

MC GOVERNANCE

Montgomery College College Council Meeting #1 Minutes

Tuesday, September 24, 2019

1:00 – 3:00 PM

CT S108

Attendees

Members Presents: Tracey Smith-Bryant (Chair), Shakenna Adams-Gormley (Vice-chair), Christine Tracey (Secretary), Colleen Dolak, Janee McFadden, Paul Jenkins, Ed Riggs, Ernest Cartledge, Joe Marshall, Timothy Kirkner, Caleb Schauer, David Torain

Absent Members: Michael LeBlanc, Kimberly Herrera

Proxy:

Guests: Heather Milke, Emily Schmidt, Marcus Rosano

Liaison: Clevette Ridguard

Call to Order

Chair Tracey Smith-Bryant called the meeting to order at 1:07pm.

Constituent Concerns

No constituent concerns were brought forward.

Approval of Minutes

The minutes for May 14, 2019 meeting were approved by a motion from Shakenna Adams-Gormley and seconded by Colleen Dolak. The minutes for September 10, 2019 were approved by a motion from Shakenna Adams-Gormley and seconded by Joe Marshall. The agenda was approved by a motion from Joe Marshall and seconded by Caleb Schauer.

Chair Report

The College Council Chair provided the following information and updates:

- Montgomery College Drug and Alcohol Abuse Prevention Program Drug-Free Schools and Communities Act Disclosure was sent out as a memo via email on September 19, 2019.
- MC mentoring network orientation started and next dates and locations are:

Friday, October 11, 2019 1-2pm	"Role of a Mentor: The importance of mentors for student success"	HS214, Germantown
Tuesday, October 15, 2019 1-2 pm	"Mentor Skills and Competencies: Foundational skills for effective mentoring"	HS214, Germantown
Thursday, November 7, 2019 1-2 pm	"Role of a Mentor: The importance of mentors for student success"	HC124, Takoma Park/Silver Spring
Tuesday, November 12, 2019 1-2 pm	"Mentor Skills and Competencies: Foundational skills for effective mentoring"	HC124, Takoma Park/Silver Spring

Register for the session (s) at <https://www.surveymonkey.com/r/MentoringNetworkTraining>

- MC offers youth programs for students K-12 see the website for more information: www.montgomerycollege.edu/youth
- Equity Dialogue Series. Employees register on MC Learns:
 - October 4, 2019 8:00 am – 11:00 am TP/SS Campus, Cultural Arts Building
 - From 9:45-11:00 am there will be a discussion of the Equity and Inclusion survey results with specific questions found here: https://www.montgomerycollege.edu/documents/about-mc/equity-and-inclusion/2019_fall_equity_dialogue_employee_agenda.pdf
 - 11am-2pm open to employees and students
 - October 8, 2019 9:30 pm – 12:00 am RV Campus, Science West, 301
- Two student council recommendations are coming forward for discussion. One will be discussed at the October 8th meeting and will be emailed in advance.
- Assign at least one member of your council to read the MC Annual Report 2019 and report a summary for your council members at an upcoming council meeting.
- Council goals are due on October 31, 2019 and should include one student focused goal. Email goals to the College Council Mailbox.

Council Reports:

- Student Services, as reported by Ernest Cartledge, discussed council goals and referred WEPA card issues to the Operational Services council.
- Operational Services, as reported by Ed Riggs, had the following constituent concerns: Two-Factor Authentication (2FA) issues and that Adobe Suite will not be updated.
- Faculty Council, as reported by Timothy Kirkner, discussed goals, the makeup of the council membership, and a focus on action over information sharing.
- Employee Services, as reported by David Torain, received constituent concerns that are being investigated by three research teams made up of membership to include: teleworking, special recognition awards, and course release time for faculty doing research.
- Student Council, as reported by Caleb Schauer, discussed goals around awareness of the council.
- WD&CE Council, as reported by Joe Marshall, elected a new vice chair and the goal discussion included blackboard equity for student access and creating a partnership with advising.
- Academic Services, as reported by Colleen Dolak, held introductions, elected a new vice chair, will continue to work on goals from the previous year, and will use Microsoft Teams for communicating.
- Germantown Campus Council, as reported by Paul Jenkins, had no new updates.
- Rockville Campus Council, as reported by Christine Tracey, had no new updates.
- Staff Council, as reported by Shakenna Adams-Gormley, filled four of the five vacancies, received six constituent concerns including shuttle during summer, parking permits that clearly identify MC as the place of employment, comment form not working on the homepage, OSHA training and question of staff having to pay out of pocket, and special recognition rewards were referred to Employee Services Council. Christopher Moy needs one or two governance council members for the Title IX Advisory committee which will meet in October, February and May, email him if you have any interested members.
- Administrator Council, as reported by Janee McFadden, revised goals, formed a subgroup to brand the council, and will have a guest speaker at meetings.

Governance Information

Clevette Ridguard presented an update highlighting the following:

- Working on filling in the vacancies of all councils
- Reminder to use your council email addresses and cc College Council chair and Governance Director on all emails.
- There are four remaining constituent conversations with the Board of Trustees (BOT). There should be 10-15 council members, volunteers, or active proxies that should be invited to join the conversation. There is pre-reading and the conversations and dinner take place in CT S108 from 5:30-7:00 pm.
 - October 21, 2019 – Faculty Council
 - November 18, 2019 – Student Council
 - January 29, 2020 – Administrator Council
 - February 24, 2020 – College Council
- Working on a flow chart for recommendations from councils.

Announcements and Agenda Items for Next Meeting

- At the next meeting, October 8th Dr. Pollard is on the agenda.
- We will be discussing and voting on a constitutional amendment. Caleb Schauer explained that the makeup of student council currently requires three WD&CE students and these slots have been difficult to fill. The amendment requests a change in member campus locations. A discussion continued on modifying the bylaws and Tracey Smith-Bryant asked Colleen to work with Caleb on bylaw recommendation; David and Janee had comments as to the merits of a bylaw amendment.
- Tracey Smith-Bryant reminded everyone to send a proxy in your place and **requested that every member bring a constituent to the October 22nd meeting.**

Council took a ten-minute break.

Office of Communication Media Relations, Marketing, and Branding Presentation

Marcus Rosano – Director of Media and Public Relations,

Emily Schmidt – Marketing and Digital Media Director

Heather Milke – Strategic Communications Director

- Distributed a monthly report from the Office of Communication
- Number one priority is the public image of the institution and we do this by continuing to tell the good stories.
- Internal communication is more complicated than external.
- According to the P&P all media inquiries are directed to Marcus Rosano
- InsideMC stories are emailed every Monday but there is an online version available here: <http://insidemc.montgomerycollege.edu/index.php>
- Social media is constantly being monitored.
- Email marketing@montgomerycollege.edu to share stories and photos
- Be mindful of emails sent, advice to count to ten before you send.
- See more information at the following sites: <https://www.montgomerycollege.edu/offices/advancement-and-community-engagement/communications/index.html>
 - **Creative Services** – “College’s resource for your communications needs, from creative strategies and brainstorming to copywriting, editing, proofreading, art directing, printing, and digital communications, to name just a few of the services we offer.”: <https://www.montgomerycollege.edu/offices/advancement-and-community-engagement/communications/creative-services/index.html>

- **Marketing** – questions about advertising, website content, social media, email marketing, publicity and special community events, gateway signage, promotional and specialty items, focus groups and market research, and any other marketing initiatives: <https://www.montgomerycollege.edu/offices/advancement-and-community-engagement/communications/marketing/index.html>
- **Media Relations** - <https://www.montgomerycollege.edu/offices/advancement-and-community-engagement/communications/media-relations/index.html>

Adjourn

Shakenna Adams-Gormley motioned to adjourn the meeting and Caleb Schauer seconded.

The meeting adjourned at 3:00 pm.

Submitted by Christine Tracey

College Council Secretary