



**Administrator Council**  
**Thursday, November 21, 2024**  
**1:00pm to 3:00pm**  
**Zoom Meeting**

<https://montgomerycollege.zoom.us/j/97785436591?pwd=kng0HX9MAnuxRLqWtK1W4kKAqByAGa.1>

**Outcomes**

By the end of this meeting, we will have:

- Welcomed any guests
- Approved the agenda and minutes
- Listened to speaker presentations
- Heard the Chair’s report.
- Listened to constituent concerns
- Discussed old and new business
- Heard any announcements

**AGENDA**

Start	Ref	Topic	Lead	Time	Purpose*
1:00	1	<b>Call to order</b>	Arlene Blaylock, <i>Chair</i>	5 min	I
1:05	2	<b>Roll Call</b>	Suzette Spencer, <i>Vice-Chair</i>	5 min	I
1:10	3	<b>Approval of Agenda</b> <b>Approval of Minutes</b>	Arlene Blaylock, <i>Chair</i> Arlene Blaylock, <i>Chair</i>	5 min	I, D, R
1:15	4	<b>Generative AI</b>	Paul Miller, <i>Professional Development Director</i>	30 min	I, D
1:45	5	<b>Chair’s Report</b>	Arlene Blaylock, <i>Chair</i>	15 min	I
2:00	6	<b>DEI Programs</b>	Kimberly Jones, <i>Interim Equity &amp; Inclusion Officer</i>	15 min	I, D
2:15	7	<b>Constituent concerns</b> • Slot 1 • Slot 2	Suzette Spencer, <i>Vice-Chair</i>	10 min	I, D, R
2:25	8	<b>Old Business</b> • Finalize Council goal • Wellness Programs?	All	15 min	I, D, R
2:40	9	<b>New Business</b> •	All	15 min	I, D, R
2:55	10	<b>Announcements, updates, other</b>	All	5 min	I
3:00	11	<b>Adjourn</b>	Arlene Blaylock, <i>Chair</i>		
* (I) = Information; (D) = Discussion; (R) = Recommend action/vote; (O) = Other					

**Council Resource Officials:**

- Dr. Stephen Cain, *Chief of Staff/Chief Strategy Officer*
- Dr. Clevette Ridguard, *Governance Director*

**2024-2025 Meeting Schedule:**

- Thursday, December 19, 2024, 1:00pm to 3:00pm.
- Thursday, February 20, 2025, 1:00pm to 3:00pm.
- Thursday, March 20, 2025, 1:00pm to 3:00pm.
- Thursday, April 17, 2025, 1:00pm to 3:00pm.
- Thursday, May 15, 2025, 1:00pm to 3:00pm.