



Office of the President

LEADERSHIP MEETINGS AND COLLEGE EVENTS

Fiscal Year 2018

July 1, 2017–June 30, 2018

A Guide for Administrators

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Please share with your staff and faculty as appropriate

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ADMINISTRATOR GROUPS AND FUNCTIONS

Senior Administrative Leadership Team (SALT)

Functions:

- Focus on implementation of the strategic plan
- Address executive-level current business
- Develop strategies and communications plans for major college initiatives, business, and change management
- Make recommendations to the president regarding major decisions

Meetings:

- Weekly and as needed as a group
- All board meetings and preparation meetings

President's Executive Cabinet (PEC)

Functions:

- Focus on actualization of One College framework, especially through supporting implementation of Common Student Experience, Academic Restructure, and Common Employee Experience
- Address current business, prepare for implementation of strategies and communications plans, and change management
- Address long-term needs of College through planning and budgeting in support of the strategic plan
- Review new and revised policies and procedures, support implementation of P&P
- Develop College leadership and succession planning capabilities

Meetings:

- Twice monthly as a group:
 - One general meeting, normally to occur the week of a board meeting
 - One P&P review meeting
- All board meetings and, if serving as a resource person, board group preparation meetings

All Administrators

Functions:

- Serve as communication forum for two-way exchange between the president and administrators
- Provide for leadership development
- Provide for team development with institutional focus, direction, and goals
- Actualize the strategic plan initiatives and change management

Meetings:

- Every other month
- In June, a two-day Administrators Leadership Conference

**ADMINISTRATOR MEETINGS
FY18**

	BOARD OF TRUSTEES MEETINGS	ALL ADMINISTRATORS MEETINGS	PEC MEETINGS	PEC P&P REVIEW MEETINGS	SALT MEETINGS	PRESIDENT'S TOWN HALL MEETINGS
DAY	Mondays	Wednesdays	Wednesday after Board Meeting	First Wednesdays	Mondays	Tuesdays, Wednesdays, and/or Thursdays
TIME	Public Meeting 8 p.m.	1:30-4 p.m.	9:30 a.m.-12 noon	10 a.m.-12 noon	9:00 a.m.-12 noon	Varies
LOCATION	Board Room (CT)	All Campuses	Board Room Gallery (CT)	Board Room Gallery (CT)	Montgomery College Foundation Conference Room (CT)	All Campuses
JUL 2017	–	–	–	–		
AUG 2017	–	<u>Tues.</u> 8/15 at <i>TP/SS</i>	<u>Tues.</u> 8/15 at <i>TP/SS</i> 10:30 a.m.-1:00 p.m.	–	<u>Fri.</u> 8/25 all day	
SEP 2017	9/18	–	9/20	9/6	11*, 18	Wed., 9/20 at <i>G</i> , 2 pm
OCT 2017	10/16	10/11 at <i>R</i>	10/18	10/4	10/2*, 9, 16, 23, 30	
NOV 2017	11/13	–	11/15	11/1	11/13*, 27	Thu., 11/16 at <i>TP/SS</i> , 11 am
DEC 2017	12/11	12/6 at <i>G</i>	12/13	12/6	12/4*, 11	
JAN 2018	<u>Wed.</u> 1/24	–	1/25	1/10	<u>Fri.</u> 1/12 all day, 22, 29	
FEB 2018	2/26	2/14 at <i>TP/SS</i>	2/28	2/7	2/5*, 12, 19, 26	Thu., 2/15 at <i>R</i> , 2 pm
MAR 2018	3/26	–	3/28	3/7	3/5*, 19, 26	
APR 2018	4/23	4/18 at <i>CT</i>	4/25	4/4	4/16*, 23	State of the College: Wed., 4/11, at <i>G</i> , 11 am
MAY 2018	5/14	–	–	–	5/7*, 14	
JUN 2018	6/25	Conference <u>Thu. & Fri.</u> 6/7 and 6/8	6/27	6/13	6/11, 18, <u>Fri.</u> 29 all day	

KEY: *CT* = Central Services Building, *G*=Germantown, *R*=Rockville, *TP/SS*=Takoma Park/Silver Spring

*SALT will be held on a campus or WD&CE center and will begin with a “Chat with SALT” session from 8:30 to 9:00 a.m.

KEY DATES FOR BOARD MEETING PREPARATION

BOARD MEETING	①	②	③	④	⑤
BOARD MEETING	RESOLUTIONS DUE TO PRESIDENT'S OFFICE	GROUP REVIEW MEETING WITH DR. POLLARD*	PRESENTATION REHEARSAL WITH PRESIDENT*	SPECIAL REPORTS, TALKING POINTS DUE	BOARD BOOK PUBLISHED FOR TRUSTEES
Monday, September 18, 2017	Monday, August 14, 2017	Wednesday, August 23, 2017 at 12 noon	Tuesday, September 5, 2017 at 12:30 p.m.	Wednesday, September 6, 2017	Monday, September 11, 2017
Monday, October 16, 2017	Monday, September 11, 2017	Wednesday, September 20, 2017 at 12 noon (after PEC)	Monday, October 2, 2017 at 12:30 p.m.	Wednesday, October 4, 2017	Monday, October 9, 2017
Monday, November 13, 2017	Monday, October 9, 2017	Wednesday, October 18, 2017 at 12 noon (after PEC)	Monday, October 30, 2017 at 12:30 p.m.	Wednesday, November 1, 2017	Monday, November 6, 2017
Monday, December 11, 2017	Monday, November 6, 2017	Wednesday, November 15, 2017 at 12 noon (after PEC)	Monday, November 27, 2017 at 12:30 p.m.	Wednesday, November 29, 2017	Monday, December 4, 2017
Wednesday, January 24, 2018	Wednesday, December 4, 2017	Wednesday, December 13, 2017 at 12 noon (after PEC)	Wednesday, January 10, 2018 at 12:30 p.m.	Friday, January 12, 2018	Wednesday, January 17, 2018
Monday, February 26, 2018	Monday, January 22, 2018	Thursday, January 25, 2018 at 12 noon (after PEC)	Monday, February 12, 2018 at 12:30 p.m.	Wednesday, February 14, 2018	Monday, February 19, 2018
Monday, March 19, 2018	Monday, February 12, 2018	Wednesday, February 28, 2018 at 12 noon (after PEC)	Monday, March 5, 2018 at 12:30 p.m.	Wednesday, March 7, 2018	Monday, March 12, 2018
Monday, April 23, 2018	Monday, March 19, 2018	Wednesday, March 28, 2018 at 12 noon (after PEC)	Monday, April 9, 2018 at 12:30 p.m.	Wednesday, April 11, 2018	Monday, April 16, 2018
Monday, May 14, 2018	Monday, April 9, 2018	Wednesday, April 25, 2018 at 12 noon (after PEC)	Monday, April 30, 2018 at 12:30 p.m.	Wednesday, May 2, 2018	Monday, May 7, 2018
Monday, June 25, 2018	Monday, May 21, 2018	Wednesday, May 30, 2018 at 12 noon	Monday, June 11, 2018 at 12:30 p.m.	Wednesday, June 13, 2018	Monday, June 18, 2018
EXPECTED TO ATTEND: SALT, General Counsel, PEC, Manager of Board of Trustees Operations and Services	KEY DATE FOR: SALT, General Counsel, Manager of Board of Trustees Operations and Services	EXPECTED TO ATTEND: SALT, General Counsel, PEC members (IF serving as a resource person), Director of Procurement, Manager of Board of Trustees Operations and Services	EXPECTED TO ATTEND: Any administrator, staff member, or faculty member who will be giving a presentation at a board meeting		

*Meeting times for ② and ③ may be subject to change based on the president's schedule.

BOARD MEETING PREPARATION PROCESS (Key to Preparation Dates on Page 3)

- ① **RESOLUTIONS DUE TO THE PRESIDENT'S OFFICE (FROM SALT MEMBERS).** This kicks off the process for developing the board meeting agenda! Prior to this submission, senior vice presidents and chief of staff will set their own due dates with their staffs so that they can meet this deadline to the President's Office.

- ② **GROUP REVIEW MEETING WITH DR. POLLARD.** Before any action or report is taken to the board, it must have the president's approval. This is the meeting at which Dr. Pollard reviews all board materials with senior leaders, general counsel, and resource persons (generally, but not limited to, members of the President's Executive Cabinet) associated with pending resolutions and reports. Prior to this meeting, materials submitted in step 1 will have been vetted (that is, reviewed for content, clarity, policy and/or legal implications, and conformity with the College style guide). Except for certain time-sensitive actions that have been approved by the chief of staff for delayed submission, Dr. Pollard expects to see all board materials at this meeting.

- ③ **PRESENTATION REHEARSAL WITH PRESIDENT.** At this meeting, individuals who are on the agenda to provide a presentation at the upcoming board meeting will rehearse the presentation with the president and various senior staff.

- ④ **SPECIAL REPORTS, TALKING POINTS DUE.** Special reports for the Board of Trustees are due to the President's Office on this date. These include The President's Focus Report, the legal report, and any other planned reports. Each report should have its own production schedule for the responsible senior leader. Note that the quarterly financial reports and facilities reports have their own timelines for posting (separate from the board meeting schedule).

- ⑤ **BOARD BOOK PUBLISHED FOR TRUSTEES.** On this date, the board meeting agenda and materials are posted in the board's online portal in their final form and announced for the trustees, president, and the senior staff who attend trustee meetings. The agenda and materials for the public meeting are prepared for posting on the College's website.

KEY COLLEGE EVENTS

WORLD OF MONTGOMERY

Sunday, October 15, 2017

Please encourage your team members to participate in the World of Montgomery event put on by Montgomery County as well as numerous partner sponsors at the Rockville Campus.

PRESIDENT'S TOWN HALL MEETINGS

Wed., September 20, 2017; Thurs., November 16, 2017; Thurs., February 15, 2018

Town hall meetings offer an opportunity for Dr. Pollard to meet with students, faculty, and staff, and answer their questions about College news, issues, and activities. The schedule is designed with a variety of locations, days of the weeks, and times of day in order give employees and students options for attending. Encourage your team members and students to participate.

STAFF ENRICHMENT DAY

Tuesday, March 13, 2018

This annual event is organized as a professional development day for staff. It occurs during the College's spring break. All staff are encouraged to attend and supervisors should plan for and encourage participation. (In the event of inclement weather, should the event be cancelled, it will not be rescheduled.)

TRUSTEE INFORMATION DAY

Monday, April 9, 2018

This event will provide members of the Board of Trustees with an opportunity to visit and see College campuses and sites in operation. The agenda will be developed by the Office of the President in conjunction with senior College and campus leaders. Groups of trustees will visit each site and then convene for a group discussion. Your assistance in preparing for or participating in the day is appreciated.

STATE OF THE COLLEGE

Wednesday, April 11, 2018

In this annual event, Dr. Pollard discusses accomplishments of the College in the current year and our needs for the future. Following her presentation, she answers questions from audience members. Encourage your team members and students to participate.

EMPLOYEE AND RETIREE RECOGNITION EVENT

Friday, April 20, 2018

This annual event honors employees who have reached milestone anniversaries (10 years, 15, 20, etc.) and those who are retiring. Encourage your team members being honored to participate.

HONORS AWARDS CONVOCATIONS

Thursday, May 3, 2018 (TP/SS); Friday, May 4, 2018 (G); Wednesday, May 16, 2018 (R)

These special events recognize students who have achieved exceptional performance in academics.

DR. HARRY HARDEN JR. STUDENT ACADEMIC EXCELLENCE AWARDS

Monday, May 14, 2018

This event honors students who have achieved academic excellence with a 3.5 GPA for two consecutive semesters with 24 credits.

COMMENCEMENT

Friday, May 18, 2018

This is our most special event to honor and celebrate student success and completion. You and your team members should plan to participate, either by serving on the planning committee or by attending and processing.

PROFESSIONAL WEEKS

Professional week schedules in August and January are designed to provide opportunities for sharing of important College information and messages in various meetings, and making final preparations for the start of the academic semester. The May schedule is designed to close the academic year and recognize employee accomplishments. All employees are expected to participate in events. In the event a meeting is cancelled due to inclement weather or closing of the College, it will most likely not be rescheduled unless the organizer chooses to do so.

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
FALL 2017	Date	Aug 21	Aug 22	Aug 23	Aug 24	Aug 25
	Morning	President's Collegewide Meeting (Rockville)	ELITE/Innovation Works Professional Day Conference (at Germantown)	Data Summit: Associate Degree Completion (at Germantown)	ELITE/CPOD Professional Development Governance Training - Council Members	No Meetings
	Afternoon	VPP Academic Unit Meetings (Locations set by VPPs)	Discipline Meetings (at Germantown)	Workday Training (at Rockville)	ELITE/CPOD Professional Development Governance Training - Chairs and Officers Only	
SPRING 2018	Date	Jan 15	Jan 16	Jan 17	Jan 18	Jan 19
	Morning	Martin Luther King Day <i>College Closed</i>	President's Collegewide Meeting (at Takoma Park Silver Spring)	VPP Academic Unit Meetings (Locations set by VPPs) Dean Meeting or Department Meeting (Type of meeting set by Deans)	Professional Development: ELITE/CPOD/MCIW	No Meetings
	Afternoon		Data Summit: Transfer and Baccalaureate Completion (at Takoma Park/Silver Spring)	Discipline Meetings (Locations set by VPPs)	ELITE/CPOD/MCIW Professional Development	
CLOSING 2018	Date	May 14	May 15	May 16	May 17	May 18
	Morning	No Meetings	No Meetings	President's Collegewide Meeting (at Germantown)	VPP Campus Meetings (Location and arrangements determined by Provost; Beginning at 11am)	COMMENCEMENT
	Afternoon	Harry Harden Awards	Data Summit: Transfer from Noncredit to Credit (at Rockville)	Discipline meetings (at Germantown)		