

MONTGOMERY COLLEGE GOVERNANCE
Administrator Council Meeting Minutes
Thursday, September 22, 2022
Via Zoom
10:00 a.m. to 12:00 p.m.

Attendance:

- Members present: Jamin Bartolomeo (Chair), Akima Rogers (Vice Chair), Shinta Hernandez (Secretary), Brandy Naughton, Steven Greenfield, Carmen Poston-Farmer Travis, Cassandra Jones Monique Davis, Chevelle Glymph, Terrence Evelyn

Call to Order:

- The meet and greet session was called to order at 10:02 a.m. by Chair Jamin Bartolomeo. Quorum was met.

Constituent Concerns:

- None

Agenda Approval:

- Motion to approve by Cassandra Jones; second by Chevelle Glymph.

Chair's Report:

- For our next Zoom meeting, we will be taking a group picture. Wear MC Gear.
- President's Inauguration is October 19, 2022 at Strathmore. The VPP office manager is taking the lead on each campus. Carmen Poston-Farmer Travis is taking the lead on student initiatives.
 - a) Name of council member interested in partaking in video. If interested, send name to Jamin by COB Friday. College will be open for the inauguration.
 - b) Jamin will represent all administrators at meeting and will give 3-minute speech.
- Possible Covid questions/protocols for the College to consider:
 - a) A Question
 - Should be aligned with county protocol and with other colleges/universities
 - b) B Question
 - Need to enhance the information that goes out to the college community. We can always use more communication and discussion.
 - c) C Question
 - Current protocols are appropriate.
 - 90% of employees and 82% of students in person are vaccinated.
 - Masking - most colleges and universities are shifting towards optional.
 - d) Has anyone heard any concerns about the conflict between encouraging students and faculty back onto campus but yet many of us are conducting meetings on zoom?
 - Much of TP/SS is back to in-person meetings.

- Meeting in Zoom is more convenient, more efficient, and more effective.
- Zoom was acquired before COVID. Prior to Covid there were discussions on online meetings for administrators.
- Continuing with zoom meetings allows for greater attendance.
- Zoom meetings can help with ecological footprint.
- Students should also get the flexibility of zoom for classrooms.
- Faculty can do hybrid versions to allow for face-to-face but also have a zoom environment. If this option is chosen, the course schedule must reflect that modality so students know what to expect and can plan accordingly.
- Enhance the online experience
- e) What is the college's focus on the future? What should the College model look like – on-campus, online, hybrid?
- Recommendation from College Council:
 - a) How do we make the student experience better? Should we consider placing QR codes in buildings for immediate access to information?

Old Business:

- New Administrator Onboarding Assessment Tool:
 - a) Let's move forward with it to honor the work that has been put in to date and because the project has value to administrators and the institution.
 - b) What are we going to do with the information? Present to HRSTM leadership and College Administrators meetings (specifically the November 3rd meeting). Partner with ELITE to launch and deliver the Administrators Leadership Institute.
 - c) Confirm with HRSTM that none of the questions/items on the tool are already covered in their training or surveys.
 - d) New administrators are not always new to MC. Some are promoted. We need to know what information do they already have, and how many new administrators are we getting each year.
 - e) Administrator Council will review the tool and provide feedback at the next meeting.

New Business:

- Kimberly McNair "Strategic Enrollment Management" (see attached PDF)

Next Steps:

- Provide to Clevette Ridguard and College Council the names for President Williams' Inauguration "Voices from MC."

Adjourned:

- Meeting adjourned at 11:30 a.m.

Submitted by:

Shinta Hernandez, Administrator Council Secretary