



MONTGOMERY COLLEGE GOVERNANCE

Administrator Council Meeting #3 Minutes

Thursday, 21 November 2024

1:00pm to 3:00pm via Zoom

Attendance:

- Members present: Arlene Blaylock (Chair), Tarlouh Gasque, Fiona Glade, Sophia Mason, Suzette Spencer (Vice-Chair), Frank Trezza, Chantal Vilmar
- Members Absent: Ali Fadl, Tarlouh Gasque, Fiona Glade
- Proxies: Terrence Evelyn for Ali Fadl, Alice Santoro for Tarlouh Gasque
- Presenters: Dr. Paul Miller (Professional Development Director), Kimberly Jones (Interim Equity & Inclusion Officer)
- Governance Liaisons: Dr. Stephen Cain (Chief of Staff/Chief Strategy Office), Dr. Clevette Ridguard (Governance Director)
- Guests: Meghan Gibbons, Melissa Gregory

Call to Order:

- The meeting was called to order by Chair Blaylock.
- Chair Blaylock welcomed all guests, including Paul Miller and Kimberly Jones. She reminded everyone that only Council members are permitted to speak, and that questions can be submitted to any Council member for follow-up.

Roll Call

- Vice-Chair Spencer conducted the roll call. Eight members (including proxies) were present and a quorum was reached.

Minutes Approval:

- Chair Blaylock requested a motion to approve the October 17, 2024 meeting minutes.
- Hearing no comments or objections, Vice-chair Spencer moved to approve the minutes, and Dr. Trezza seconded.

Agenda Approval:

- Chair Blaylock requested a motion to approve the October 17, 2024 meeting agenda.
- Hearing no comments or objections, Vice-chair Spencer moved to approve the agenda, and Tarlouh Gasque seconded.

Guest Presentation 1- Generative AI. Paul Miller, *Professional Development Director*

Paul's presentation highlighted the following:

- An explanation of what is AI and the concept of "singularity".

- How AI is being currently utilized in daily life, and the various models of these uses (statistical, machine learning, deep learning, reinforced learning and generative).
- Generative AI is “a type of AI system that can create text, images or other media in response to various prompts.” It processes unstructured content to produce a structured output.
- Chat GPT is the leading example of Generative AI, reaching over 100 million users in just 5 days.
- Marketing is the leading industry utilizing AI, with education ranking fourth.
- Generative AI could automate 300 million jobs globally, but will replace only 7% of US jobs.
- AI can boost productivity, reduce costs, improve personalization and upgrade decision making.
- Key trends in AI include: widespread impact, workplace use, inclusivity and wellbeing, responsible adoption, business support, impact on jobs and workforce.
- AI capabilities include text, video, image, code, music, speech and 3D.
- Risks include factually incorrect information, limited knowledge, disclosure of confidential information, inappropriate content and bad user behavior.
- AI policies focus on roles and responsibilities, data governance, training standards and best practices, security and privacy, ethical use, compliance, training and monitoring/auditing mechanisms.
- Generative AI is a very powerful tool, but establishing guiderails is key.
- Paul addressed questions regarding Chat GPT’s impact on cognitive development, how it compares to Microsoft Pilot, and its graphic presentation capabilities.

Chair’s Report

Chair Blaylock shared updates from the College Council meeting, held on November 21, 2024.

Topics included:

- All employees are encouraged to remain engaged and informed via Employee Matters, Inside MC or the Monday Minute with Dr. Williams.
- Need to know: Data Science Speaker Series on November 12 and the Middle States Self-Study search for volunteers, Use it or Lose it leave by December 20, Wellness Activities available live and virtually, Microsoft Essentials workshops, Arts Institute and Short Film Festival, Giving Tuesday, Financial Aid event, Policy and Procedures #75004 Freedom of Expression posted for review and feedback, Native American Month activities in Libraries, Mobile Market on all three Campuses up-coming, MC Governance now on Instagram.
- Enrollment Highlights. Dropped from 59,389 in 2014 to 45,385 in 2024. Retention rate is 63%. Approximately 20% of student body are first time students.

Guest Presentation 2- Enhancing Diversity and Inclusion: OEI Programming Updates.

Kimberly Jones, *Interim Equity & Inclusion Officer*

Ms. Jones presentation covered the following:

- **Expanded Training.** Will include Understanding and Countering Anti-Muslim Discrimination; Understanding Jewish Identity and Antisemitism; Defining, Understanding and Responding to Bias on Campus; Self-Paced Safe Zone and Antiracist Trainings; Micro-Credentials for Safe Zone Training and Antiracist Training.
- **Dialogue Skills Series for Students-** Active Listening; Constructive Communication
- **Interdisciplinary Facilitated Dialogue Initiative-** Core Purpose; Program Structure; Timeline.
- **Equity Week-** Cultivating Community: Building Connections Across Differences. Various workshops on Understanding and Celebrating Differences; Building Bridges; Actions for Change and Cultural Awareness; Inclusion by Design.
- Kimberly addressed a question from Suzette regarding finding trainings and workshops on Workday. Kimberly clarified that it can be found in the “Inclusion” tab. She added the Constructive Dialogue Institute will offering one three-hour training certification that will meet weekly in May 25 and two two-week intensive trainings in April and May.

Constituent Concerns

No constituent concerns were presented.

Old Business

No Old Business was brought forth

New Business

The following new business was brought forth:

- Sophia Mason reminded the group that a new supplemental annuity retirement plan will begin in January and that some action is needed to enroll. Administrators should remind their teams of this, so that no one is left behind. This includes two changes: 1) employees can contribute to their 403B or 457 SRAs during the summer months, and 2) College is changing the retirement plans from a flat dollar amount to a percentage to optimize their contributions.

Announcements & Updates

No announcements or updates were brought forth.

Adjourn

Chair Blaylock requested a motion to adjourn the meeting. Vice-Chair Spencer moved to adjourn and Frank Trezza seconded

Submitted by:

Ali Fadl, Administrator Council Secretary