

MONTGOMERY COLLEGE GOVERNANCE
Administrator Council Meeting Minutes
Wednesday 18 September 2024, 1:00pm to 3:00pm via Zoom

Attendance:

- Members present: Arlene Blaylock (Chair), Ali Fadl (Secretary), Tarlouh Gasque, Fiona Glade, Sophia Mason, Alice Santoro, Suzette Spencer (Vice-Chair), Frank Trezza, Chantal Vilmar
- Guests: Stephen Cain (Chief of Staff/Chief Strategy Officer), Katya Salmi (Faculty Associate of the Office of Equity & Inclusion), Clevette Ridguard (Governance Director), Shakina Adams-Gormley (College Council Chair), Yvette Taylor
- Members absent: None

Call to Order:

- The meeting was called to order at 1:02 pm by Chair Blaylock.
- Chair Blaylock introduced Dr. Cain, who clarified he was attending today's meeting as the Council liaison and as a presenter, not as a guest.

Roll Call

- Secretary Fadl conducted the roll call. All nine council members were present. A quorum was in place.

Agenda Approval:

- Chair Blaylock requested a motion to approve the agenda. Chantal Vilmar moved to approve, and Frank Trezza seconded.

Minutes Approval:

- Minutes from the May 22, 2024 meeting were reviewed.
- Alice Santoro pointed out that one guest was noted only as "Tommy". Fiona Glade stated she would search her records to identify who Tommy was.
- Arlene requested a motion to approve the minutes, pending identification of Tommy. Tarlouh Gasque moved to approve, and Sophia Mason seconded.
- Fiona clarified later in the meeting that the guest in question was Tommy Luginbill, Executive Director of PicMC.

Constituent Concerns

- Vice-Chair Spencer opened the floor for constituent concerns. None were presented.

Chair's Report

Chair Blaylock shared updates from the College Council meeting, held on September 16, 2024. Items included:

- Council's theme for this year; employee engagement; key Memos and Notifications from various College departments; membership search for the MC Governance Communications & Elections Committee; Governance Board of Trustees meeting schedule and corresponding Governance presenters; September 23 Conversation with Mexico's first female president, Mercedes Vargas-Lugo; Student Wellness Center food program; MC Wellness events and programs; Meet & Greet for American Association for Women in Community Colleges; Kaiser flu shots; ECEC Fall Family Festival; Family Empowerment Resource Fair; Super Staff Tuesdays/First Faculty Fridays professional development program; MC Library 2024 Elections Guide; Thea LaFond Olympic Gold Medal; Everyone belongs in Governance!

Guest Presentations

Dr. Stephen Cain presented an update on the SVP of Student Affairs search. The following is a summary of his presentation:

- **Overview of Search Process-** Currently forming Search Committee; listening sessions were conducted and surveys posted online to collect feedback; preparing Prospectus that summarizes information about MC, position details and the application process. Position will be posted from October 7 to November 15, 2024 and the firm of Greenwood-Asher Associate will assist in recruitment. First round of interview will be conducted in January 2025. Search Committee will recommend candidates that advance to the next round. Dr. Williams will select finalists. Finalists will interview in February 2025. Successful candidate will likely start by July 1, 2025. Search is confidential except for the name of the Committee Chair, the name of the search firm and the names of the finalists.
- **Position-** Serves as Chief Student Affairs Officer; student advocate; member of the President's Cabinet; oversees and supports student access, student engagement, student success, financial aid and student programs.
- **How Can You Help-** MC employees can participate in the search process by doing any of the following: share advertisement with their professional network, nominate a colleague, meet finalists and provide feedback, and welcome the appointed person.

Katya Salmi spoke to the Council about Anti Racism Badging, Equity & Inclusion. The following are some of the points she presented:

- Katya described her background, credentials and areas of expertise.
- The anti-racism badge developed two years ago in response to some of the overarching institutional goals and social events, and to encourage all employees to participate and develop their own plan for moving forward.
- The program is a four-part series and is offered once every semester and over the summer, and Administrator involvement would be highly desirable.
- Arlene expressed concern about the time commitment require to complete the program in its current format. She inquired if the program can be "tailored" to Administrators to better suit their schedules. Katya confirmed that this would be possible, however, she pointed out that it is advantageous to participate in the training in more diverse cohorts.

- Suzette Spencer proposed that an Administrator cohort offered around Spring Break or Staff Enrichment or Professional Week might facilitate participation.
- Katya also suggested incorporating other Diversity & Inclusion areas (Safe Zones, etc.) in a retreat format for Administrators.
- Chantal Vilmar inquired about the current cohort format. Katya explained that the cohort usually includes the College faculty, staff, administrators, and students.
- Alice Santoro reminded the group that she proposed the Council tackle this as a goal as a way for Administrators to participate in the program in its current format, as it gives them an opportunity to interact with others from different areas and hear different points of view. She also stated that the program is offered over a long period of time, so the required preparation and reading can be completed in manageable chunks.
- Katya informed the group that she is available for further discussion and planning to help reach our goal.

Old Business

As this was this Council's first meeting and there were no unfinished items indicated in the last Council's final meeting minutes, there was no specific Old Business items to discuss.

New Business

1. Sophia Mason suggested that, as a group, we help HRSTM promote the Wellness Programs and reminding Administrators to share information about them with their teams, and by providing opportunities for them to participate. Current communication channels utilized by HRSTM to share this information are E-mail, Employee Matters, Facebook, etc., but for managers and supervisors to hear the information directly from their specific Administrators ensure that they are empowered to allow their employees to participate, and also understand that they cannot deny their employees from participating if they wish. Suzette added that Administrators can include anything HRSTM related as Agenda items in the staff meetings. She also stated that denying employees from participating opens the door to union employee complaints and are not aligned with the College's inclusivity and sense of belonging values.

Announcements

- Ali mentioned that the Leggett Building ribbon cutting will be at 2:00PM, Thursday, September 19, 2024.

Adjourn

- Arlene requested a motion to adjourn the meeting. Suzette Spencer made the motion to adjourn and Ali seconded. The meeting was adjourned at 2:11PM

Submitted by:

Ali Fadl, Administrator Council Secretary