



MONTGOMERY COLLEGE GOVERNANCE

Administrator Council

Meeting #1 Minutes

Wednesday, September 10, 2025

1:00pm to 3:00pm via Zoom

Attendance:

- Members Present: Suzette Spencer (Chair), Erik Swanson (Vice-Chair), Arlene Blaylock, Vincent Briley, Ali Fadl (Secretary), Stacey Gustavson, Sophia Mason, Ginger Robinson, Frank Trezza
- Members Absent: Chantal Vilmar
- Proxies: Ali Fadl for Chantal Vilmar
- Presenters: Dr. John Hamman, *Chief Analytics & Insight Officer*
Dr. Paul Miller, *Professional Development Director*
- Liaisons: Dr. Stephen Cain, *Chief of Staff and chief Strategy Office*
Dr. Clevette Ridguard, *Governance Director*
- Guests: Ross Conover, Nell Feldman, Shinta Hernandez, Josephine Trawick

Call to Order:

- The meeting was called to order by Chair Spencer at 1:03 PM
- Chair Spencer introduced new Council members, welcomed all guests, and reminded attendees of the governance meeting protocols.

Roll Call

- Secretary Fadl conducted the roll call. Nine members were present with one absent. A quorum was reached.

Minutes Approval:

- Chair Spencer requested a motion to approve the May 5, 2025 meeting minutes.
- Hearing no comments or objections, Chair Spencer declared the minutes approved as written.

Guest Presentation 1- Middle States Update. Dr. John Hamman

- Dr. Hamman presented a PowerPoint entitled MC's Middle States Self-Study and Reaccreditation Journey. The presentation explained the importance of reaccreditation and how it impacts financial aid. It also detailed the seven standards of accreditation, the general process for reaccreditation and associated criteria, the self-study timeline, important "need to know" facts, how the Strategic Plan informs the self-study, the



intended outcomes of the self-study and that re-accreditation is “about showcasing who we are as a College through our collective commitment to improvement”.

- Dr. Hamman answered questions about process and lines of inquiry.

Guest Presentation 2- Updates on Blackboard Ultra, Title II, and the Center for Teaching Excellence (CTL). *Dr. Paul Miller*

- In lieu of a PowerPoint presentation, Dr. Miller pointed the Council to College webpages containing the most current information on his topics.
- Blackboard Ultra- Dr. Miller pointed the Council to the College webpage “The Hub” which contains the latest information on this upgrade, and explained how this interface is cleaner, more dynamic and accessible, and that it can be used on multiple devices. Training and support are available in the form of 1:1 consultation via the website, and in-person open labs.
- Title II- Dr. Miller explained that the ADA guidelines for web accessibility have been updated, so any documents or videos produced by the College must be accessible. Although the minimum level of compliance is AA, the College has committed to an AAA level. The College has until April 2026 to “on-ramp” these upgrades. The Universal Design Center and the Center for Teaching & Learning are creating a suite of resources to prepare and support the College community for this roll-out.
- Dr. Miller answered questions about challenges developing the Blackboard Ultra and Title II upgrades.

Chair’s Report. *Suzette Spencer*

- Chair Spencer presented the Chair’s Report. Highlights included: a reminder for all to remain informed via Inside MC, The Monday Minute and Employee Matters; updates to the parking permit process and shuttle service changes; P&P feedback deadlines; Special Recognition Awards; MC Wellness programs and schedules; EAP overview, flu vaccine dates and locations, the sabbatical leave program, the Information Literacy Week, Generative AI training, professional development training including MC Management, Leadership Development Institute and Global Leadership, Fall Safety Awareness Month activities, student resources including Learning Centers, Counseling & Advising, Mobile Markets, athletics, and the Board of Trustees meeting schedule.
- Vincent Briley made some remarks and announcements regarding the Mobile Market and the Rockville Lions Club.

Constituent Concerns. *Erik Swanson*

- No constituent concerns were brought forth.

Old Business

- No old business was brought forth.

**New Business**

- No new business was brought forth.

Announcements & Updates

- Sophia Mason made some remarks regarding Open Enrollment and the EAP processes.
- Vincent Briley added some comments about ComPsych.
- Dr. Cain expressed his gratitude to Council members for participating in Governance, congratulated Chair Spencer on her new role as Chair and thanked Dr. Blaylock acting as Chair last year.

Adjourn

- Chair Spencer requested a motion to adjourn the meeting. Vincent Briley moved to adjourn and Ginger Robinson seconded. The meeting was adjourned at 2:16PM

Submitted by:

Ali Fadl, Administrator Council Secretary