Administrator Council
January 20, 2022
Via Zoom
1:00 to 3:00 p.m.

Attendees
- Members present: Eric Benjamin, Elena Saenz, Monique Davis, Frank Trezza, Steve Greenfield, Nadine Porter, Anwar Karim, Jamin Bartolomeo, Carmen Poston Travis, Rose Garvin Aquilino
- Proxies present: N/A
- Members excused: Carmen Poston Travis
- Guests: Sharon Wilder, Vanessa Aderibigbe, Clevette Ridguard,

Call to Order
- The regular meeting was called to order at 1:03 p.m. by Chair Eric Benjamin.

Approval of Minutes
- The December meeting minutes were approved.

Constituent Concerns
- There were no constituent concerns.

Chair's Report
- No College Council meeting since December 16, 2021.
- Request for everyone to provide updates from their areas.
- Enrollment: decrease from last spring as well as a decrease in the billable hours (fewer students and students are taking fewer classes).
- Scheduling: working to right size so there are enough face-to-face, structured remote, and distance learning classes to meet student demand, including summer and fall 2022.
- This impacts every division of the College, and we are developing our post-pandemic model.
- The structured remote model—which is an issue of technology, student engagement, and student affairs—is where we are going to see a substantial portion of our students. This is the new Virtual Campus.
- Anwar shared that the Higher Education Advisory Board, a group of IT leaders, is talking about new models of higher education.
- Every institution is facing enrollment issues. Montgomery College isn't alone in the changing nature of higher education. As administrators, our stress is related to identifying our new business model.
- Reminder about the Dr. Dukes' memo about return to campus, having a larger physical presence. 97% of our employees are vaccinated, and 77% of our students have uploaded their vaccine information (this includes students that are still pending/under review).
- Initially 70% of classes were to be face-to-face but this is down to 60% in terms of conversion of classes for scheduling. Some face-to-face are struggling with enrollment. Some students do not understand "structured remote."
- Discussion of dropping students for noncompliance of the vaccine mandate and faculty concerns. We are asking faculty to be very gracious in terms of getting students back into the classroom once they have adhered to the mandate. There is a 5-day turnaround of when a

student uploads their information to approval, and many students waited until the last minute so the vendor is backlogged.

- The state of Maryland has a mass testing site in the parking lot of Germantown campus, supported by the National Guard. There is also a county testing site at the Rockville CB building, with vaccines on Monday.
- The College still has the indoor mask mandate; it is recommended that you wear a K95, KN95, or KF 94 mask, or double mask if wearing a surgical mask.
- Continue to do the daily health assessment. Stay socially distant when possible, vaccinated if you haven't and get your booster shot for maximum protection against the omicron variant.
- If you test positive for COVID, contact Public Health, which will advise on the quarantine period depending on your vaccination status. Testing should be the PCR test.
- The recent student panel, about 8-10 students, indicated that they were split over their preference for in-person or live online structured remote learning, but we are seeing that most registrations for structured remote are coming from old school distance learning. Our face-to-face is not coming back to where it was pre-pandemic, but our asynchronous distance learning is going down for the first time. Psychology 102 was the largest enrolled DL course. If students are going into Distance Learning, they are selecting structured remoted.
- Students on the panel were asking for more knowledge of existing for more student and academic support services
- Students seem to be feeling fragmented, and a lack of engagement through the virtual modality. As we start shifting back to campus, we need to establish community in the virtual space because the Virtual Campus may be larger than any physical campus.
- HRSTM has clarified telework, situational telework, and remote work. Currently, employees can telework one day per week, but some supervisors have allowed additional situational telework days to increase social distancing with the highly contagious omicron variant. There is an expectation of full service on Monday (January 24) with the return of students, and the key message is to focus on the service delivery model of your departments and offices as long as the needs of the department and our students are being met. Administrators and supervisors will need more guidance and clarification as we move forward.
- Workday: most notable changes are time entry and EAP funds.
- Chair asked for updates/concerns, which are as follows:
- Rose reported that the Office of Grants and Sponsored Programs worked with Dr. Benita Rashaw in Student Affairs to secure a $973K, three-year U.S. Department of Education grant to support SHaW and address students' basic needs.
- Nadine reported that the Office of Analytics and Insights will be offering a data-related speaker series; this is part of the data asset management training of employees. There will also be a Data Trustees Council.

New Business (Sharon Wilder, speaker)
- The goal is to formally engage the Administrator Council in the journey and roadmap to becoming an anti-racism journey, including our SMARTIE goals, outcomes, and where the College is going.
- Board of Trustees changed the College's core values to include "equity and inclusion" instead of "diversity," but many are not aware of this.
- The Office of Equity and Inclusion is embracing the journey towards an anti-racism policy, practice, and promise, and it is now an addendum to the anti-racism roadmap.

- In fall 2021, the Board of Trustees added to their own goals promoting social justice, radical inclusion, and racial equity within the College and the broader community, and continuing the board focus on the journey to being an anti-racist institution.
- The Office of Equity and Inclusion will be promoting this work across the country and in presentations. Several BOT members and Sharon presented to the Association of Community College Trustees, National Association of Diversity Officers, and will present to HR groups and other colleges and universities.
- Today's purpose is to provide all members of the MC community with the resources needed to fully engage in and be held accountable for their part.
- The anti-racism goals are (1) promoting and hiring diverse staff, and be more successful in eliminating biases, particularly around those based on race and equity; (2) promoting academic excellence for Black male and Latinx students; and (3) ensuring that policies and procedures reflect an anti-racist approach or perspective.
- As her team moves through the implementation, Sharon would like this council to be her thought partner in looking at the framework. She will request a work session in a future meeting.
- She reviewed the Board of Trustees' journey that started in the summer of 2020 in developing a statement supporting Black Lives Matter.
- There will be a series of events and trainings, working with ELITE. SALT is participating in this work. Each SVP will be asked to create a brief video on our commitment to this journey.
- An anti-racism badge is being developed in partnership with ELITE. The badge will be open to the general public to pursue. Montgomery County government is interested in working together.
- We have to be responsible for our own learning

Old Business (Administrator Questionnaire)
- This will be made available for members to review and will be finalized at the February meeting.
- Discussion of specific questions.
- Dr. Ridguard should also review the questionnaire.

Announcements
- The March Administrator Council meeting is moved from March 17 to March 24.
- The May Administrator Council meeting is moved from May 19 to May 5.

The meeting was adjourned at approximately 2:50 p.m. with unanimous support.


Respectfully submitted by
Rose Garvin Aquilino, Administrator Council Secretary