



MONTGOMERY COLLEGE GOVERNANCE

**Administrator Council Meeting #5 Minutes**

**Thursday, 20 February 2025**

**1:00pm to 3:00pm via Zoom**

**Attendance:**

- Members present: Arlene Blaylock (Chair), Ali Fadl (Secretary), Tarlouh Gasque, Sophia Mason, Alice Santoro, Suzette Spencer (Vice-Chair), Frank Trezza, Chantal Vilmar
- Members Absent: Fiona Glade
- Proxies: Frank Trezza for Fiona Glade
- Presenters: Adam Reid, *Director of Public Safety, Health and Emergency Management*  
Susan Madden, *Chief Government Relations Officer*  
Suzette Spencer, *Director of Library and Information Services*
- Governance Liaisons: Dr. Clevette Ridguard (Governance Director), Shakenna Adams-Gormley
- Guests: Kristina Schramm, Brandy Naughton, Meghan Gibbons, Kimberly McNair, Melissa Gregory

**Call to Order:**

- The meeting was called to order by Chair Blaylock.
- Chair Blaylock welcomed all guests, and reminded attendees of the governance meeting protocols.

**Roll Call**

- Secretary Ali Fadl conducted the roll call. Nine members (including proxies) were present and a quorum was reached.

**Agenda Approval:**

- Chair Blaylock requested a motion to approve the February 20, 2025 meeting agenda.
- Hearing no comments or objections, Frank Trezza moved to approve the agenda, Chantal Vilmar seconded, and the agenda was approved.

**Minutes Approval:**

- Chair Blaylock requested a motion to approve the December 19, 2024 meeting minutes.
- Hearing no comments or objections, Suzette Spencer moved to approve the minutes, Alice Santoro seconded, and the minutes were approved.

### **Guest Presentation 1- Clery Act. Adam Reid**

- Adam presented a PowerPoint entitled *Clery: Beyond the Lens of the Annual Security Report*. The presentation highlighted the purpose of the Clery Act, its' development, requirements, the impact of non-compliance, and roles & responsibilities.
- Adam took questions at the end of the presentation.
- Adam shared a .pdf of his PowerPoint, and it was forwarded to the Council members.

### **Guest Presentation 2- Advocacy. Susan Madden**

- Susan presented a PowerPoint entitled **Advocacy: Moving Forward**. The presentation highlighted CY 24 accomplishment and impacts, FY 25 capital and operating budgets, advocacy efforts, the FY 26 agenda, term limit updates and new leaders, key timelines, fiscal challenges and elections, and keys to advocacy.
- Susan took several questions after the presentation.
- Susan shared a .pdf of her PowerPoint, and it was forwarded to the Council members.

### **Guest Presentation 3- Innovation Grant. Suzette Spencer**

- Suzette presented a PowerPoint entitled Innovation Grant Information. Highlights included: budget, this year's theme, grant do's, don'ts and must haves, eligibility, success tips, timeline, evaluation rubric, and grant preparation materials & resources.
- Suzette shared a .pdf of her PowerPoint, and it was forwarded to the Council members.

### **Chair's Report**

- Arlene presented the Chair's Report PowerPoint. Highlights included: the importance of staying informed and engaged, Staff Enrichment Day, Outstanding Staff of the Year nominations, Governance nominations and elections, and Spring 2025 enrollment data.
- Arlene took questions after the presentation.

### **Constituent Concerns**

- No constituent concerns were brought forth.

### **Old Business**

- No Old Business was brought forth.

### **New Business**

- No new business was brought forth.

### **Announcements & Updates**



- Sophia reminded the Council about the upcoming deadline to update 403B and/or 457 account choices. The plans are changing from flat-dollar deductions to a percentage-based value.
- Zenobia Garrison reminded the Council of the upcoming American Association of Women in Community Colleges (AAWCC) conference on April 4, 2025. She gave a presentation highlighting the AAWCC's mission, guiding principles, and membership benefits. Zenobia shared a .pdf of her PowerPoint, and it was forwarded to the Council members.

### **Adjourn**

- At 2:55PM, Chair Blaylock requested a motion to adjourn the meeting. Suzette moved to adjourn and Sophia Mason seconded. The meeting was adjourned.

### **Submitted by:**

Ali Fadl, Administrator Council Secretary