

MC GOVERNANCE

Montgomery College
WDCE Council Meeting #2
Minutes

Tuesday, October 15, 2019
8:30 – 10:00 AM
MK Room 300

Attendees

Members Present: Joe Marshall, Angel Griffin, and Joel Martinez

Members Present

via phone: Charles Myers, George Payne, Debbie Juneja, Essie Taylor, Nancy Newton, Donna Kinerney, Berri Kari-Fonge, Henry Martin, & Transcie Almonte

Absent Members: David Reed

Guests: Emma Wilson & Mark Nardone

Call to Order

Joe Marshall called the meeting to order at 8:32am. The meeting was recorded for internal use.

Constituent Concerns/Comments

- There was one concern about the emergency preparedness drill where one of the instructors stated that this procedure was not made available for the night instructors at the various locations.
- Joe Marshall did a follow-up regarding the salary scale from the last meeting. Reached out to payroll and compensation department but not much of an answer. Just said mid-point is scaled out at 4%. The low and high point is just percentage based off of that.

Approval of 9/17/19 Minutes and Agenda

The agenda was approved as written. George Payne motioned to approve the minutes as written. Joel Martinez seconded the motion.

Chair Report - Joe Marshall

- Joe Marshall mentioned the **Customer Dining Survey** to everyone. He informed everyone that if they haven't filled it out to please do so.
- Several items from the College Council

- Met twice
 - **Office of Communications Media Relations, Marketing, and Branding Presentation**
 - Overview of what it is, who they are, and how to work with them
 - Marcus Rosano-Director of Media and Public Relations
 - Emily Schmidt-Marketing and Digital Media Director
 - Heather Milke- Strategic Communications Director
 - Distributed a monthly report from the Office of Communication
 - Number one priority is the public image of the institution and we do this by contributing to tell the good stories.
 - Internal communication is more complicated than external.
 - According to the P&P all media inquiries are directed to Marcus Rosano
 - InsideMC stories are emailed every Monday but there is an online version available here: <http://insidemc.montgomerycollege.edu/index.php>
 - Social media is constantly being monitored.
 - Email marketing@montgomerycollege.edu to share stories and photos
 - Be mindful of emails sent, advice to count to ten before you send.
 - See more information at the following sites:
<https://www.montgomerycollege.edu/offices/advancement-and-community-engagement/communications/index.html>
 - **Creative Services-** “College’s resource for your communications needs, from creative strategies and brainstorming to copywriting, editing, proofreading, art directing, printing, and digital communications, to name just a few of the services we offer.”:<https://www.montgomerycollege.edu/offices/advancement-and-community-engagement/communications/creative-services/index.html>
 - **Marketing-** questions about advertising, website content, social media, email marketing, publicity and special community events, gateway signage, promotional and specialty items, focus groups and market research, and any other marketing initiatives:
<https://www.montgomerycollege.edu/offices/advancement-and-community-engagement/communications/marketing/index.html>
 - Media Relations
<https://www.montgomerycollege.edu/offices/advancement-and-community-engagement/communications/media-relations/index.html>
- The last meeting Dr. Pollard was there to provide her **FY20 Goals and Priority Areas of Focus**
 - I. Drive institutional work to accomplish Student Success Goals established by the Board of Trustees: 30% credential attainment, 50% transfers (fall 2018 cohort), and 38% baccalaureate completion after transfer (fall 2014 cohort)

- Increase completion of year two milestones to 25% for Fall 2018 cohort (1% increase)
 - Increase first year gateway English completion to 59% for Fall 2019 cohort (1% increase)
 - Increase first year gateway math completion to 34% (1% increase)
 - Recommend and implement decisions (policies, procedures, practices, and patterns) to support a student-centered culture
- II. Ensure Workday implementation to 70% of project plan
- III. Guide production of Operational Plan for MC2025
- IV. Close MC2020 Campaign at \$30M
- V. Lead development of Strategic Enrollment Management plan
- VI. Lead development of two-year budget strategy/plan
- VII. Initiate and lead development of significant new program targeting the success of African American males
- Sent several emails regarding the **Student Council Constitutional Amendment, regarding WDCE and campus student counts**
 - At the last College Council meeting-a lot of us were concerned about this where they shared all of our concerns and did not want to give up the WDCE student representation.
 - Everyone voted unanimously.
 - Student Council will now use Go-To-Meeting. Only have meetings at Rockville. Will change the way they conduct their meetings. If there is positive change, they will revisit next year.
 - Down to one WDCE representative on the student council. Joe Marshall informed us that we need to improve the student representation on our own council and then we can work to help student council.
- Eniola Olowofoyeku discussed the plan for a formal **Toastmaster** club at the College. Initially a College-wide club and eventually a club per campus. Contact Eniola for more information. Joe Marshall also informed us that if interested to email him so that he can send information regarding it.
- **College CIO, Jane-Ellen Miller-** Presented three items from the recent IT Alignment and Planning (ITAP) group meetings. These included Zoom, OneDrive, and 2FA. Most time was spent discussing 2FA concerns that faculty were having on campuses.
 - Joe Marshall stated that the College is switching GoToMeeting over to Zoom early next year. Making transition from January to early March next year.
 - Will purchase Zoom in January and start training
 - GoToMeeting will be completely gone
 - Transcie Almonte stated that some of her instructors use GoToMeeting and GoToWebina

- Joe Marshall informed her that they will be transitioned to Zoom and will need to be trained
 - Mark Nardone wanted to know if Zoom had the capability of recording meetings if you wanted to go back later to listen. Joe Marshall informed him that it will have the same capability.
- The College is trying to get everyone to save their documents into OneDrive
- 2FA pushed out on October 1 and faculty had concerns regarding being able to access blackboard and emails. Discussed how it is a necessity and everyone is finding a way to work with it.
- Students were required to use 2FA but faculty were concerned that students wouldn't be able to access it.
 - At this time, there is no plan for students using 2FA.
- **WDCE Student Equity Taskforce Report**
 - Nancy Newton and Emma Wilson are two of the members who worked on this:
 - The Taskforce on WDCE student involvement in college programming has concluded a review of practices that support inclusion and engagement of WDCE students in college programs, and has identified best practices and activities that can be implemented at Montgomery College.
 - Identified some discrepancies and some challenges that they faced
 - Dr. Pollard gave them some tasks to go and investigate WDCE student involvement in College Programs at other Colleges
 - Attachment A were the questions that the taskforce asked at the other colleges and Attachment B were the findings and recommendations
 - The nine colleges that are listed are the ones that responded.
 - Noncredit students faced the same challenges regardless of what college they are attending.
 - Noncredit students are not entitled to the services that are provided
 - Some colleges have taken steps to include noncredit students and other programming
 - Some colleges are working on strategies

- Montgomery College came up as one of the leaders because we have much involvement with WDCE programs
 - There was an interview to see how the colleges work with noncredit students
- The discrepancy was that some of the colleges were unsure of what services that they can provide to WDCE students
- Some colleges have different colors for WDCE students IDs. Some do not allow WDCE students to have IDs.
- Emma stated that our students having an ID. Is a big thing. She informed us that George Payne provided some data regarding how many WDCE students get IDs. There is about 1,800 WDCE student IDs obtained each year.
 - There are five recommendations
 - Educate College community on Workforce Development offerings and programs
 - Educate Workforce Development students on offerings and programs they can participate in as Montgomery College students.
 - Revise Policies and Procedures to include specific definition and wording clearly addressing WDCE students.
 - Expand availability of WDCE and other College staff (e.g., Welcome Center's staff) to offer information and training on WDCE programming and services at the campus locations.
 - Conduct activities to gather additional information on the inclusion or participation of noncredit students in Montgomery College activities, and WDCE students' general knowledge of and access to College services.
 - George Payne made two comments and recommendations:
 - He informed us that there is a Raptor Central reorganization of branding of a facility project. Quality intake to strengthen out contributions of new students walking into the welcome center. It is a realignment of the Welcome Centers, Call Centers, and the recruiters.
 - Still in informative stage but will be the "One College" model.
 - Will change some of the reporting line
 - What is the best way for WDCE students to get involved in that?
 - Some of these initiatives is to cross train everybody
 - Listen to Raptor Central conversations
 - Special outreach to student activities staff at each campus. Directors of Student Life.
 - What does a student ID entail?

- What are the benefits of being involved?
 - George Payne informed the council that the early childhood program meets every night at 6:30 p.m.- might want to invite some of them.
 - Talk to Nelida Andres
 - Might want to involve Sharon Bland on student equity.
- Charles stated that if you are a regular student you are giving a hangtag but if you are a WDCE noncredit student you are giving a parking pass which you are to renew every semester. He also stated that WDCE students are not being treated the same.
- George commented on Charles statement and clarified it by saying that credit students are assessed a transportation fee in their registration but noncredit students don't have that fee because our students are all over at different locations.
- Charles then stated that if you are trying to get the senior waiver and register early-the computer kicks you off the senior tuition waiver if you want to then register for credit classes. This is an inconvenience to students. Now these students have to explain to the registration desk that they want to take WDCE classes with the waiver.

WDCE Goals Discussion

- Goals need to be refocused based on the taskforce. George mentioned that some of the taskforce recommendations might fall to a sub-committee.
 - Joe informed that a lot might fall in different areas.
 - Joe will try to get someone from Raptor Central to talk to us.
 - One of the goals was the online learning and students having access to blackboard for WDCE courses
 - Joe advised that we look at goals from first meeting and agree to move forward with at least two of them
 - Joe informed us that he will reach out to Emily Schmidt about the marketing piece.
 - Student Educational goal will be our second goal to work on. Nancy informed us that we will have to get the instructors on board.
 - Mark Nardone informed that WDCE should reach their audience through LinkedIn
 - Joe will draft something up to get the goals started.

Announcements and Future Agenda Items

Compliance will come to our next meeting.

Will reach out to send if we can get someone from Raptor Central to come to one of our meeting.

Will bring someone in to talk to everyone regarding Blackboard. Educating the instructors on Blackboard would be beneficial.

Henry agreed that Blackboard is a growing resource to the college.

Joe will bring in someone Elena or Phil Bonner from Elite to talk to everyone.

Adjournment

Joel Martinez motioned to adjourn the meeting.

The meeting adjourned at 9:42 a.m.

Submitted by Angel Griffin
WD&CE Council Secretary