

MONTGOMERY COLLEGE GOVERNANCE
Administrator Council Meeting Minutes
Thursday 2 May 2024, 1:00pm to 3:00pm in CT S108

Attendance:

- Members present: Arlene Blaylock, Sarah Campbell, Terrence Evelyn, Ali Fadl, Tarlouh Gasque, Fiona Glade (Secretary and proxy for Shinta Hernandez, Vice Chair), Chevelle Glymph, Cassandra Jones, Brandy Naughton, Akima Rogers (Chair), Alice Santoro, Suzette Spencer, Dorothy Umans
- Guests: Lisa Burl, Steve Cain, Mary Genovese, Anna Hamilton, Taj Moeen, Sophia Mason, Hamrawit Tesfa, Debbie Van Camp, , TOMMY
- Members absent: Shinta Hernandez (Vice Chair), Chantal Vilmar

Call to Order:

- The meeting was called to order at 1:08 pm by Chair Rogers. Quorum was met.

Agenda Approval:

- Agenda has been approved.

Minutes Approval:

- Minutes have been approved.

Welcome Dr. Hamrawit Tesfa

Dr. Tesfa is new interim director of East County Education Center. She thanked Council for the invitation, and is happy to part of ECEC. She looks forward to meeting more people and learning how she can work with them to bring resources and experiences to ECEC students. There are not yet many students, but they will arrive soon for the classes scheduled for summer and fall. A partnership is planned between the Nursing program and Adventist Health; this will promote hiring and jobs. We are looking to connect with other nursing facilities close to ECEC, including Right of Way. There are many helpful resources at ECEC, including libraries and learning centers. Hamra said she is here to learn: she believes the success of ECEC will be determined by a holistic effort by the whole college, with different departments and talents helping and involved.

Old Business

Debbie Van Camp and Sophia Mason gave updates on Policy and Procedure and Classification and Compensation Profiles:

Since they last visited Administrator Council, all managers have been emailed to confirm that they reviewed profiles in their area, and submitted any changes. Profiles reflect the essential functions of a job: detailed tasks should align with the profile, and should be communicated to the employee in writing outside the job profile.

Q: If a position needs responsibilities way above what the job profile says, what should the supervisor do?

A: If there are a lot of edits to be made, the supervisor could download the profile and make edits before submitting it, or they can submit a completely new profile if there are many substantial changes. The FY24 Class and Comp webpage provides detailed instructions for each of these steps; questions should be sent to Class and Comp email. Currently as HR staff review each profile, they are updating WorkDay as they go.

New Business

- 1. Lisa Burl, Anna Hamilton, and Taj Moeen gave updates on upcoming changes to the MyMC portal.**

- 2. Governance elections:**

Congratulations to the newly-elected members: Arlene Blalock, Sarah Campbell, Ali Fadl, Sophia Mason, Suzette Spencer, and Chantal Vilmar. The following members will return to continue their terms: Tarlouh Gasque, Fiona Glade, Alica Santoro, and Dorothy Umans. Nominations for next year's officers—secretary, vice chair, and chair—will be conducted by email.

Chair's Report

POWERPOINT

Council Goal: Athletics Banquet 7 May Rogers

No constituent concerns were presented.

Announcements:

3 May open house 10 – 1 for free Lifelong Learning in MK.

Adjourn

- Meeting adjourned at 2:42 p.m.

Submitted by:

Fiona Glade, Administrator Council Secretary