

MONTGOMERY COLLEGE GOVERNANCE
Administrator Council Meeting Minutes
Thursday 14 March 2023
Via Zoom
1:00 to 3:00 p.m.

Attendance:

- Members present: Terrence Evelyn, Tarlough Gasque, Fiona Glade (Secretary), Chevelle Glymph, Shinta Hernandez (Vice Chair), Akima Rogers (Chair), Alice Santoro, Dorothy Umans

- Guests on the Agenda: Carole Kliever, Sophia Mason, Deidre Price

- Guests: Maria Adams, Shakenna Adams, Steve Cain, Sarah Campbell, Meghan Gibbons, Thomas Luginbill, Angela Rhoe, Karla Silvestre, Susan Watson

- Members absent: Cassandra Jones (proxy: Angela Rhoe), Brandy Naughton (proxy: Karla Silvestre)

Call to Order:

- The meeting was called to order at 1:02p.m. by Chair Akima Rogers. Quorum was met.

Agenda Approval:

- Agenda has been approved.

Minutes Approval:

- Minutes have been approved.

Senior Vice President and Provost Dr. Deidre Price was the Council's guest. Dr. Price's comments were as follows. She noted that since she joined MC on 2 January, she has seen that MC colleagues are thoughtful and intentional about our mission; she is impressed with students, who have the courage to attend classes. In her role as SVPP, she aims to execute the broad-based organic work that the Strategic Plan has set in place, especially things that reside in Academic Affairs that involve teaching and learning. Strategic Plan components dovetail with her own experience in online learning, extending the college to reach more students; in dual enrollment, to expand DE for more students to have access; and to expand MC to include baccalaureate-level education in high demand programs that the community wants. She has also been involved in Achieving the Dream, with a focus on completion and post-completion success. Dr. Price explained that this all comes together, and we can't do everything at the same time: we have to prioritize and coordinate. She hopes to see positive change and measure results, in two years. She noted that we are well resourced, and that we have a very talented faculty and staff: all the best ideas she's hearing are things we are capable of accomplishing. She is very excited to be working with such a great team and looking forward to the years ahead.

Dr. Price agreed to answer questions.

Q&A

Q. What kind of dog do you have?

A. A half rhodesian ridgeback, three years old.

Q. What are some of the differences between students in North Florida and students at MC?

A. At MC students are younger and more diverse. Dr. Price is impressed so far with MC students: at North Florida there were many military students, so courses were offered in very diversified modalities and term lengths to accommodate their needs. She is very impressed with the self-possession of students in the Dual Enrollment courses she visited. She is also very impressed with the engagement and curiosity of the adult students she has met. She knows that all MC students are juggling numerous responsibilities! When she attended Student Council, the types of questions students posed showed great investment in having all students' needs met; they were very cognizant of the specific needs of different student groups, and they made sure the college is aware and responsive to those needs.

Q. What do you think will be your greatest challenge in the near future, and how can we help you?

A. Knowing how to listen at such a large organization. Dr. Price plans to have inclusive conversations before making decisions; she is a practiced researcher/reader/talker, and is good at asking questions. She asked the Council, What does listening look like at MC, and how much is too much? She asked Council: Please tell her what she doesn't know.

Q. We are always looking to do things better in comm engagement. Is there anything in that area at your previous institution that you were proud of, or anything here that we could do more of that you've appreciated, that will help us meet MC's strategic goals?

A. Dr. Price suggested that we could have further conversations later between community engagement and academic affairs. She also suggested providing industry training that aligns with industry need. She would love to see the landscape of ways that academic programs are engaging community members. She also noted that WDCE is separated to some degree; she would like to look for single points of contact for relationships.

Q. Can you please tell us about something that worked well at your previous institution?

A. Dr. Price likes to have all players in the room, when setting priorities; she stated that there is no magic formula or perfect right answer. She emphasized that Academic Affairs relies on all the other areas to be effective: facilities, president, and everyone who touches that work needs to work together with trust, transparency, and accountability, and all need to be on the same page about what the priorities are. Dr. Price believes that the people are the solution to the priorities.

Chair Akima Rogers thanked Dr. Price, and issued her an open invitation to attend Administrators Council whenever she can.

Constituent concerns

1. An anonymous concern was brought about the prohibition of digital notetaking applications at governance meetings. Following the governance announcement that

members may not use digital notetaking applications to assist with taking minutes at governance meetings, the Council seeks clarification as to why AI isn't permitted as a notetaking tool for meetings. For example, one acceptable such use could be by a secretary, who would then discard the AI notes immediately after use. This concern will be brought forward to College Council.

2. An anonymous concern was brought about the use of MC's email distribution lists. Currently, anyone can email the whole group on any given list, and anyone can respond to the whole group. The request was made for IT to monitor and filter these emails. Karla Silvestre added that the MC Comms office does monitor the lists, and they will also accept feedback or complaints about misuse. She noted that there used to be more rigorous monitoring when messages had to be approved before they were sent. She also suggested that there might be a better technological solution to this concern.

Old Business

Carole Kliever and Sophia Mason, HRSTM, were invited to address the Council about Leave Sharing, and about Implementation of the Telework Policy for administrators. Their comments were as follows.

Sharing leave:

Employees earn sick time off and vacation, or annual leave, separately, these two types of time off cannot be intermingled. This is to help employees plan better; HRSTM also issues reminders to use annual leave before winter break. If using leave was not possible before breaking for winter holidays, then on rare occasions supervisors may work something out with the employee. However, there is no way to transfer any unused annual leave to someone else.

Akima Rogers asked a clarifying question: is it possible to transfer sick time off? Can this be given to a colleague who has used theirs up and has a calamitous illness?

The answer is No. However, employees can borrow sick leave in advance up to 90 days.

Akima followed up: Is there a mechanism to investigate sharing sick time off?

The answer is: From a best practices perspective, this is being phased out at other institutions because employees have other types of leave they can use. If this were considered at MC, it would have to be a part of bargaining with employee groups.

Steve Cain noted that the motivation for these questions comes from generous place. This recommendation was made by the College Council several years ago: the recommendation was reviewed and declined, citing the rationale that MC already has a pretty generous sick leave program, including advance sick leave.

Karla Silvestre asked a question: Can administrators use enrichment leave, and under what circumstances?

The answer was: exempt employees have a lot of flexibility with their schedule and time off: they are also able to use enrichment time off. HR is working on an information resource to help employees see all the leave and time off policies in one place.

Telework agreement implementation:

HR sees three questions in this area, as follows.

Should supervisors be required to provide justification for approving or not approving certain telework requests?

The answer to this question is that conversation about telework should be happening between senior leadership and administrators, all in consultation: this should provide a vision for the whole division. In other words, the discussion between supervisors and administrators should yield what the telework guidance should be for your area (e.g., based on the work we do, one day is acceptable). HR has been given some feedback that this is not always happening; nevertheless, those conversations are encouraged. If needed, a supervisor's supervisor can provide justification. If an administrator would like clearer justification for why only one day is permitted, given their specific job, the employee should discuss this with their supervisor or SVP. If accommodations are involved, the discussion should be with HR. No more than two days of telework are permitted.

Sophia and Carole agreed to answer questions.

Q. Is telework eligibility built into a job profile?

A. Yes it is, possibly with some discretion by the supervisor as position need permits.

Q. Is there a form to identify what an employee's work schedule will be: number of days, situational telework, and so on?

A. These two can be requested both at the same time, for an employee's regular schedule plus things that may come up on an occasional basis. That way, the agreement provides protection.

Q: Once a year the employee has to submit a plan/request for telework. If an employee does not submit, can they subsequently submit a request?

A. A new policy is currently in the proposal process to set this up each year, with intentional check ins to consider how it is working for whole department so that the supervisor or administrator will be able to follow up and make any needed changes.

Q. Why are some areas still allowing employees to telework more than current policy?

A. Some supervisors are not following instructions. Employees who see this happening may report to their SVP. HR can also assist with coaching conversations.

Q. Can a supervisor two levels up deny a request?

A. Potentially yes, depending on the needs of the whole unit: following conversations around the unit, the whole supervisory chain will uphold guidance from SVP level.

Chair's Report:

Chair Akima Rogers shared a report from College Council:

- a) All are encouraged to read various communications in weekly updates, newsletters, and so on, from leadership
- b) March is Women's History month: all are encouraged to attend events.
- c) Mobile Markets: next one 20 March 2-4 at TPSS. Volunteers are always needed for the markets.
- d) Safe Zone trainings are scheduled for, 20 March, 8 April, and 30 April.
- e) Nominations for governance elections have closed: elections will take place from 1 to 12 April. We will be looking for leadership positions on Admin Council also.

- f) MC Foundation Innovation Grand Fund proposals are due by 19 March for projects that conclude by 31 May 2025.
- g) First Fridays Book Club discussion topic currently is We Want to do More than Survive.

Chair Rogers also warmly encouraged members to continue to support MC Raptors.

Old Business: continued.

Council Goal

Several Administrator Council members and guests attended the Raptors Women's Basketball game on 26 February. The team won! A great time was had by all; attendees also enjoyed being led by the Cheerleaders, a very inclusive group.

Council members are asked to continue supporting this year's Council goal by attending the Men's' Soccer opening game on 5 April at RV Soccer Stadium at 7pm.

Vice Chair Shinta Hernandez reported that the Men's' soccer team are also involved in mentoring with younger players, aspiring student athletes in grades 5 through 7. Coach Pedro will bring together the men's soccer team and the Youth Academy to chat about what it means to be a successful student athlete, get good grades, and develop effective team member skills. This could be a great model for other teams too, to develop across the sports.

The Raptors' Athletics banquet is scheduled for 7 May: Tarlouh will send out invitations in early April.

New Business:

Council elections for Chair, Vice Chair, and Secretary positions will be held at the May meeting, after the new Administrator Council is elected. This will promote a peaceful transition of power.

Announcements:

- Shakenna thanked Administrators for their support at the Registration Table for Staff Enrichment Day.
- Karla announced that for the first time, MC is getting mail-in ballot boxes at all campuses: all at MC are encouraged to drop your mail-in ballots. Presidential elections are also a great opportunity to engage students.
Dorothy asked: When are mail-in ballots counted? Karla answered: they start counting them before the election.
- The next meeting will be Thursday 11 April 2023 from 1:00pm to 3:00pm in zoom.

Adjourned:

- Meeting adjourned at 2:52 p.m.

Submitted by:

Fiona Glade, Administrator Council Secretary