

MONTGOMERY COLLEGE GOVERNANCE
Administrator Council Meeting Minutes
Thursday, February 9, 2023
Via Zoom
1:00 to 3:00 p.m.

Attendance:

- Members present: Jamin Bartolomeo (Chair), Akima Rogers (Vice Chair), Shinta Hernandez (Secretary), Kristen Roe (sitting in for Cassandra Jones), Steven Greenfield, Terrence Evelyn, Monique Davis, Brandy Naughton, Chevelle Glymph, Carmen Poston-Farmer Travis
- Guests: Hyde Revilla (LDI), Vathany Say (LDI), Scot Brown, Clevette Ridguard
- Member absent: Cassandra Jones

Call to Order:

- The meeting was called to order at 1:02 p.m. by Chair Jamin Bartolomeo. Quorum was met.

Agenda Approval:

- Agenda has been approved.

Minutes Approval:

- Minutes have been approved.

Constituent Concerns:

- None

Chair's Report:

- College Council Report:
 - a) Board of Trustees meetings: March 22 and April 17
 - b) MC Governance nominations and elections: Consider applying!
 - c) Staff Enrichment Day is March 15, 2023 at the TP/SS campus (during Spring Break).
 - d) IT reminders including upgrading operating systems, changing passwords, completing the DataSecurity@MC training, updating software, and securing wireless connection.
 - e) Mobile Markets needs volunteers.
 - f) TP/SS Library is undergoing renovations, so they are temporarily in P1.
 - g) New MC Wellness website
 - h) Anti-racism badge and associated workshops for cohort #2 will begin on February 24.

Old Business:

- New Administrator Onboarding Institute:
 - a) In our December 2022 meeting, there was a resolution to meet with ELITE – Jamin and Shinta met with Mike Mills and Paul Miller.
 - b) Possibilities include repository, asynchronous modules, and monthly sessions on relevant topics.
 - c) Use the existing Administrator Council meetings as a pilot for these monthly sessions.
 - d) Include HRSTM, along with ELITE, in the planning discussion.
 - e) Other questions that still need to be addressed include program sustainability, buy-in, and facilitation.
 - f) Student Affairs is creating a Leadership Institute, so we can follow up with Monica Brown to leverage that space.
 - g) Mike Mills will get invited to the March Administrator Council meeting.
- The process of the Administrator Leadership Awards has the perception of inequitable elements. Terry and Chevelle will meet with Krista Leitch Walker to find out more about this process:
 - a) Why is there no monetary award?
 - b) Why can only peers nominate?
 - c) Why can the awards only be presented at the Administrators Leadership Conference?
- Grievances against administrators has no appeals process. Carmen and Kristen Roe can ask HRSTM to talk with us about this process.

New Business:

- Scot Brown's presentation on "Your Voice, Your MC" – employee experience and culture survey
 - a) Survey closes on February 20
 - b) Survey results shared with College on May 2023/Fall 2023
 - c) Information sessions – virtual and campus - on action planning will be held.
 - d) Survey results can influence Strategic Plan Refresh
 - e) Survey data can potentially be broken down at the unit-level to help with its strategic planning and decision-making
 - f) Scot will provide a Q&A sheet to circulate.

Next Steps:

- Who will be the next Student Affairs representatives on the Administrator Council?
- Who will be the next officers of Administrator Council – Chair, Co-Chair, and Secretary?
- Chevelle shared information on sessions on drug overdose happening in the County.

Adjourned:

- Meeting adjourned at 2:50 p.m.

Submitted by:

Shinta Hernandez, Administrator Council Secretary