

MC GOVERNANCE

MONTGOMERY COLLEGE
WDCE Council Minutes
11/15/2022
8:30 a.m. – 10:00 a.m. via Zoom

Attendees

Members present

- Transcie Almonte-Sabio
- Rabbee Awan
- Naomi Daremblum
- Anna Donohoe
- Walter Lange
- M.J. Park
- Natasha G. Sacks
- Dorothy Umans
- Vathany Say
- Emma R. Wilson
- Nadir Zeblah

Invited Guests

- Carolyn Terry
- Clevette Ridguard
- Yvette Taylor
- Natalie Martinez

Call to Order

- Meeting began at 8:31 a.m.
- Meeting will be recorded for minutes review purposes only.

Constituent Concerns

Follow-ups on constituent concerns from last meeting:

- Carolyn Terry worked with Debbie Juneja to develop standard language and policies for WDCE with regard to the language used to talk about grading instead of CP and NCP. However, it's unlikely that it will be letter grades since this is tied to a GPA. More updates to follow.

Proxies present

- None

Members excused

- None

Members absent

- Zoila Marroquín

Guests

- Eric Sharf
- Steve Crowe
- John Amoroso
- Alice-Ann Beachy
- Sharon Maxwell
- Fizie Haleem

- Donor financial support follow-up from Dr. Terry: Craig is the acting director for the MC Foundation and this is not a WDCE Council/governance issue. Usually something for SVP; however, the question is being addressed by the Foundation staff already.

Approval of Meeting Minutes and Agenda

- Agenda for today's meeting was approved. Rabbee moved to approve; Emma seconded.
- Last meeting minutes (10/18/2022) displayed for review.
- There were three corrections to the 10/18/2022 minutes:
 1. The spelling of M.J. Park's and Craig Enzo's names were corrected.
 2. Clarify wording of a constituent concern from Transcie.
 3. Clarify wording of a point made by Dr. Rai.
- The last two corrections to the 10/18/2022 minutes required further investigation, so the minutes were not approved on 11/15/2022 and instead will be approved in the next meeting on 12-20-2022. Please refer to the updated minutes from 10/18/2022 for the corrections.

WDCE Updates

Dr. Carolyn Terry, Associate Senior Vice President for Academic Affairs

- Reminder that if anyone raises concerns or questions about the work of the WDCE Taskforce to please encourage them to contact: WDCEAdvisoryCommittee@montgomerycollege.edu

Updates on the work of the WDCE Advisory Committee

- The committee has finished its work and has reached the final draft stage of the recommendations report. The report will go to Dr. Rai for review first and then to Dr. Williams for final approval.
- We have seen that the workforce development unit has been separate from the credit bearing unit for some time, with the credit side mainly focused on program completion for credit and also transfer.
- One of the goals that Dr. Williams has mentioned for students is about family-sustaining wages and post-graduation success. The idea of workforce development needs to be a core purpose for all of Montgomery College and not just for WDCE
- WDCE unit at MC is larger than the majority of the existing community colleges in MD
- In the case of PGCC, their workforce development unit was essentially disengaged as a unit, and then integrated into all these various academic units. Their revenue and contract numbers

have gone down, so this [maintaining a distinct unit] is something that the committee feels very strongly about.

- While It [Workforce Development] should still be a distinct unit, we also need to present a unified approach to the community and prospective students, especially since students don't always know when they initially come to MC if they want to take credit or non-credit classes.
- Credit and non-credit are our terms, but these are not always familiar to a student coming right out of high school, for example.
- Recommendation for the council: Invite Dr. Elena Saenz to talk about the strategic plan for public education in Maryland

Other notes from the executive summary shared by Dr. Terry:

- The whole state of MD is taking on this mission to prepare students for the workplace
- We want to create an interface so that when people come to us, we can help them determine what the appropriate approach is, whether it's credit, non-credit, or a combination of both
- Establishing sector specific centers that focus around the intersections of credit and non-credit. Example Sector specific centers → IT, ESL, Arts, Health sciences etc. where they offer both credit and noncredit advising, support services and more.
- More policy oriented: Embed the goals in the job descriptions of administrators and faculty and staff, so that it doesn't become separate again.
- Create a labor market data analytics team so that we are proactive in our marketing strategies.

Notes on the timeline for implementation.

- Most immediate: Search for VP Provost. Job description and strategy underway
- Plan is to finalize this report this week to Dr. Williams, and it will be released after Dr. Williams approves. The implementation plan will be shared from Dr. Williams and Dr. Rai. It will probably be a 1-1.5 year implementation process.
- Working with IT to merge Lumens with Banner so that we have an online registration process. Timeline is not yet set, but hoping that by Fall next year WDCE will have online registration.

Questions for Dr. Terry

1. Can anybody suggest or only advisory committee members? (M.J. Park)

Answer: Committee members, but lots of room for feedback and joining committees. Share comments to the mailbox: WDCEAdvisoryCommittee@montgomerycollege.edu; can request them to be shared anonymously.

2. On the subject of labor market data analytics- there will probably be lots of collaboration with external partners, correct? (Walter Lange)

Answer: Yes. For example, Jobs for the Future and Work Source Montgomery, EMSI database. Other resources: Living wage calculator out of MIT to identify minimum and living wage by zip code.

3. There was a recommendation in terms of the original report for another position. (Dorothy Umans)

Answer: Yes, there are three positions proposed: 1) VPP position, 2) Operations Manager, 3) Associate VP position to oversee credit/non-credit centers. These positions will be hired by Dr. Williams with several groups helping him including the cabinet and the president's advisory council.

Natalie Martinez, WDCE Disability Support Services Counselor

- Shared an informative presentation covering the following topics: Supporting students, Connecting to DSS, Do's and Don'ts for working with students with disabilities, Tips for Creating accessible and inclusive classrooms, and Notes on teamwork with DSS.
- Natalie is willing to record the PowerPoint and share the slides with faculty. Please stay tuned for more details.
- For questions, please reach out to Natalie at natalie.martinez@montgomerycollege.edu

Affinity group updates from Dorothy

- We are about to reconvene the program Director Affinity group. Program Directors will be getting a questionnaire about when is the best time to have the first meeting
- [This group will] allow us to get the feedback that we need for you and for you to problem solve and make recommendations to us.
- There's also been some interest in perhaps even periodically inviting program coordinators and or program assistants depending on what you're working on
- We're hoping to have the first meeting either early to mid-December or the first two weeks in January.

Chair Report by Rabbee Awan

- Town hall meeting with Dr. Williams today at TPSS- 11am

- College and Presidential Memos
 - 11/10 Employee matters
 - 11/7 ADA self-evaluation
 - 11/02 East County updates
 - 11/27 Covid-19 updates
- Open enrollment ending this week on 11/18/2022- all employees must update information
- Contest from SHaW center- students can win a Helix content creator portable studio kit if they complete a survey about health and wellness
- Required trainings in Workday reminder- some due by 12/23/2022
- East County: updates: credit and non-credit classes will be offered there
- Update emergency contact information in Workday
- Flu shot clinics on all campuses plus Central Services
- EAP funds count towards weight and fitness. Check out lists on the Wellness page. Also check out the open gym at MC
- Upcoming events: The Journey Toward becoming an antiracist institution

WDCE Goals Discussion

Rabbee Awan, WDCE Governance Council Chair

- Goal checkpoint is mid-February 2023

Goal #1: *Over FY23 Inform and increase understanding/outreach among College's internal and external constituencies on the range and depth of WDCE's programs*

- Council member points of contact for Goal #1:
 - Natasha
 - Naomi
 - Dorothy
- Flyer title: Dream, Achieve and Thrive with WDCE.
- Categories: Career, employment training, student preparation for success in education and life, professional continuing education, business contract services, and enrichment for all ages.

Goal #2: *Over FY23, promote mental health awareness among WDCE students, faculty and staff*

- Council member points of contact for Goal #2:
 - Anna
 - Dorothy

- Vathany
- Will be working with ShaW center on resources, as well as other councils who are also focusing on this goal.
- Question from Vathany: have we considered trauma informed education/classroom practices as part of supporting our students' wellness? Answer: Yes, that is a great point. We are happy to have more members involved in this goal!

Announcements and Adjournment

- Next meeting on 12/20/2022
- Meeting adjourned at 9:56am. Motion to adjourn by Anna, second by Naomi