.

**Submitted by:**

Shinta Hernandez, Administrator Council Secretary