

# MC GOVERNANCE

## MONTGOMERY COLLEGE

### WDCE Council Minutes

9/20/2022

8:30 a.m. – 10:00 a.m. via Zoom

#### Attendees

##### Members present

- Transcie Almonte-Sabio
- Rabbee Awan
- Naomi Daremblum
- Anna Donohoe
- Walter Lange
- Zoila Marroquín
- Ming Jung Park
- Natasha G. Sacks
- Dorothy Umans
- Antonio Vidal
- Emma R. Wilson
- Nadir Zeblah

##### Invited Guests

- Carolyn Terry
- Kimberly McNair
- Chevelle Glymph
- Clevette Ridguard
- Yvette Taylor

##### Proxies present

- None

##### Members excused

- None

##### Members absent

- None

#### Call to Order (Rabbee Awan)

- Meeting began at 8:30 a.m.
- Meeting will be recorded for minutes review purposes only.

#### Council Member Introductions

- All members introduced themselves, listing their name, roles at the college, and in the WDCE council. Each member then chose the next person to share in turn.

#### Constituent Concerns

- No concerns expressed or shared

#### Approval of Meeting Minutes and Agenda

- Agenda for today's meeting was approved. Anna moved to approve; Emma seconded.
- Last meeting minutes (5/10/2022) displayed for review. One point was clarified: more information about Virtual Campus programming is available on the MC website
- There were no corrections. The minutes were approved. Dorothy moved to approve; Transcie seconded.

### **WDCE Updates from Dr Carolyn Terry**

*Associate Senior Vice President for Academic Affairs*

- MC internal projects such as Ignite Hub are ongoing, as well as partnerships with community organizations such as Interfaith Works, who are offering a stipend for their program participants attending WDCE classes. Dr Williams has also been building and strengthening MC's connections in government, nonprofit and social agencies across the county.
- WDCE is working on several grants including Department of Labor grant focused on technology and cybersecurity
- Plan to expand into the East County is moving forward, and there will be a significant WDCE presence there as well as well
- Montgomery College FY23 priorities list includes workforce development throughout as a major focus for both the college and the county
- Ongoing WDCE task group (*Advisory Group on Workforce Development and Continuing Education Leadership and Organization*)
  - Focusing on division restructuring, defining needs for WDCE, identifying best practices. Plan is not to cut jobs in the restructuring.
  - End goal is to create a job description and start search for a new VP and Provost of WDCE
  - Task group will be hosting presentations and open forums later this fall. All encouraged to participate, more info to be shared soon

### **Strategic Enrollment Management**

**Dr. Kimberly McNair**, *Director of College Access and Enrollment*

- Shared the definition of Strategic Enrollment Management (SEM). Key points about SEM include that it is an institution-wide responsibility to help fulfill mission as well as student education/goals and retention. SEM involves alignment of resources, departments and

actions. SEM is not a quick fix, and it requires many contributors

- Examples of SEM: Outreach, teaching and learning, assessment and data analysis, policies and procedures, create a sense of belonging
- What's Next for SEM: Information sessions, feedback opportunities, SEM planning
  - Kimberly encourages anyone interested to email her directly or check the website for updates. [kimberly.mcnair@montgomerycollege.edu](mailto:kimberly.mcnair@montgomerycollege.edu)

## **COVID-Updates**

**Ms. Chevelle Glymph**, *Director of Public Health and Environmental Safety*

- Masks continue to be required in all classrooms and instructional settings
- MC guidelines are evaluated every two weeks based on local Covid numbers and CDC guidelines. Look for updated guidance coming soon.
- If you are sick, remember to stay at home regardless of Covid status, especially as we are going into cold and flu season
- MC continues to have sanitizer and wipes available throughout the college. Everyone is encouraged to make use of these. In instructional settings, the community is encouraged to sanitize hands when going into and leaving classrooms
- Vaccination clinics are still available on campus and provide both Covid and flu vaccines.
- KN95 masks are available in public safety offices on all campuses
- Reminder to continue to complete the daily health assessment and stay home if you have symptoms
- Following up on the Public Health memo sent on 9/7/2022, a reminder that weekly screening testing of asymptomatic people without known exposures will no longer be required by the College for students and employees, regardless of vaccination status.
- If members have public-health related questions, Ms Glymph shared her contact information: [achevelle.glymph@montgomerycollege.edu](mailto:achevelle.glymph@montgomerycollege.edu); 240-687-3044

## **Chair Report (Rabee Awan)**

- Important College news: reminder that this comes from HRSTM email, *Employee Matters*, weekly *Inside MC* email, and Communication Memos from Dr Williams
- Heritage month celebrations happening now: Hispanic Heritage, African Heritage month
- Upcoming events of note:
  - Federal Government Job Fair in RV campus- Fri 9/23/2022

- MC President's town hall 9/28/2022, submit questions via video by 9/21/2022
- Presidential Inauguration Ceremony/Activities
- 10/11-10/19/2022, main event 10/19/2022 at 1pm at the Strathmore N. Bethesda
- SHaW Center: overview of services
- Housekeeping:
  - Guest speakers- let us know who you would like to hear from in future meetings
  - Reminder to be picture ready for our next meeting on 10/18/2022!

### **WDCE Goals Discussion (Rabbee Awan)**

- Shared and reviewed the SMARTIE Goals worksheet, the summary of Goals brainstorm notes from the 8/25/2022 Governance kickoff meeting, and the FY23 Priorities document
  - Several members noted that they would like to review and build on the goals identified by the WDCE council in FY22, while maintaining a focus on SMART and attainable goals given the short time we have available
  - Dr Terry share that supporting the incoming WDCE VPP will be important for the WDCE Council in FY23
- Reminder to everyone to submit their completed SMARTIE goals worksheet to Rabbee before the next meeting. More details will be sent to everyone by email.
- Next meeting on 10/18/2022 is when we will finalize our goals

### **Announcements and Adjournment**

- Announcements: none shared due to time constraints
- Meeting adjourned at 10:03am. Motion to adjourn by Transcie, second by Natasha