



MONTGOMERY COLLEGE GOVERNANCE

Administrator Council

Meeting #3 Minutes

Wednesday, November 12, 2025

1:00pm to 3:00pm via Zoom

Attendance:

- Members Present: Suzette Spencer (Chair), Vincent Briley (late), Ali Fadl (Secretary), Stacey Gustavson, Ginger Robinson, Erik Swanson (Vice-Chair), Frank Trezza, Chantal Vilmar
- Members Absent: Arlene Blaylock, Sophia Mason
- Proxies: Cassandra Jones for Arlene Blaylock, Donna Dangle for Sophia Mason
- Presenters: Dr. Tiffany Ray-Patterson, *Senior Vice President for Student Affairs*
Carla Pullen, *Vice President of Facilities Management, Capital Planning and Sustainability*
- Liaisons: Dr. Stephen Cain, *Chief of Staff and chief Strategy Office*
Dr. Clevette Ridguard, *Governance Director*
- Guests: Anna Hamilton, Josephine Trawick, Yvette Taylor

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, including proxies. A quorum was reached.

Minutes & Agenda Approval:

- Chair Spencer put forth the October 8, 2025 meeting minutes for approval.
- Hearing no comments or objections, Chair Spencer declared the minutes approved as written.
- Chair Spencer put forth the November 12, 2025 meeting agenda for approval.
- Hearing no comments or objections, Chair Spencer declared the agenda approved as written.

Guest Presentation 1- Student Affairs Update. Dr. Tiffany Ray-Patterson

- Dr. Ray Patterson presented a PowerPoint entitled Student Affairs Update. Highlights included: Student affairs leadership structure; the Student Affairs leadership portfolio; a



Student Enrollment Plan overview; the alignment of the enrollment plan with the Academic Master Plan and Marketing Plan; Student Enrollment Plan goals; goal & strategy accomplishments; Year One priorities and early progress; Year One target metrics.

- Dr. Ray-Patterson took questions at the conclusion of her presentation.

Guest Presentation 2- Facilities Update. *Carla Pullen*

- Carla presented a PowerPoint entitled Facilities Management, FY 27 Priorities. Highlights included: Capital improvement Program timeline (CIP) and Biennial Capital Budget; Campus projects, including the RV Macklin Tower library and RV Theatre Arts building renovations; Capital budget priorities; community engagement; space/service requests.
- Carla took questions in regards to space renovation, the food pantry, and wayfinding signage. She also posted a chat a link to a facilities survey.

Chair's Report. *Suzette Spencer*

- Chair Spencer presented the Chair's Report. Highlights included: College Council Theme 2024-2025; Stayin informed via MM, IMS, EM; Staff Enrichment Day 2026; P&P feedback; 2025 Staff and Administrator time-off time carry overs; policy notice on copyright violations; recognition awards nomination deadline; Proving What's Possible campaign; Slingshot Choice roll-out; RV Library renovation; Raptor winter pep rally; TPSS food pantry; IgnITe Hub; BOT meeting schedule; College Council 12/2 meeting.
- Suzette took questions at the end of her presentation.

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

- No announcements were brought forth.

Adjourn

- Chair Spencer requested a motion to adjourn the meeting. Erik Swanson moved to adjourn and Frank Trezza seconded. The meeting was adjourned at 1:59PM

Submitted by:

Ali Fadl, Administrator Council Secretary