

MC GOVERNANCE

GERMANTOWN CAMPUS COUNCIL FY 2024-2025 MEETING MINUTES

Tuesday, May 06, 2025 | 11:30-1:00 pm
Zoom Meeting

ATTENDEES

Current Members Present: Tonya Addleman (Chair); Greg Downs (Vice Chair); Kam Yee (Secretary); Teresa Lew; Karlyvette Acevedo; Erin Marcinek; Kalen Roundy; John Rouse, Esther Clark.

Current Members Absent: Milton Nash; John Wysong; Silvia Vargas; Al-Hassan Mohamed Bangura.

New Members Present: Shawn Carr; Katie Mount; Lemuel Espinosa; Luc Desir; John Billos; Megan Madramootoo.

Liaison: Sharon Anthony.

Guests: Yvette Taylor; Clevette Ridguard.

CALL TO ORDER

- Meeting called to order at 11:32 am by Chair.
- Quorum confirmed to conduct governance business.
- Meeting rules read. Guests welcomed.
- Meeting to be recorded for the purpose of meeting minutes only. Recording will be discarded after approval and publication of official minutes.
- No other recording is permitted. Use of digital note-taking applications, including AI transcription tools is strictly prohibited.

APPROVAL OF AGENDA/MINUTES

- No corrections or revisions were offered.
- Minutes from the Apr 01, 2025 meeting approved as written.

CONSTITUENT CONCERNS

- Sharon Anthony raised a matter on behalf of Kay regarding the *Soccer for Peace* initiative. Tonya requested that this item be addressed later under the **Chair's Report**.
- No additional constituent concerns were raised.

INTRODUCTION OF CURRENT AND NEW MEMBERS – TONYA ADDLEMAN

- Welcomed new Council members and shared the 2025-2026 Campus Council roster.
- Self-introductions by current and new members followed.
- Presented governance overview
 - All council members required to attend **governance training** during **Professional Week** (August).
 - Governance meeting schedule: Meets once per month, September-December and February-May.
 - Informal member vote indicated 1.5 hours sufficient for business; may continue next year at discretion of incoming Chair. Meeting schedule to be decided in Aug 2025.

REVIEW OF 2024-2025 COUNCIL'S GOALS AND CONSTITUENT CONCERNS - TONYA ADDLEMAN & GREG DOWNS

- Tonya presented 2024-2025 goals and outcomes.
 - **Goal 1:** Identify and share resources that contribute to student academic and personal goals. Activities included:
 - ☑ Presentation on **Social Resource Program**.
 - ☑ Presentation from **Greg Downs** on Germantown Innovation Center.
 - ☑ Update on **MC Votes**.
 - ☑ Presentation from **Upcounty Regional Services Center**.
 - ☑ Presentation on **MC Scholarship & Emergency Assistance Program**.
 - ☑ Presentation on **Campus Store transition**.

- ☑ Presentation on **Employment Services** overview.
- ☑ Presentation on new **IT Service Desk system**.

Members affirmed these were useful and broadened awareness of available resources.

- **Goal 2:** Partner with MC groups to support students and foster belonging. Activities included:
 - ☑ Handwritten **personal notes** distributed at Staff Enrichment Day (hosted at Germantown).
 - ☑ Participation in **Fun at the Park** baseball game.
 - ☑ Input provided on **campus resources document** coordinated by Dean Anthony.
 - ☑ Hosted a **Lunch & Learn** with Jake Adler (Upcounty Regional Services Center), open to the wider campus community.
 - Tonya noted work completed on resource-sharing initiatives. Sharon added:
 - Resource guide created by Council was posted on campus webpage (PDF with live links). Administrative Aides received copies; postcards with QR codes distributed. QR codes will also appear on digital screens. Council's work directly contributed to student resource awareness.
 - Flyers and QR codes for financial aid/scholarship information (developed with Karlyvette Acevedo & Britney Carter) are being prepared for departmental webpages.
 - Pickleball courts are being painted and will be ready for use by end of week. **Megan Cooperman** coordinating sessions with a pickleball coach. This initiative originated from Council discussions and was highlighted as a success story.
 - Campus Council has its own shirts. Members were encouraged to email Chair with size requests. Chair committed to ensuring all current and outgoing members receive shirts.
 - Greg Downs presented a summary of nine constituent concerns tracked in 2024-2025.
 - 1. Postage Stamp Machine (Sep 2024)**
Lack of a postage machine at Germantown (available at Rockville). Chair Addleman contacted Operational Services Council; facilities confirmed courier services already cover campus mailings. Resolution: Closed Oct 2024.
 - 2. Pickleball Courts (Nov 2024)**
Request for painted lines and access to pickleball courts. Liaison Anthony coordinated implementation; courts being painted; sessions to be offered. Status: Pending closure (Chair to confirm).
 - 3. Policies & Procedures Access (Nov 2024)**
Concern about difficulty locating MC P&P (Policies & Procedures) on website. Chair contacted Director of Planning & Policy. System update planned; in the meantime, policies can be found by name or number. Status: Closed Nov 2024.
 - 4. Cybersecurity & Administrative Rights (Dec 2024)**
Concern about lack of admin rights in classroom computers preventing use of some curricular tools. Referred to IT Dept to follow through. Closed Feb 2025.
 - 5. Damaged Banners at BE Building (Feb 2025)**
Facilities repaired; poles checked and maintenance completed. Closed Apr 2025.
 - 6. Vending Machines Not Accepting Credit Cards (Feb 2025)**
Campus credit cards not accepted. Campus Dean contacted MC Food Services; malfunctioning machines replaced. Closed Apr 2025.
 - 7. ICE Protocol Clarification (Feb 2025)**
Faculty requested clarification on protocol if ICE officials appear on campus. Campus Dean consulted administration; Academic Affairs senior leadership distributed guidance via email. Closed Feb 2025.
 - 8. Parking & Traffic Safety near Observation Dr & Goldenrod Ln (Mar 2025)**
Large vehicles parking along Observation Drive and Goldenrod Lane obstructed traffic visibility. Public Safety notified MCPD. Sharon Anthony noted active enforcement and ticketing has since reduced the issue. Status: **Ongoing, with enforcement actions in progress.**
 - 9. Staff Recognition (Apr 2025):** Suggestion for small morale-boosting tokens (e.g., "squishy cow" gifts) raised during Staff Enrichment Day. Referred to Staff Council. Closed Apr 2025.
- Tonya thanked Greg for his work in maintaining the concerns tracking spreadsheet.

OFFICERS ELECTION FOR 2025-2026 ACADEMIC YEAR – GREG DOWNS

- Greg asked to facilitate the process. Greg explained election eligibility and officer duties.
 - **Chair:** Sets agenda, presides over meetings, communicates with other councils and the President, and represents the Council at College Council meetings (2nd and 4th Tuesdays).
 - **Vice Chair:** Presides in Chair's absence, assumes duties if needed, and maintains the Constituent Concerns tracking spreadsheet.
 - **Secretary:** Records accurate minutes, maintains membership and attendance records, and ensures communication with the college community through published summaries and website postings.
- Voting process was explained.
 - Nominations are opened one position at a time.
 - Members may nominate themselves or others; nominees may accept or decline.
 - Uncontested nominees are elected by acclamation.
 - Contested positions will be determined by confidential vote to the election facilitator.
- Officer election.
 - **Chair – Tonya Addleman** nominated and elected by acclamation.
 - **Vice Chair –** Shawn Carr nominated but declined. **Katie Mount** nominated and elected by acclamation.
 - **Secretary – Megan Madramootoo** nominated and elected by acclamation.

CAMPUS DEAN'S REPORT – SHARON ANTHONY

- Thanked everyone for volunteering, attending events, and supporting students.
- Acknowledged Tonya, Kam, and Greg for their help.
- Emphasized the importance of being cheerleaders for campus activities.
- Provided update on pickleball court painting and coached sessions offerings.
- Public Safety has worked with MCPD to continue monitoring the parking of large trucks on Goldenrod Ln.
- **End of year picnic:** Tue, May 20, 2025. Come, relax, grab lunch.
- **Soccer for Peace** – held for more than a decade on the Germantown campus to celebrate International Peace Day. Founded by Professor Sally Mclean in memory of her late husband, inspired by the one day one goal initiative and the global peace games. The event promotes peace and unity through the universal language of sport. It's free and open to all students, faculty and staff, and the games celebrate peace and our diversity in a fun enriching environment. Kay Ahmad ran it this year and requests the Germantown Council to oversee the event in future years. It would probably take a subcommittee of several people to make this happen.

Council's Feedback: Timing for Sep 2025 (coordinated with International Peace Day) is challenging for the College as it is busy with start of semester; Challenging to get Student Life involved; Might be too tall of a task for the Germantown Campus Council to take on for upcoming September, though the Council members might serve as volunteers instead. Luc Desir suggested finding a group of people within the College who are willing to step up to put together their love for soccer, and the idea of serving of serving the college community.

CHAIR'S REPORT – TONYA ADDLEMAN

- Highlights from recent College Council meeting:
 - **PIC MC Presentation:** Overview of business collaboration opportunities for faculty/students. Suggested potential field trip to Hughes campus.
 - **Blackboard Ultra Update:** Full transition by Fall 2025; current courses remain accessible; support available through the ELITE team.
 - **Recognition Awards Policy Update:** Clarified role of previous year's awardees (faculty/staff/part-time faculty) in committees; changes posted on governance website.
 - Spiffy Closet initiative now transitioned under Student Affairs.
 - **Strategic plan** outcomes FY26 reviewed.
 - **Voting & Council Leadership:** 1,781 votes in recent election (13% increase). Dr. Paul Miller elected chair for next year; vice-chair and secretary to be selected soon.
- Shoutouts:
 - Special thanks to Dean Sharon Anthony for her leadership and support as Council liaison.
 - Esther Clark, student representative, praised for consistent participation and contribution.
- Chair thanked members for volunteering at various campus events and contributing to a productive year.

ANNOUNCEMENTS/CLOSING REMARKS

- Greg Downs congratulated Tonya on continuing as chair; incoming members encouraged.
- Kam Yee emphasized the importance of student participation, noting that only one student attended regularly this year. Urged outreach to ensure students feel welcome and informed about their roles.
- Tonya agreed; encouraged everyone to help recruit students for active participation in Council.

ADJOURNMENT

- Meeting adjourned at 12:47 pm.

This was the last Council meeting for the 2024-2025 academic year.

Respectfully submitted by:

Kam Yee, Secretary

Germantown Campus Council 2024-2025