



MONTGOMERY COLLEGE GOVERNANCE

Administrator Council Meeting #2 Minutes

Thursday, 17 October 2024

1:00pm to 3:00pm via Zoom

Attendance:

- Members present: Arlene Blaylock (Chair), Ali Fadl (Secretary), Tarlouh Gasque, Fiona Glade, Sophia Mason, Suzette Spencer (Vice-Chair), Frank Trezza, Chantal Vilmar
- Members Absent: Alice Santoro
- Proxy: Katie Mount
- Presenters: Dr. Jermaine Williams (President), Janee McFadden (Collegewide Dean of Student Engagement), John Hamman (Chief Analytics & Insight Officer)
- Governance Liaisons: Dr. Stephen Cain (Chief of Staff/Chief Strategy Office), Dr. Clevette Ridguard (Governance Director), Shakina Adams-Gormley (College Council Chair), Yvette Taylor
- Guests: Susan Watkins, Meghan Gibbons, Ja'Bette Lozupone, Aly Kedron

Call to Order:

- The meeting was called to order at 1:04 pm by Chair Blaylock.
- Chair Blaylock welcomed all guests, including Dr. Jermaine Williams, Janee McFadden and Dr. John Hamman. She reminded everyone that only Council members are permitted to speak, and that questions can be submitted to any Council member for follow-up.

Roll Call

- Secretary Fadl conducted the roll call. A sufficient number were present for a quorum and for the meeting to proceed.

Minutes Approval:

- Chair Blaylock requested a motion to approve the September 18, 2024 meeting minutes.
- Hearing no comments or objections, Vice-chair Spencer moved to approve the minutes, and Dr. Trezza seconded seconded.

Agenda Approval:

- Chair Blaylock requested a motion to approve the October 17, 2024 meeting agenda.
- Hearing no comments or objections, Vice-chair Spencer moved to approve the agenda, and Tarlouh Gasque seconded.

Guest Presentation 1

Janee McFadden presented an update on the 2027 Middle State Accreditation Self-Study. The following is a summary of her presentation:

- **Overview-** Janee explained that she is one of three co-chairs overseeing current Middle States accreditation process, with the other two being Tanya Adleman and Dr. Glenda Hernandez-Tittle. Janee explained that the study is a participatory process, and that all units are encouraged to share data and provide feedback to shape the study.
- **Timeline-** The time line is currently in the supporting evidence gathering stage. The Design and Communication Plan will be developed over the Spring/Summer 25. Meetings with the College community and the writing of the self-study will take place in Fall 25 and Spring/Summer 26. The final draft of the self-study will be completed and presented to the visiting team chair and MSCHE liaison during Fall 26. The final version will go to the BOT also in Fall 26.
- **Design-** Rigorous self-reflection and peer review are key to a successful study. Seven key standards govern the process: I. Mission and Goals; II. Ethics and Integrity; III. Design and Delivery of the Student Learning Experience; IV. Support of the Student Experience; V. Educational Effectiveness Assessment; VI. Planning, Resources and Institutional Improvement; VII. Governance, Leadership and Administration.
- **Next Steps-** Janee closed by encouraging all to become engaged with the process. She explained that the website is a great resource for learning more about the process, and she stressed the importance of evidence inventory now. John Hamman added that developing a robust evidence base is critical, as this will allow us to be selective with our material, giving us a wide array of data from which to build the report. John also highlighted two major changes in this self-study from the 2018 iteration: 1. Demonstrate how we developed the evidence inventory and show how it was used to drive our decisions, and 2. Requirements are incorporate in study itself, not documented separately. This will require us to be more concise

Presidential Remarks

Dr. Jermaine Williams opened his remarks by thanking everyone for helping move the College forward through normal roles, through Governance or by supporting any of the many College activities taking place this month, such as Hispanic Heritage Month.

- **Leggett Building-** The opening of this new math & science building demonstrates our commitment to student success, equity and data informed decisions.
- **ECEC-** With the opening of this facility, we demonstrate our commitment to accessibility and post completion success. Multiple community events took place there recently, such as the Family Empowerment Day that included 800 individuals from the community, and highlighted the diverse population in Montgomery County.
- **Diversity-** Montgomery College reflects the diversity in Montgomery County, with Students from over 150 nations.



- **Completion Success-** Resource Fairs on each campus show students all the resources available to assist them with basic needs, such as healthcare, food, housing and transportation.
- **Post Completion Success-** Measuring post completion success is measured by tracking up-skilling, re-skilling new-skilling or career changing.

Dr. Williams closed his remarks by thanking attendees for all they do and his gratitude for being part of the MC family. He reminded everyone to exercise self-care and to find their place of peace, such as friends, family or even a good book.

Constituent Concerns

- Dr. Aly Kedron inquired about whether Middle States Accreditation Self-study includes considerations for the College moving to a 4-year institution, as this may impact planning for the fourth campus. Dr. Cain pointed out to the group that the Council meeting is reserved for Council member discussion, and that others are in the meeting as observers only. He suggested that the question be reserved for a later date.

Chair's Report

Chair Blaylock shared updates from the College Council meeting, held on October 8, 2024.

Topics included:

- College Council Theme: “Bold Transformations to Empower All Voices and Thrive Together”
- Memos and notifications shared, including: BOT search for new member; election ballot box deployment on MC campuses; Compliance Office Annual Security Report and Equity in Athletics Act; the HRSTM Employee Data Updates on Workday and the 2025 Benefits Open Enrollment; OIT Cybersecurity Awareness Month and Invitation to MC Phishing Pro Tournament.
- Stay Informed and Engaged- All should read Dr. Williams’ Monday Minute, Employee Matters, and Inside MC.
- Review of Policy 68003: Gifts Acceptable to Montgomery College
- 2024 Fall Equity Dialogue- The Art of Dialogue and Meaningful Discussion
- National Hispanic Heritage Month
- Domestic Violence Awareness Month
- Mobile Markets
- 12th Annual Humanities Day- The Humanities Striving to Uplift and Unite in Times of Upheaval
- Governance/Club Rush
- Prescription Drug Take Back Day
- MC Fall 2024 Professional Development Catalogue
- MC Governance on Instagram
- Remember to Vote- November 5.
- Maryland Male Students of Color- Guest speaker Kevin Powell
- Kaiser flu shots



- BOT 2024-25 Schedule of upcoming meeting
- Student Wellness Center- Free food for students at designated campus locations.
- College Council seeking members of Communications, Nominations & Elections Committee.
- MC Library providing 2024 elections guide
- Professional Development- Super Staff Tuesdays and First Faculty Fridays

Old Business

Vice-chair Spencer stated that the Council goal needs to be finalized. The goal is to encourage Administrators to partake in anti-racism badging and/or encourage participation in other DEI training.

- Ali reported that he has already taken first steps towards the goal by enrolling in the 2024 Anti-racism badging cohort. He also agreed that other DEI training should be considered, as the badging cohort may be too time intensive for some.
- Chair Blaylock proposed that the Council hold a special meeting to document the goal details to submit to Dr. Ridguard.
- Dr. Fiona Glade expressed her support to the idea. She suggested that the goal should provide three different options for Council members and call for a pledge by each member to complete at least one of the options. A sub-goal could be for each member to enroll at least two co-workers. Another sub-goal could to offer a racial healing and transformation circle, for which there are several qualified facilitators at MC.
- All agreed that offering options is desirable.
- Chair Blaylock requested a motion to adopt the goal as described. Dr. Glade moved to adopt the goal, and Ali seconded. The motion was put to a vote to the Council. Seven of the nine Council members were present at this moment, and all voted to the affirmative.

Guest Presentation 2

Dr. John Hamman provided a presentation on Using Data in a Data-Centered Culture. The following is a summary of his remarks:

- **Strategic Plan Outcomes-** Outcome “Leads” identified groups to develop activities and processes for measuring outcomes. Assessment plans will be utilized to determine areas requiring action across the College, and will collectively inform the “research agenda”. The agenda will be updated yearly.
- Susan Watson inquired as to the role of the Outcome Leads. John clarified that each Lead focuses on a specific outcome, and that will all collectively inform our course of action. This work is specifically focused on the Strategic Plan Outcomes, but it also informs the Middle States Accreditation Study.
- Meghan inquired of the list Leads list can be shared, as she frequently has to reach to various folks for informational purposes. John confirmed that the list is not private and can be shared as needed.

- Ali inquired if data can be utilized to track student outcomes, specifically by comparing student grades from the old Science North Building with the new Leggett Building. This can be used to illustrate how the building and classroom environment can enhance student performance and grades. John agreed that this would be a good metric and that it can be explored as a “one off”. While today’s multi-campus and remote learning students may make this challenging to measure, both John and Chair Blaylock agreed the idea has merit and is worth pursuing.

New Business

No new business was proposed.

Announcements & Updates

- Susan Watson reminded the group that Compliance Week is starting on October 28th. She also mentioned that a new web-based Conflict of Interest form will be rolled-out. The form will be more detailed and will include information new to the College.
- Meghan Gibbons announced that a virtual Town Hall will take place on November 12th, and indicated that questions for Dr. Williams or the leadership team can be submitted in advance. She also indicated that Mary DeLuca and/or Dr. Michelle Campbell would like to speak to the Council regarding Collegewide e-mail protocols. Vice-chair Spencer inquired if this conversation will include how e-mails can be communicated to employees who work on multiple campuses.

Adjourn

- Chair Blaylock requested a motion to adjourn the meeting. Dr. Glade moved to adjourn and Suzette Spencer made the motion to adjourn and Chantal Vilmar seconded. The meeting was adjourned at 2:19PM

Submitted by:

Ali Fadl, Administrator Council Secretary