

Montgomery College
Academic Services Council Meeting Minutes

Monday, December 19, 2022

2:00 PM– 4:00 PM

(via Zoom)

Attendees

Present: Shakenna Adams-Gormley, Antonette Jones, Milton Nash, Annie Welsh, (John) Erik Swanson, James Sniezek, Zhou (Jojo) Dong

Absent: Angeline Samuel, Isabel Edwards, Carlo Sanchez, Miriam Zemen, Jan Shapiro

Proxy: Tiffany Shao for Miriam Zemen

Guests: Jermaine Williams, George Rice III, Clevette Ridguard, Sureyya Johnson, Yvette Taylor

Call to Order

Chair Shakenna Adams-Gormley called the meeting to order at 2:02 p.m.

Constituent Concerns

- **Our role:** The Academic Services Council is to consider discussions on academic support programs including assessment centers, labs, registration, scheduling, website information, and transfer and articulation agreements, and forward suggestions to the College Council, the Senior Vice Presidents or other councils, as appropriate, for further consideration and/or action.
- Constituent Concerns
 - HLTH 297 – Is there funding to pay for students’ background check and fingerprinting? This would eliminate the cost for students to pay out of pocket. Maybe build this cost into the course fees?

Approval of Minutes and Agenda

- The council decided to table the approval of November’s meeting minutes so the two conversations under new business can be summarized.
- The revised minutes will be discussed and approved at our next meeting

New Council Member introduction - LaShaun Byrd, Counseling at Germantown, will replace Stacey Gustavson. We still need a replacement for Muhammad Kehnemouyi.

PACEI Update - George E. Rice III, Director of Programming in the Office of Equity and Inclusion, presenting on behalf of Sharon Wilder

- Office of Equity and Inclusion’s Mission: To provide leadership in creating an inclusive, anti-racist, civil and respectful college community that achieves equity for all.

- The Vision: The mission of both the Office of Equity and Inclusion in the Office of the President, and PACEI are designed to be an integral part of every academic discipline, administrative unit, and partnerships, and will become commonplace in our practices and policies.
- Framework Towards Change – Cycle of Change: Awareness -> Understanding -> Embracing -> Commitment -> Action -> Change
- Office of Equity and Inclusion: Sharon Wilder, George Rice, Maria Cevallos Rodriguez, E&I Program Manager (Vacant), and Maria Fernanda Villaizan
 - PACEI Chair: Dr. Nancy Newton
 - Faculty Support: Dr. Andrea Brown
 - SVP Liaisons (Implementing the Roadmap): AA – Andrea Foster & James Hodge, AFS – Terry Evelyn & Judy Zhu, OACE – Rose Garvin Aquilino & Vanessa Zambrano, SA – Dr. Carmen Poston-Travis & Stacey Gustavson
- Equity and Inclusion Roadmap for Success Goals
 - Goal One: Student Experience
 - Goal Two: College Workforce
 - Goal Three: College Culture
 - Goal Four: Multicultural Teaching/Learning
 - Goal Five: Community-wide Opportunities
 - Goal Six: Antiracism Strategy
- Goal Six: Antiracism Strategy
 - What is the target?
 - Promote social justice, radical inclusion, and racial equity within the College and the broader community and continue the Board focus on the journey to being an antiracist institution (BOT FY21 Institutional Goal)
 - What has contributed to the progress of the desired outcome?
 - OEI’s First Fridays Book Discussion Series since Spring 2021 that has covered 3 books: How To Be Antiracist & 400 Souls by Ibram Kendi and Caste by Isabel Wilkerson
 - The development and launch of the College Antiracism Training as well as the Antiracism Micro-credential badge
 - Actions listed below
 - February 11, 2019
 - Spring Equity Dialogue with focus on white fragility (200 participants in person)
 - June 1, 2019
 - Presidential Memo “Reactions To Calls For Justice”
 - June 2, 2019
 - Created and held first Let’s Talk! Discussion on the American subjugation of the Black community following the death of Mr. George Floyd
 - June 3, 2019
 - Ad-hoc Antiracism work group formed
 - June 8, 2019

- First meeting of Leadership Montgomery Racial Equity Leadership Program cohort
 - First meeting of Antiracism work group
- June 15, 2019
 - Presidential Memo “Let’s Keep Talking About Racial Justice”
- September 11, 2019
 - CEIO’s antiracism presentation to Board of Trustees
- October 7, 2019
 - MC BOT FY20 Developed an Instructional Goal that MC will develop a strategy to become an antiracism institution in policy, practice, and promise.
- October 2019 – February 2020
 - Work groups and cohorts continue to meet to strategize and develop an antiracism plan
- March 2020
 - Finalized antiracism strategy
- June 2020
 - Board of Trustees adopted antiracism strategy
 - CEIO develops plan to socialize the terms antiracism and racial equity throughout the college community
- August 2020 – May 2021
 - Began socialization and implementation of antiracism strategy; Senior Leadership and Board read “How to be an Antiracist”
- May 14, 2021
 - MC BOT Retreat Presentation on Antiracism Strategy (BOT’s Intent to Embrace a journey)
- June 21, 2021
 - MC BOT Approved Antiracism Strategy and Roadmap
- July 27, 2021
 - Finalized and submitted proposal for Antiracism Badge
- August 9, 2021
 - Started Antiracism Roadmap 90-minute sessions to college community
- August 21, 2021
 - Presentation at Part-Time Faculty Conference on Antiracism Journey
- August 25, 2021
 - Antiracism Badge Approved and E&I Roadmap for Success Antiracism Roadmap Presentation to MC Community at collegewide professional day meeting
- August 26, 2021
 - Professional Week Training Session: Antiracism Practice: “An Antiracist Uses Inclusive Language”
- September 2021
 - Antiracism Promise: Student sessions focusing on Antiracism

- Senior leadership begin a year-long facilitated journaling using “How to be an Antiracist Journal”
 - October 16, 2021
 - ACCT Presentation on MC Antiracism Journey included two members of the BOT, the president and the CEIO
 - October 28, 2021
 - Fall Dialogue/Critical Race Theory Forum: Antiracism Policy, Reframing the Narrative with participation from County Executive and members of the County Council
 - February 12, 2022
 - Spring Dialogue/Critical Race Theory Forum Part II: Racial Equity
 - August 2022
 - Launched mandatory annual E&I training focused on Antiracism for 2700 employees
 - October 2022
 - Launched Antiracism Micro-credential Badge for students and employees
- Leveling up for Academic Year 2022-2023
 - An Inclusion Center on the Rockville Campus
 - Reboot and roll out Safe Zone training
 - Continued responsiveness to issues that impact our college community including E&I pop ups and Let’s Talk! Sessions
 - Expand Social Justice Inclusive Leadership Institute (SJILI)
 - Roll out Antiracism Microcredential to Montgomery County Community
 - Roll out Social Justice Microcredential Badge to students
 - Over 2,700 MC Employees complete the collegewide Antiracism Training
 - Train and graduate our first cohort of MC employees and students for the Antiracism Badge Microcredential
 - Expand strategies to effectively integrate diversity, equity, and inclusion practices in recruitment, hiring, orientation, onboarding, and employee engagement including ensuring that 30% of search committees will include certified search advocates who will work on the process from position creation to hiring-onboarding
 - Implementation of HIS Task Force in furtherance of being a “Latino-Producing and Latino-Serving” Institution that not only enrolls for but increases that number of Latino students enrolled and graduating and “produces positive outcomes for Latino students” (Garcia, 2019, p. 31).
- Milton: The required training in Workday has sessions for faculty from certain disciplines, but not for all disciplines. It is unclear for faculty whose disciplines are not represented which session they should sign up for.
- Jim: A scheduled session was cancelled due to the power outage. A session was setup in Workday for CBS faculty.
- George E. Rice III: Becoming an antiracist institution means we advocate for people at the highest levels.

- Jojo: MC is a Hispanic-Serving Institution. How does this designation come about and are there designations for any other minority group-serving institution? If so, what are the criteria?
- George E. Rice III: MC's student population is 26% Hispanic. This is very unusual for two-year and four-year institutions. That is why we are a designated HSI.
- President: The HSI is a Department of Education designation with at least 25% of students identifying as Hispanic. There are also income designations that the Department of Education gives. Other designations include predominately black and historically black institutions. Montgomery College is also an AANAPISI (Asian American and Native American Pacific Islander-Serving Institution), with at least 10% of students identifying in those groups. These designations allow us to apply for more funds from the government.

President's Update – Dr. Jermaine F. Williams

Thank you for your work on the council and for student success.

Strategic Plan – the key institutional document guiding the work and the efforts of the college. It is developed by the college community and adopted by the BOT.

Strategic Plan Refresh – MC 2025 was created in 2018-2019 and the implementation began during the pandemic. Since the implementation of the plan, there have been many changes, including racial, economic, and geopolitical issues. Through many conversations and inputs from the presidential advisory board, it became clear that a refresh of the plan was in order. The refresh is underway and will conclude in March. The refresh will be a plan that will be relevant to the college's present and future and aligned with our accreditation cycle. The plan will be proposed to the BOT for their consideration to take effect July 1, 2023 – 2028. The charge: the goals and content of the 2025 plan be refreshed through a collegewide effort that includes involvement by students, faculty, staff, administrators, and provides opportunities for the community, employers and all the partners we engage with to weigh in. In addition, we will examine the college's mission and vision statements. The plan will create a framework to chart a path for accomplishing the transforming our future aspirations.

Align the strategic plan with the college's accreditation cycle – our accreditation cycle will be in 2028 but will start earlier. Having a 5-year plan that starts 2023 means when we start planning for our next strategic plan, we can leverage the preparation for the self-study and the visit itself to help plan for the next strategic plan. This refresh gives us the opportunity to align our strategic plans with the accreditation cycle, which we have not had before.

The plan will include lexicon of shared definitions and a process that supports annual institutional priorities. The plan will create a single set of indicators for tracking the plan's progress and the college's impact on enhancing student access, completion, and post-completion success in an equitable and data-informed approach.

SPARC – Strategic Plan Advisory and Refresh Committee

Dr. Stephen Cain, Chief of Staff, Chief Strategy Office, will be the executive sponsor and co-chair the refresh with Mr. John Hamman, Chief Analytics and Insights Officer. The College Council was asked to play a leading role in identifying members of SPARC. The committee has been formed and has held their first meeting. The plan will be given to the board for their

consideration on April 17. There will be opportunities for SPARC to engage with the college community, including on Thursday, January 19, during Professional week.

Questions for Dr. Jermaine F. Williams

Where are we at with the budget for the next fiscal year, FY 24? – We presented our budget to the finance committee of the BOT in early December and received their feedback and updated it. A week ago, today, the updated budget was presented to the full board. We are on target for them to consider and approve the FY 24 budget at their January meeting.

Following Governor Hogan’s announcement that all state employees will have Friday off, will MC employees also have Friday off? This will be looked into, and an announcement made to the college this week.

Chair’s Report – Shakenna Adams-Gormley

- Nominations for the Montgomery College Outstanding Faculty/Staff Awards are due March 1, 2023
- Spring Opening Meeting on Tuesday January 17, 2023 at 9:00 am in Cultural Arts Center at the TP/SS Campus
- Blood Drive in Bioscience Education Center 151/152, January 3rd and 4th, 10 am – 4 pm and on January 19, 11 am – 4 pm
- Safe Zone Training on Thursday, January 5, 2023 9 am – 4:30 pm at Rockville Campus
- Staff Enrichment Day on Wednesday, March 15, 2023, 8 am – 4 pm at TP/SS campus.
- Final Invoice and Expense Payment for FY 23
 - All invoices and expense reports must be submitted and fully approved by COB on Wednesday, December 21 in order to be processed during the final check run prior to Winter Break.
 - Submissions received on or after Thursday, December 22, 2022, will be processed after Winter Break on Thursday, January 5, 2023. Education Assistance Programs and Professional Development Assistance Programs are included.
- Required Training
 - MC offers college-wide training on data security, ethics, mental health, racial equity, and other topics each year, which is mandatory for all or certain staff members.
 - Required Training classes are due Friday, December 23, 2022.
 - Data Security @MC – Annual Review FY 23
 - Data Asset Management Training
 - Ethics Self-Reflection Questionnaire Employees and for Supervisors
- HR Help Desk Update
 - The College will be closed December 24, 2022 – January 2, 2023. Please plan ahead for services you need: general questions, appointments, Form I-9 appointments, employee verification, Public Student Loan Forgiveness forms, report requests, etc.
 - HRSTM will monitor the HRSTM main inbox and voicemail only for emergencies

- MC Innovation Fund Grants
 - \$40,000 available
 - Faculty, staff, administrators, and students are eligible to submit proposals.
 - Deadline to apply is Monday, March 21, 2023

Announcements & Adjournment

- Motion was made to adjourn by Antonette Jones, seconded by James Sniezek
- Without objection, meeting adjourned

The meeting was adjourned at 3:05 p.m.