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Montgomery College
Administrator Council Meeting Minutes
Thursday, February 18, 2021
1:00 – 3:00 PM
Zoom Meeting

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Attendees
Present: Eric Benjamin, Amy Crowley, Rose Garvin Aquilino, Anwar Karim, Nadine Porter, Janee McFadden, Elena Saenz, Karen Callender, Steve Greenfield

Absent: Frank Trezza

Guest: Krista Leitch Walker, Rowena D'Souza, Nell Feldman, Yvette Taylor

Liaison: Clevette Ridguard

Call to Order
There is a quorum to conduct business. The meeting was called to order at 1:04pm by the chair.

Approval of Agenda/Minutes
The agenda and minutes were approved as written. The meeting was recorded for internal use only.

Constituent Concerns
No constituent concerns were presented.

Motioned to move agenda out of order in consideration of the guests' time.

Data Asset Management Plan – Nadine Porter and Nell Feldman
- Explanation of the draft data classification matrix by Nell Feldman
  - Looking for input for the draft matrix
  - Question – Are web-based programs included in this matrix?
    - Not specifically
    - May need to add other cloud systems or third parties that house our data
  - Learned that our data are stored in many places – project to understand where data resides and how best to protect it
  - Suggested to treat Teams as internal file share and OneDrive should be the same as Local (C:) Drive or personal media
- Data Asset Management Update by Nadine Porter
  - Gathering information to put together data asset management plan
    - Reach out to community to make them aware of the work that is being done
    - Inviting people to the meetings – be as transparent as possible
    - Will send Anwar an invite to the meeting in March
  - Executive Advisory Committee – represents all divisions of the college
    - Monthly meetings (with several guests)

- - Data steward gain understanding of MC and key stakeholder (internal/external) data and information needs
  - Planning (Foundation) – FY21
    - Desired result – MC's Data Assess Management Plan (DAMP) 50% complete
    - Provide progress updates to Dr. Pollard and regular communication with key stakeholders
  - Execution – FY22 and Beyond
    - Data Asset Management is a program rather than a project – evaluate, monitor, measure, communicate, and ensure ready access to accurate data
    - Robust training and education
  - Committee accomplishments to date
    - Established program and plan priorities
    - Developed principle and responsibilities
    - Gathered information for context mapping
    - Explored system capabilities and created a system map
    - Review policies and procedures and drafted recommendation
    - Engaged in rapid response to urgent matters
    - Developed a data collection inventory template as a tool for data stewards to revise and use
    - Created a working draft of the Data Asset Management Plan
  - Data Asset Management Ecosystem – what do we need to have in place to ensure that this program is successful?
    - Benchmarking and best practices
    - Funding and resource strategy
    - Data integration support – consistent assess and delivery of quality data
    - Communication and storytelling
  - Aligning data with strategy and technology – data integration discussions
    - Acknowledge and respect system(s) of record
    - Focus on identifying system linkages and business proves interconnections needed for standardization and consistency
    - Recognize and realize impact on strategic goals, operational effectiveness, and program implementation and execution
    - OIRE/OIT will work on DATAMART possibilities
    - Meetings with Senior Leadership
  - Why is this important and compelling?
    - Ensure quality data and tools to support mission and vision of MC
  - Immediate next steps – discus and review contents
    - SALT review/approval – TBD
    - Final DAMP submission to Dr. Pollard – 6/30/21

Chair's Report

The chair provided the following information:

- 2/9 College Council Meeting
  - Two constituent concerns

- - Lack of updated collegewide calendar
  - Criteria for "IC" and "I" grades – timeframe for students to complete work
    - Academic Regulation discussing issue
    - Question – Was there any data presented?
      - No, not yet
  - Your Voice, Your MC Survey due 3/1 – encouraged to complete
  - Bring a guest to 2/23 College Council Meeting
  - Nominations and Elections
    - Nominations: 2/26 – 3/10
    - Elections: 3/29 – 4/9
  - BOT meeting on 2/22
  - Presidential Dialogue Series
  - MC Innovation Grants – submissions due 3/22
  - Nominations for Equity and Inclusion Awards due 3/1
  - SHaW Center updates
    - Pop-up Pantries and Mobile Markets
    - Support groups led by licensed therapists
    - Lockheed Martin grant for students
  - Dr. Steve Cain provided updates and information on campus expansion.
  - Compensation Market Study – review benchmark jobs to ensure that pay structure reflects compensation
    - Hope to have recommendation for staff and administrators by summer

COVID-19 Related Sick Leave/Remote Work – Krista Leitch Walker and Rowena D'Souza
- Unusual situation with constant changes
- Getting questions from managers and supervisors – employees asking about fulltime remote
  - Some do better in this environment, but there are challenges to consider.
  - Looking into best practices and what other institutions are doing
- What are the model and principles by which we will operate and deliver services?
  - Conversation with HRSTM regarding what staffing will look like
  - Many can work well remotely, but it is job-specific (does your job require you to be in person to deliver services)
  - Right now, the unit work is the driver in the decision making
  - No one size fits all answer
  - Future service model for the College
  - Also need to consider which state you are residing in and if there is a tax paying reciprocity
- Current expectation – employees should be able to return if the College opens up again
  - Change is possible – may have capability for online fulltime faculty
  - Discussion on the future of work
- Nadine is leading a group that is mapped out a module by module plan to look at a variety of scenarios.
  - Created priority matrix
  - Considering possible implications – will be prepared to address different scenarios

- HRSTM provided a list of MC employees who come on site (campuses, CT, etc.) - The county will reach out to employees.
- Families First Coronavirus Act – requirement for provision on COVID-19 emergency sick leave and family medical leave ended 12/21/2020
  - Need to make sure that employees are encouraged to let us know if they (or family) have tested positive for COVID-19
    - Don't want to the employee to be on site
  - After 1/1/21, employees are expected to report leave for the days they are unable to work because they are sick with the virus.
    - If employee is able to work remotely, then it's not an issue.
    - If employee has no leave available, it will be handled on a case-by-case basis.
- Paying close attention to MCPS – will provide feedback on the situation
- Some things working better than expected in the remote environment
- Encouraged to read HRSTM Newsletter
- Question – Has the College set a date to make decision for fall?
  - No, but will get communication from Dr. Pollard for anticipation for summer and fall
  - Decision affected by many factors

Old Business: FY21 Goals
- Suggested to have a larger discussion on 3/18 meeting
  - Reach out to constituents – 5 questions they had when they started as administrators
    - Use the questions to create questionnaire
- Tabled for further discussion

Announcements and Agenda Items for Next Meeting
- Guests: Jane Ellen Miller and Dr. Steve Cain
- Update from Anwar
- Chair will reach out to Academic Regs to see if there is data on resolution of "IC" grades.

Adjourned
The meeting was adjourned at 2:41pm