

# MC GOVERNANCE

**MONTGOMERY COLLEGE**  
**WDCE Council Minutes**  
**02-21-2023**  
**8:30 a.m. – 10:00 a.m. via Zoom**

## **Attendees**

### Members present

- Transcie Almonte-Sabio
- Rabbee Awan
- Anna Donohoe
- Walter Lange
- M.J. Park
- Natasha G. Sacks
- Dorothy Umans
- Vathany Say
- Emma R. Wilson
- Nadir Zeblah

### Members excused

- Naomi Daremblum

### Invited Guests

- Carolyn Terry
- Clevette Ridguard
- Yvette Taylor
- Adam Reid
- Michael Harting

### Guests

- Debbie Juneja
- Alice-Ann Beachy
- Eric Scharf

### Members absent

- Zoila Marroquín

## **Call to Order**

- Meeting began at 8:30. Meeting will be recorded for minutes review purposes only.

## **Constituent Concerns**

### 1) Alice Ann Beachy, Special Programs Director

Board of Trustees meeting was held at 5pm on 2/20/2023 but she was not able to join. The Zoom link was not sent by email ahead of time and it was not clear where to find it.

- Emma and Carolyn also shared similar challenges with joining the meeting.
- Carolyn noted that she eventually found the link on the BOT website, and confirmed it was not emailed.
- General consensus was that having the link shared by email further in advance of future BOT meetings would be helpful.

## **Approval of Meeting Minutes and Agenda**

- Agenda for today's meeting was approved. Transcie moved to approve; Emma seconded.
- Meeting minutes from **12/20/2022** were displayed for review and approved. Motion to approve by Emma; Transcie seconded.

## **WDCE Updates**

**Dr Carolyn Terry**, *Associate Senior Vice President for Academic Affairs*

### Updates on Board of Trustees Meetings

- The second meeting was last night. Last night's session was a program overview focusing on students served.
  - It was challenging to put everything in a half hour PPT overview.
  - Lots of interest in the Refugee Training Center, Montgomery Can Code and youth/lifelong learning programs, Community engagement, biotechnology programs, and more
- The third BOT meeting is scheduled for April. The focus will be on strengths and opportunities, and the future. Dr Terry will request the link and agenda to be sent ahead of time and she encourages everyone to participate.

### Updated on the VPP search

- Search is on hold while the Board of Trustees presentations happen.
- Dr Williams will start once presentations are done

### Enrollment & Numbers updates

- Student enrollment up by 15%
- FTE is slightly up (less than 1%), but has not gone down
- State FTE is at 5.2%
- Sections are up slightly by 2.4 %
- Seeing signs of recovery after lower numbers during pandemic

## **Public Safety Updates**

**Adam Reid**, *Director of Public Safety, Health and Emergency Management*

**Michael Harting**, *Emergency Management & Outreach Coordinator*

### Covid-specific Updates

- President Biden has said that May 2023 will be the end of federal funding for Covid support (e.g. vaccinations, testing etc.).
  - Depending on what happens in Montgomery County, we lose support for on campus

testing etc. Everyone is encouraged to get vaccinations and boosters before May to take advantage of free services. Tests and masks are still available from public safety offices.

- Small increase in cases around the holidays at MC, but they are decreasing again.
- The community has been responsive and respectful as we have transitioned to masks optional in the classrooms this year
- Chevelle Glymph is available to continue working with units directly if facing unique situations

### General Public Safety Goals & Updates

- Opioids have always been a crisis, but unfortunately seeing a spike in the region of opioid related overdoses in the K-12 space
  - We have not had any directly at MC, but students may still be affected on a community level. New charge is working to combat the opioid crisis in partnership with others across campus. We will be focusing on supporting folks struggling with addiction
- April is prescription take-back month. The goal is to get old prescriptions out of homes and safely disposed of anonymously
  - Drop boxes will be located on all three campuses, and more information will be available about this soon
  - Adam and Emma will be in touch in advance to create materials that are accessible for low-level ESOL students
- College-wide emergency drill in March.
  - Date will be shared in advance, but not much more details (since it is a drill).
  - Emergency preparedness is something we can't lose sight of.
  - This is a legal requirement for the College as well as a best practice

### Updates from Michael Harting, Emergency Management & Outreach Coordinator

- Michael is new to the college (previously at MCPS) and is developing lots of great new programs for MC. Note name spelling with T- there is also a Michael Harding at MC. Correct email is: [Michael.harting@montgomerycollege.edu](mailto:Michael.harting@montgomerycollege.edu)
- Michael is available to consult onsite to advise on how to be safe in emergency situations
- Variety of safely presentations ready- approx. 45 minutes, can be in person or virtual (topics include Situational awareness, Emergency preparedness policies and procedures, and more)
- Presentations will be posted on the updated website, in addition to materials on familiarization with AED and Bleeding Control Kits
- All public safety officials will be getting CPR and First Aid trained, and CPR/First Aid classes coming up for faculty and staff as well (Summer 2023)

## Q&A with Adam and Michael

- Dorothy: Asked about training student workers– will connect with Michael by email
- Natasha: Do we have cards available for teachers in classrooms to review emergency procedures? Michael will follow up by email.
- General: Email Adam and Michael with questions and to request materials

## **MC-2025 Strategic Plan Updates**

**Emma Wilson**, *Grant Manager – Adult ESOL & Literacy Grant Program*

- MC is conducting forums focused on 2025 goals
- Forum registration is open- some in person and some online
- Updates from Alice-Ann about the SPARC committee:
  - Strategic plan refresh website: [Strategic Planning | Montgomery College, Maryland](#)
  - If you are not able to attend a forum, the feedback form allows you to reference line numbers in the strategic plan document.
  - Very few WDCE representatives in SPARC, so we really need feedback

## **Chair Report by Rabbee Awan**

- MC Governance nominations and elections updates
  - Nominations Feb 26-7 Mar 8, 2023
  - Elections Mar 29-Apr 7, 2023
- Staff Enrichment Day is March 15 2023
  - Services will be suspended until 2pm so everyone can attend
- IT reminders
  - Upgrade operating systems and change password, secure Wi-Fi, update software
  - Complete required training: Data Security @ MC
- Mobile Market
  - Lots of students take advantage of these markets; Volunteers needed at markets to distribute food
  - More information is available to share with teams on the SHaW Center website:  
<https://www.montgomerycollege.edu/life-at-mc/student-health-and-wellness/fuel-for-success-food-campaign.html>
- TPSS Library renovations are underway
- Reminder to complete Your Voice, Your MC Employee Experience and Climate Survey
  - Low percentage of participation from WDCE so far, extended for one week

- MC Wellness Website
  - Class options and information available here:  
<https://info.montgomerycollege.edu/offices/human-resources/wellness.html>
- Update on Mental Health projects
  - Many governance councils are working on this, and campus mental health fairs are coming up the week of April 24th- volunteers needed to staff event tables
- Anti-Racism Badge for faculty and Staff
  - Sessions on Fridays throughout the Spring (must complete four); Register on Workday
- Innovation Grants reminder
  - \$40,000 available (1-year grant; can be split into smaller amounts), applications due by March 21, 2023
  - Information is available on their website: <https://www.montgomerycollege.edu/special-programs/innovation-works/index.html>

## **WDCE Goal Updates**

**Natasha Sacks & Anna Donohoe**, *WDCE Governance Council Vice Chair & Secretary*

### Goal #1 Updates (Natasha)

- Shared flyer categories and updates on structure/timeline
  - Amy is working on graphic design for the flyer now.
  - Will likely be a trifold brochure style
- Councilmember feedback & Questions
  - Emma: Is there a way to create this as a live document so that it stays up to date when new programs are added? Response: The plan for now is to review each semester. It should ideally be put online or at least include a QR code to a landing page with links to all programs eventually
  - Walter: Are you using the marketing and communications expertise from other departments? Response: Although it's not part of the goal officially, that's a great idea to help us do outreach once the proof is ready from Amy
  - Transcie: Reminder to focus on the goal for now (content) and make notes for future goals.

### Goal #2 Updates (Anna)

- Shared and discussed Mental Health Resources flyer and Padlet link:  
<https://tinyurl.com/WDCEspring2023Resources>

- Councilmember feedback
  - Walter and Dorothy suggested we provide translations into main languages spoken by students. Emma can support with connection to Community Engagement
  - Vathany noted that if we do translations, we need to make sure we are not misrepresenting access (i.e. implying English-only resources are multilingual etc.)
- We are ahead of schedule on our goals, but we still need more involvement from other members. Members interested in volunteering at mental health fairs in April:
  - Walter, Transcie, Emma, Dorothy, Rabbee

### **Announcements and Adjournment**

- Next meeting on Mar 21, 2023
- Meeting adjourned at 10:03. Motion to adjourn by Dorothy, second by Walter