



MONTGOMERY COLLEGE GOVERNANCE

Administrator Council

Meeting #2 Minutes

Wednesday, October 8, 2025

1:00pm to 3:00pm via Zoom

Attendance:

- Members Present: Suzette Spencer (Chair), Arlene Blaylock, Vincent Briley, Ali Fadl (Secretary), Stacey Gustavson, Frank Trezza
- Members Absent: Erik Swanson, Ginger Robinson, Sophia Mason
- Proxies: Shinta Hernandez for Erik Swanson, Chantal Vilmar for Ginger Robinson
- Presenters: Jodi Neal, *Executive Director of Brand and Creative*
Matt McGoldrick, *Associate Senior Vice President for Administrative and Fiscal Services*
- Liaisons: Dr. Stephen Cain, *Chief of Staff and chief Strategy Office*
Dr. Clevette Ridguard, *Governance Director*
- Guests: Katie Mount, Katie Mount, Sokol Mato, Sylvea Hollis

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. Eight members were present, including proxies. A quorum was reached. Vincent Briley joined the meeting after roll call.

Minutes & Agenda Approval:

- Chair Spencer put forth the September 11, 2025 meeting minutes for approval.
- Hearing no comments or objections, Chair Spencer declared the minutes approved as written.
- Chair Spencer put forth the October 8, 2025 meeting agenda for approval.
- Hearing no comments or objections, Chair Spencer declared the agenda approved as written.

Guest Presentation 1- Brand Update. Jodi Neal

- Jodi Neal gave a summary of the new MC brand. She explained that the new brand is detailed on the brand guide webpage. While the brand is designed to promote the College as a whole, five logo sub-brands will be developed for PICMC, Alumni,



Foundation, Student Life, and Athletics. Student groups will operate outside of the College specific logo brand.

- Jodi took questions at the conclusion of her presentation in regards to student use of brand, uniforms, swag, letterhead, the on-line store, etc.

Guest Presentation 2- Course Material Delivery Service for Students. *Matt McGoldrick*

- Matt McGoldrick presented a PowerPoint entitled MC Campus Store. He explained that the project encompasses three areas: 1) Course Material Adoption, 2) Course Materials Auto fulfillment and 3) Physical Space Redesign.
- The Course Material Adoption will be a centralized collection and coordination of adopted course materials across disciplines and campuses.
- Course Material Auto Fulfillment will implement Slingshot's Choice Model, and automated course materials delivery program.
- Physical Space Redesign will be a project that re-imagines the legacy campus bookstore at Germantown and Takoma Park to create innovative and relevant spaces for students.
- Matt took questions in regards to the integration of financial aid, textbook adoption, book procurement process, and bookstore naming.

Chair's Report. *Suzette Spencer*

- Chair Spencer presented the Chair's Report. Highlights included: College Council Theme 2025-2026; leverage The Monday Minute, Inside MC and Employee Matters to stay informed; Staff Enrichment Day; Inclusion by Design Summit; Humanities Day; Conversation with Dr. Gerald Horne; Fall Alumni Social; MSCHE Snack n' Learn; Transportation and parking; Annual Security Report 2025; Prescription Drug Takeback Day; Student Basic Needs Survey; Mobile Health Center visits; Celebrating Hispanic Heritage Month.

Constituent Concerns. *Suzette Spencer*

- No constituent concerns were brought forth.

Old Business

- No old business was brought forth.

New Business

- Council Goal- Communicate MSCHE updates to College Administrators
- Sylvea Hollis provided context and insight on how the Administrator Council can collaborate with the MSCHE steering committee to communicate updates to the MC community. Topics covered included: call-in activities, information sessions, pop-up sessions, engagement activities, focus groups and 1:1s.
- Information will be pushed to the various College Councils to convey to their constituents.



- Suzette called for a vote to approve the goal. The goal was put to a vote and a majority of the attending Council members voted for the goal.

Announcements & Updates

- Vincent Briley reminded the Council of the blood drive taking place on the Rockville campus on Wednesday, November 5.
- Dr. Hernandez shared that National Distance Learning week will be November 3-7 with many activities and events on all three campuses.
- Suzette reminded the Council of the upcoming MC Day and asked that we share the information with Faculty and Staff.
- Ali shared that a new gateway sign will be install on November 9 on the CU building, at the intersection of 410 and Georgia Ave.

Adjourn

- Chair Spencer requested a motion to adjourn the meeting. Frank Trezza moved to adjourn and Ali Fadl seconded. The meeting was adjourned at 2:27PM

Submitted by:

Ali Fadl, Administrator Council Secretary