

MC Participatory Governance

NOMINATIONS AND ELECTIONS

February 2024

What is participatory governance?

- A method of organized and collegial interaction in which **faculty, staff, administrators and students** participate in thoughtful deliberation and input into the decision-making processes that leads to recommendations made to the College President.
- All employees and students are **active participants** and have a means by which to effect change.
- **All members of the MC Community have a voice and can be heard!**

When did MC adopt participatory governance?

- **The Board of Trustees approved the College policy in December 2010.**
- **During the 2011-2012 academic year**, the president appointed a Task Force that created the infrastructure of our existing governance system including the constitution, bylaws, handbook, and website.
- The first elections were held spring 2012, and **those elected members began their service in participatory governance fall 2012.**

How is MC's governance organized?

Campus Location, Role/Position, Functional Areas

- **Campus Councils** – GT, RV, TPSS, WDCE
- **Constituent Councils** – Faculty, Staff, Administrators, Students
- **Functional Councils** – Operational Services, Academic Services, Employee Services, and Student Services & Success

Did you know over 150 members of the College community participate in the governance process?

College President

College Council

Constituent Councils

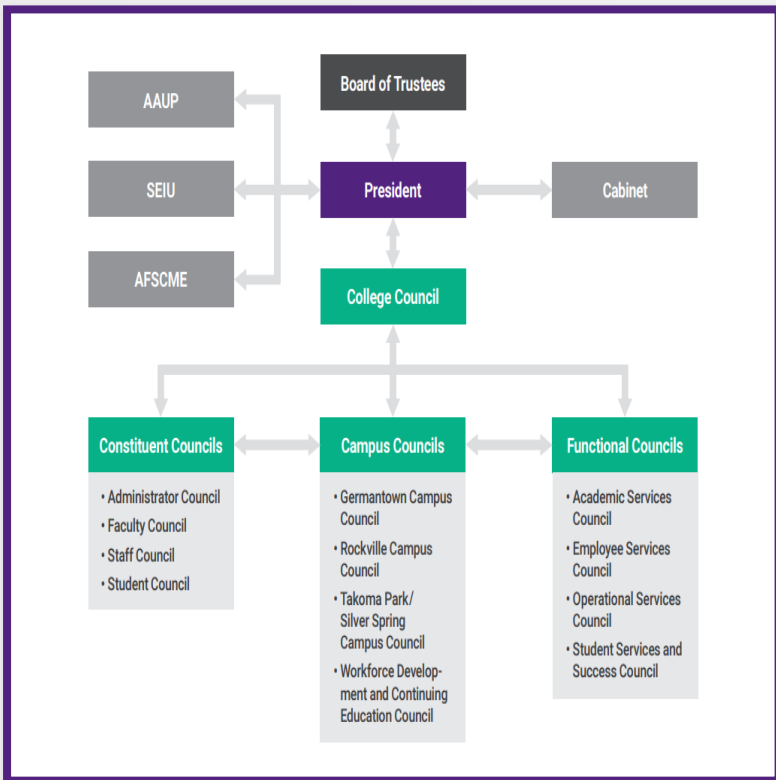
Administrator Council
Faculty Council
Staff Council
Student Council

Campus Councils

Germantown Campus Council
Rockville Campus Council
TPSS Campus Council
WDCE Campus Council

Functional Councils

Academic Services Council
Employee Services Council
Operational Services Council
Student Services and Success Council



This diagram depicts how MC Participatory Governance Model and other entities at the College provide input into institutional decision making.

What do the councils look like?

- Each council consists of approximately 12 to 15 members.
- Each council elects a chair, vice chair, and secretary.
- Each council has a senior college administrator (liaison) who works closely with the council.
- The College Council consist of each council chair.
- The constitution and by-laws govern the processes and the handbook provides direction for procedural matters.

What do the councils do?

- Each council helps ensure decision-makers have the collective insights of employees and students by serving as **representatives of their constituents**.
- Individual councils may **bring recommendations** to College Council for consideration. Once and if approved, the College Council forwards the recommendation to the president who decides whether to accept and implement the recommendation.
- Each council **receives information** from all areas of the College to share with their constituents.

What kind of recommendations have been made?

- Increasing shuttle capacity for students
- Providing tuition waiver for dependents of employees who pass away while employed at MC
- Faculty representation on sabbatical leave workshops
- Access to affordable flu vaccines for students
- Increase PT faculty representation on functional councils

Over 55 recommendations since 2016 – all listed on governance website

How can I find out what the councils are doing?

- **Attend any of the council meetings:** dates and times are listed on the governance website. All meetings are open to any MC employee or student.
- **Read the meeting minutes:** all councils post their minutes (and agendas) on the governance website.
- **Review the annual Governance Report:** Council goals and accomplishments (and lots of other information) are compiled each year in an easy-to-read report that is on the governance website.

What if I have an idea or a concern to share?

- **Attend a council meeting:** dates and times are listed on the governance website. Every meeting begins with time for constituent concerns (generally 10 minutes). You can share your idea during this time.
 - If you would email the Council Chair ahead of the meeting time to inform (him/her) that you are planning to bring a concern to the meeting, it would be helpful.
- Submit your idea or concern through the “**Governance Inquiries**” **email form** on the governance website.

Which councils can I be elected to?

- In order to serve on a Council, employees must be a part of the College for nine months.
- It depends on your **role** (faculty, staff, administrator, student) **and location** (Germantown, Rockville, Takoma Park/Silver Spring, WDCE)
- Check out the governance website, **“How can I get involved?”** This page lists the specific councils you are eligible to be a part of based on your role at the College.

What is the time commitment to be on a council?

- **Most councils meet once a month for 2 hours.** (Faculty council and staff council meet 2 times each month)
- **Training is required before the start of the fall semester** (typically a full day)
- Additional meetings may be required if you choose to serve on a sub-committee or are elected as an officer.
- If you are elected as chair of a council, you will also be required to attend College Council meetings 2 times per month.

How do I get on a council?

Most council members are elected. There are some yearly appointments based on college position.

Nominations and Elections take place during the spring semester

- Nominations: late February to early March 08 (you may self nominate)
- Elections: mid to late March and April

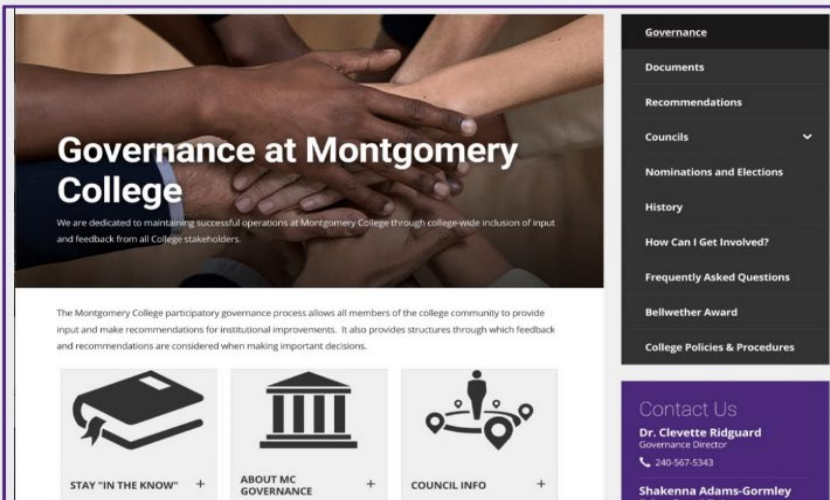
Terms are for two academic years for staff, faculty and administrators. Students are elected to a one year term. If elected, **you can serve two consecutive terms**, for a total of 4 years on the same council.

What are the benefits of serving on a council?

- **Professional Development** – hone leadership, planning, communication, organization, and feedback skills
- **Networking Opportunities** – build relationships with colleagues across the College, including college leaders
- **Gaining Knowledge** – about other areas of the College and issues of importance to others
- **Service to the College** – provide voice for all members, keep constituents informed, and share perspectives with leadership

Where can I find additional information?

Governance Website



The screenshot shows the homepage of the Governance Website. At the top left is a large image of hands stacked together with the text "Governance at Montgomery College" and a sub-headline: "We are dedicated to maintaining successful operations at Montgomery College through college-wide inclusion of input and feedback from all College stakeholders." Below this is a paragraph: "The Montgomery College participatory governance process allows all members of the college community to provide input and make recommendations for institutional improvements. It also provides structures through which feedback and recommendations are considered when making important decisions." At the bottom are three icons with labels: "STAY 'IN THE KNOW'", "ABOUT MC GOVERNANCE", and "COUNCIL INFO". On the right side is a dark sidebar menu with the following items: "Governance", "Documents", "Recommendations", "Councils", "Nominations and Elections", "History", "How Can I Get Involved?", "Frequently Asked Questions", "Bellwether Award", and "College Policies & Procedures". Below the sidebar is a "Contact Us" section with the name "Dr. Clevette Ridguard", title "Governance Director", phone number "240-567-5343", and name "Shakenna Adams-Gormley".



A large QR code is displayed, with the MC logo overlaid in the center. Below the QR code is the text "bitty" and the URL "https://go2mc.me/som-2024-pp-governance".

MC

MONTGOMERY COLLEGE