



MONTGOMERY COLLEGE GOVERNANCE

Administrator Council

Meeting #4 Minutes

Wednesday, December 10, 2025

1:00pm to 3:00pm via Zoom

Attendance:

- Members Present: Arlene Blaylock, Vincent Briley, Stacey Gustavson, Sophia Mason, Ginger Robinson, Suzette Spencer (Chair), Erik Swanson (Vice-Chair), Frank Trezza, Chantal Vilmar
- Members Absent: Ali Fadl (Secretary),
- Proxies: Suzette Spencer for Ali Fadl
- Presenters: Amy Crowley, *Academic Affairs Special Initiatives Coordinator*
Lauren Landau, *Director, Strategic Talent Management and Organizational Development*
- Liaisons: Dr. Stephen Cain, *Chief of Staff and chief Strategy Office*
Dr. Clevette Ridguard, *Governance Director*
- Guests: Yvette Taylor

Call to Order:

- The meeting was called to order by Chair Spencer at 1:03 PM
- Chair Spencer introduced new Council members, welcomed all guests, and reminded attendees of the governance meeting protocols.

Roll Call

- Chair Spencer conducted the roll call. Nine members were present, including proxies. A quorum was reached.

Minutes & Agenda Approval:

- Chair Spencer put forth the November 12, 2025 meeting minutes for approval. Hearing no comments or objections, Chair Spencer declared the minutes approved as written.
- Chair Spencer put forth the December 10, 2025 meeting agenda for approval. Hearing no comments or objections, Chair Spencer declared the agenda approved as written.

Guest Presentation 1- MC Experience Update. Amy Crowley

- Amy Crowley provided an update on the MC Experience
- The event will be one-day per campus, from 10:00AM to 1:00PM.
- Event will be for 8th grade students and will be limited to 600 students per campus.
- Agenda will include an Intro to MC, a tour, two hands-on sessions and lunch.



- Amy took questions at the end of the update in regards to student feedback of past events, swag bags, bus drop-offs and pick-ups, rain dates, etc.

Guest Presentation 2- HRSTM Update. *Lauren Landau*

- Lauren Landau presented a PowerPoint slide detailing the Market Study Methodology and explained that the study was delayed mainly due to Job Profile updates.
- The market study is underpinned by “benchmark job” data that can be used to run a compression analysis and establish job premiums, salary ranges and additional grades.
- The target completion date is the end of June 2026.
- Lauren took questions at the end of her presentation in regards to the benchmark position premium, equity review prioritization, desk audits, and career ladders.

Chair’s Report. *Suzette Spencer*

- Chair Spencer presented the Chair’s Report. Highlights included: College Council Theme, MC News and Events, employee awards, bookstore renovation, branding bootcamp, year-end early timesheet deadline, tax statement reminders, carryover leave maximums, new flex spending account (FSA), RV library renovation, BOT meeting schedule, Council housekeeping items, constituent concerns log, governance officers mid-year training, and health & safety.
- Suzette took questions at the end of her presentation.

Constituent Concerns. *Erik Swanson*

- No constituent concerns were brought forth.

Old Business

- No old business was brought forth.

New Business

- No new business was brought forth.

Announcements & Updates

- Stacey Gustavson informed the group of a new Admissions application.
- Sophia Mason reminded everyone that FSA is transitioning from Voya to PMA, and that a Roth IRA plan will be added to the benefits range. She also mentioned that Employee Matters can be used to share departmental news and announcements.
- Vincent Briley shared some comments and thanks in regards to the Mobile Market.

Adjourn

- Chair Spencer requested a motion to adjourn the meeting. Vincent Briley moved to adjourn and Ginger Robinson seconded. The meeting was adjourned at 1:54PM

Submitted by:

Ali Fadl, Administrator Council Secretary