

Governance Training

Clevette M. Ridguard
Governance Director
Office of the President
August 26, 2021

Dr. Clevette Ridguard, Governance Director

- Manages the Governance Process for the College
- Supports councils by providing guidance, trainings, leadership coaching, and assistance
- Assists councils in information gathering and fact finding
- Liaises between MC Governance Councils and the Office of the President
- Facilitates the governance recommendation process
- Monitors the tracking of governance recommendations until full implementation and provides status updates to SALT and College Council
- Develops assessment and evaluation of the participatory governance process

governancedirector@montgomerycollege.edu

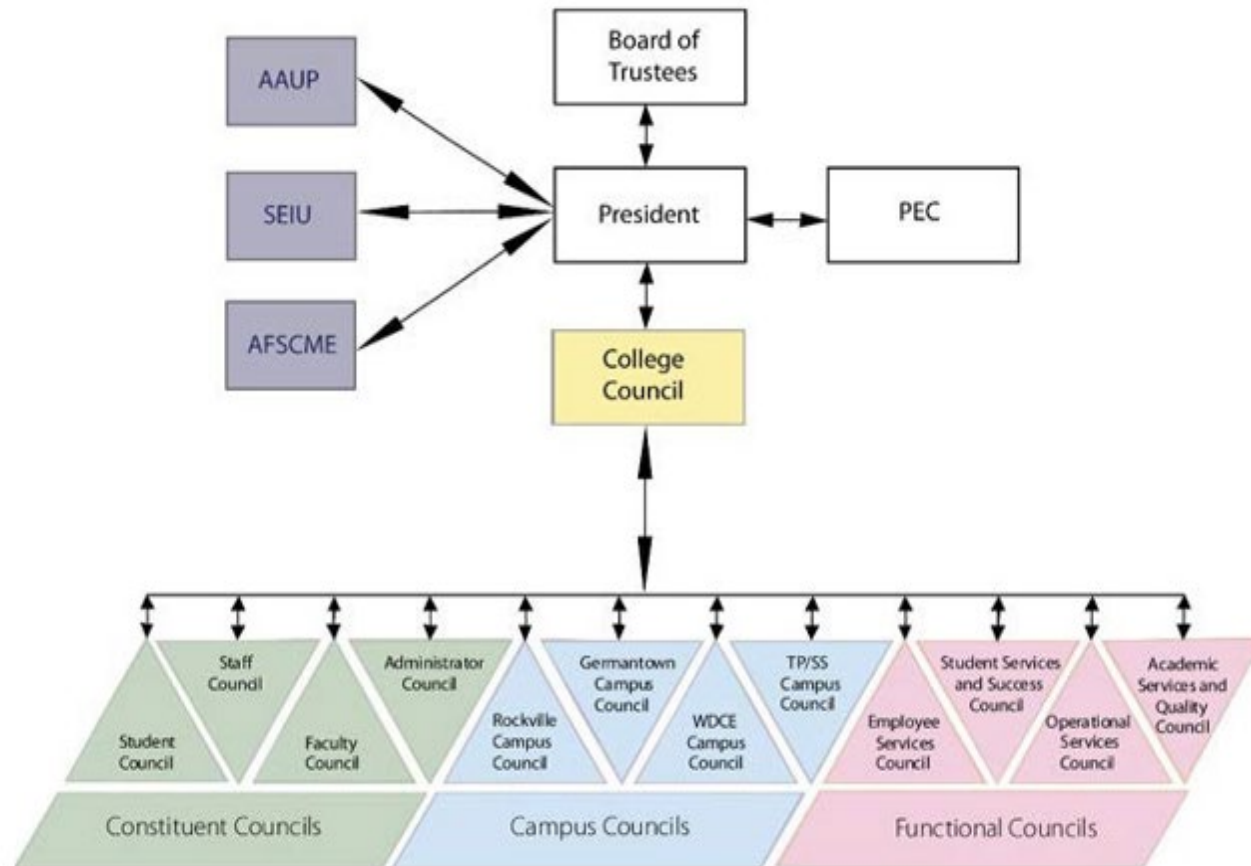
Welcome

Introductions

Councils and Chairs

Review the Morning Agenda

MC Participatory Governance Model



Governance Leadership Team



**Kimberly Jones, College
Council Chair**



**Shakenna Adams-Gormley,
College Council Vice-Chair**



**Tonya Baker, College
Council Secretary**

Morning Agenda



| Content | Time | Lead | Process |
|---|----------------------|---|------------------------|
| Welcome, Introductions, Agenda, and Outcomes Review | 9:00 - 9:10 | Dr. Ridguard | Present |
| Welcome and Remarks | 9:10 – 9:25 | Dr. Dukes | Present |
| Welcome and Remarks Annual Governance Vision | 9:25 – 9:30 | Ms. Jones | Present |
| Senior Vice Presidents’ Division Goals | 9:30 – 10:00 | Dr. Rai Dr. Brown Mr. Collette Mr. Sears | Present |
| Break Time | 10:00 – 10:10 | Break Time | Break Time |
| Governance Expectations and Resources | 10:10 – 10:30 | Dr. Ridguard | Present/Discuss |
| Individual Council Meetings (Unique Zoom Address-each council chair will send Zoom link to their council membership) | 10:30 - 11:30 | Council Chairs | Present/Discuss |
| Governance Report Out and Informational Sharing | 11:30 - 12:00 | Dr. Ridguard | Present/Discuss |

Meeting Outcomes

- Hear from President and College Senior Leaders
- Provide excellent governance training to ensure all councils have the confidence and information to conduct governance business starting at the beginning of the academic year
- Review governance materials, expectations, and processes
- Provide time for individual council members to meet
- Address governance related questions

Welcome and Remarks

Dr. Charlene M. Dukes

*Interim President of Montgomery
College*

Welcome and Remarks

Ms. Kimberley Jones

College Council Chair

Welcome Senior Leaders Goals

Dr. Sanjay Rai, SVPAA

Dr. Monica Brown, SVPSA

Mr. Sherwin Collette, SVPAFS

Mr. David Sears, SVPACE

Leader Liaisons

| Council Name(s) | Leader Liaisons | 2020-2021 |
|---|---|--|
| College Council and Administrator Council | Chief of Staff/Chief Strategy Officer | Dr. Steve Cain |
| Faculty Council and Academic Services Council | Senior Vice President for Academic Affairs | Dr. Sanjay Rai |
| Student Council and Student Services Council | Senior Vice President for Student Affairs | Dr. Monica Brown |
| Staff Council | Senior Vice President for Advancement and Community Engagement | Mr. David Sears |
| Employee Services Council and Operational Services Council | Senior Vice President for Administrative and Fiscal Services | Mr. Sherwin Collette |
| Campus Councils | Vice President and Provost | Rockville: Dr. Kelley TP/SS: Dr. Stewart Germantown: Ms. Latimer WD&CE: Mr. Payne |

Break Time

10:00 am to 10:10 am

Welcome Back!

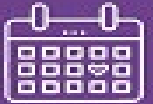
Overview of Governance Expectations and Process

- Guiding Principles- Roles and Scope
- Responsibilities, Expectations, Process
- Constitution, Bylaws, Handbook
- Meeting Guidelines
- Questions and Answers

Governance Competency Badging



AVAILABLE 24/7



LAUNCH NOW!



Earn a Digital Badge for Governance!

Online, Self-Paced, Interactive Training

Modules can be accessed in Workday



Module One and Two are available now. Module Three and Four will be available in the Fall Semester.

If you have any questions, contact Dr. Clevette M. Ridguard
Governancedirector@montgomerycollege.edu

Governance Competency Badging

- Launch NOW!
- Available 24/7 for your training
- Online, Self-Paced, Inactive Training
- Module One and Module Two
 - Module One (Part 1 and Part 2)
 - Module Two

- Module Two and Three coming in the fall/spring semester



Completers Names

| Module One: Part A | |
|--------------------|----------------|
| Darr | Amanda |
| Rashaw | Benita |
| Devlin | Christina |
| Ridguard | Clevette |
| Baker | Dana |
| Alfelor | Daphne |
| Glade | Fiona |
| Shapiro | Jan |
| Marshall | Joe |
| Colson | Jona |
| Jones | Kimberly |
| Ndeze | Laurent |
| Taylor | Yvette |
| Jones | Leslie |
| Levine | Mark |
| Sprague | Melissa |
| De La Cruz | Ramon |
| Thomas | Rebecca |
| Charles | Richelle |
| Adams-Gormley | Shakenna |
| Baker | Tonya |
| Almonte-Sabio | Transcie Maria |
| Lees | Victoria |

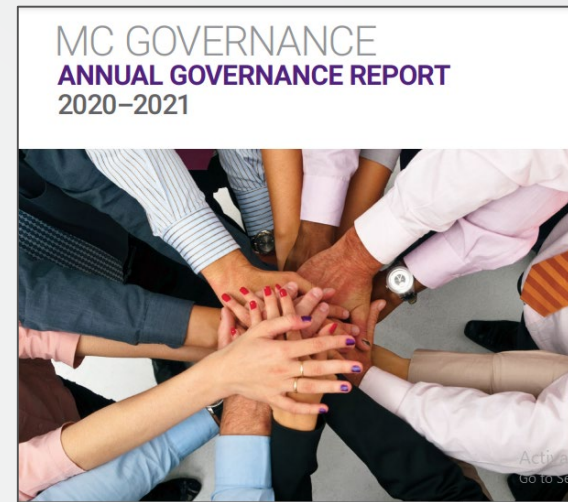
| Module One: Part B | |
|--------------------|----------------|
| Darr | Amanda |
| Rashaw | Benita |
| Ridguard | Clevette |
| Alfelor | Daphne |
| Shapiro | Jan |
| Marshall | Joe |
| Colson | Jona |
| Jones | Kimberly |
| Ndeze | Laurent |
| Jones | Leslie |
| Sprague | Melissa |
| De La Cruz | Ramon |
| Adams-Gormley | Shakenna |
| Baker | Tonya |
| Taylor | Yvette |
| Almonte-Sabio | Transcie Maria |
| Lees | Victoria |

| Module Two | |
|---------------|----------|
| Darr | Amanda |
| Rashaw | Benita |
| Ridguard | Clevette |
| Baker | Dana |
| Alfelor | Daphne |
| Glade | Fiona |
| Ndeze | Laurent |
| Taylor | Yvette |
| Sprague | Melissa |
| Charles | Richelle |
| Adams-Gormley | Shakenna |
| Baker | Tonya |

Annual Governance Report 2020-2021

Impact of Governance

- College Involvement and Participation
 - Policy and Procedures
 - College Decision Making
- Approved Recommendations
 - Significant Improvements and Enhancements
 - <https://www.montgomerycollege.edu/about-mc/governance/governance-recommendations.html>



What is Participatory Governance?

*“Participatory governance is a method of decision-making in which collegewide policies, procedures, and practices are **recommended** to the president of the College and the Board of Trustees. In addition, a participatory governance system promotes **open and honest communication among and between the constituencies** that make up the College community. It seeks to maximize agreement among constituencies and it provides mechanisms to assess its effectiveness.”*

What is the Role of Governance?

DO

Governance councils make recommendations, provide feedback, and disseminate information and address constituencies concerns.

Councils or council members should contact their Council Chair, College Council Officers or the Governance Director if additional clarification is needed on a specific issue or role.

DO NOT

Governance councils do not implement or manage college work.

College procedures that involve contractual, governmental or legal requirements are approved and executed by the President with oversight by the Board of Trustees.

Some examples include: Collective Bargaining, Legal Rights, Federal and State Mandates.

What is a governance issue? What is the scope of governance?

■ **SCOPE:**

- *Governance issues should have **group** impact*
 - *Individual concerns maybe address by existing College resources*
 - *Individual concerns may impact a large group*

■ **ADVISORS**

- *Each council **leader liaison** can provide insight as to issues that maybe in focus during a particular year*

Governance Council and Issues

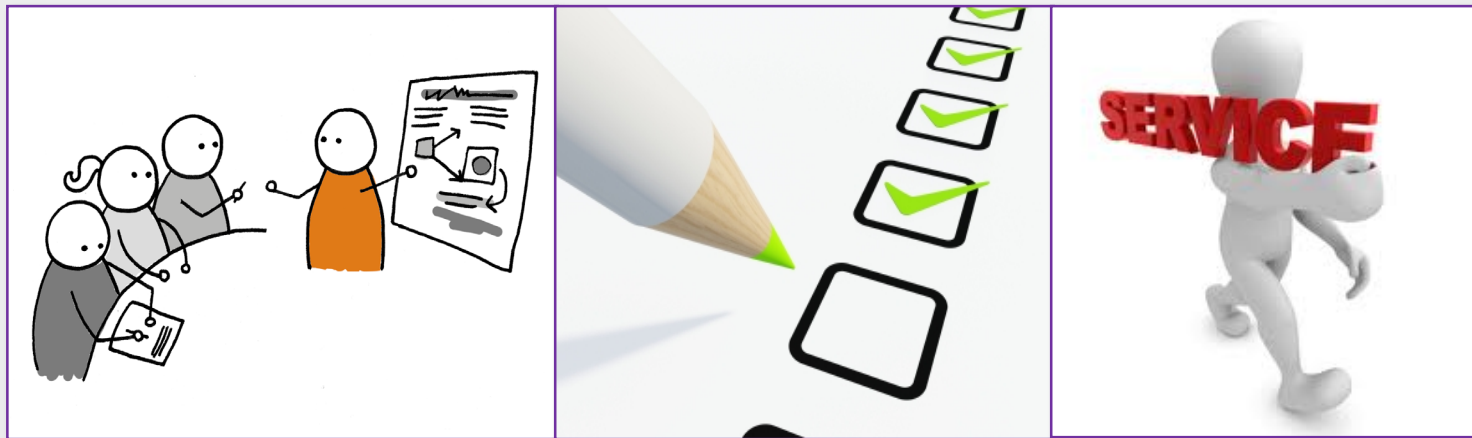
- Impacts **single College Role**: Constituencies Council
- Impacts a **campus or location**: Campus Council
- Impacts **one area of service**: Functional Council
- Impacts **more than one of these**: Multiple Councils
- Impacts (almost) **everyone**: College Council

Participatory Governance as a Service to the College:

- Focuses on the mission of the College
- Seeks to promote mutual success
- Invites all members of the College community to be heard
- Keeps constituents informed
- Shares representative perspectives with leadership
- Emphasizes communication, collaboration, and civility
- Ensures that governance is a transparent and evolving process

Annual Expectations

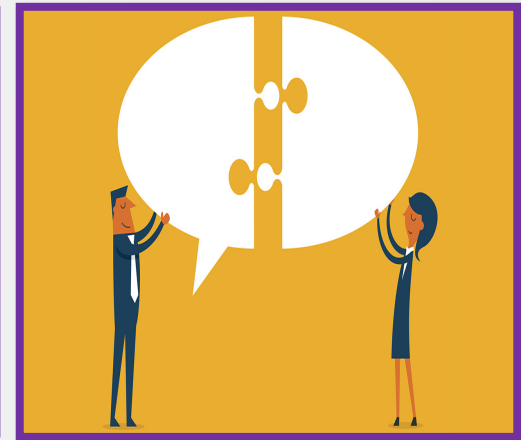
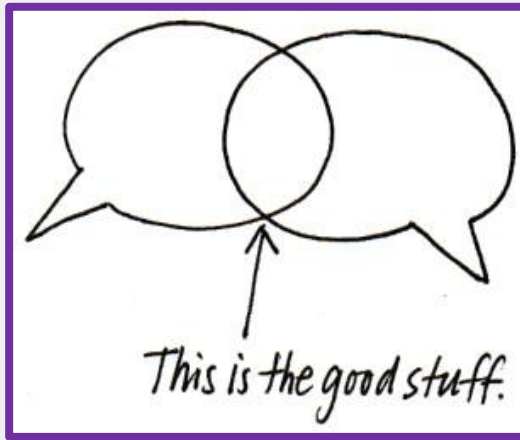
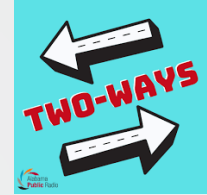
- **Training:** All elected members are expected to complete the training.
- **Attendance:** More than three unexcused absences in an academic year from regularly scheduled council meetings will result in removal from a council.
- **Service:** Each council member agrees to serve.



Five General Duties

1. **Participate** in the Council
2. **Communicate** with Constituents
3. **Represent** Constituents
4. **Complete** the Training
5. **Provide feedback** on Governance

Two Way Communication



Each of you are responsible for giving and receiving information from your constituency and to your constituency!!!

Par-ti-ci-pate
to take part in....

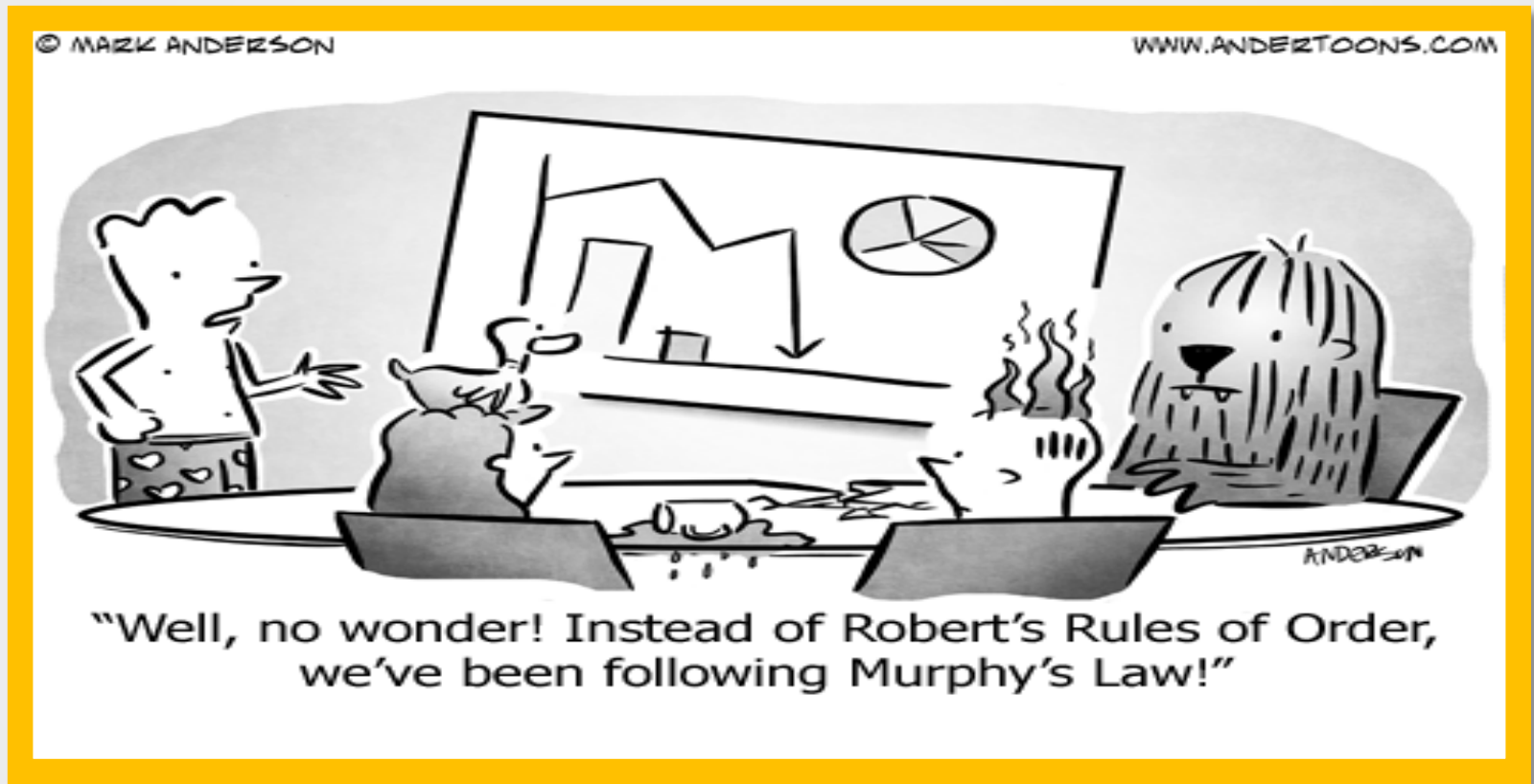
**You were elected to
participate and represent!**

College Leadership and Governance Participation

How does this work?

| Decision Status | Governance and College Leadership |
|------------------------|--|
| Decision Not Made Yet | <i>Engagement</i> Consult, Involve, Collaborate, Empower |
| Decision Already Made | <i>Informational</i> |

WHY Robert's Rule of Order



Governance Documents/Materials

Participatory Governance Constitution

Bylaws of Governance Councils of MC

Montgomery College Participatory Governance

Handbook

Governance Website

<https://www.montgomerycollege.edu/about-mc/governance/index.html>

Review the Governance Resources

1. Blackboard Community

- Information you will need to get started
 - Training Folder
 - Leadership Folder
 - Review the College Council meetings from the past year

2. Review the Governance Website

- Review your council pages
- Review the minutes and agendas

General Council Meetings Guidelines

- Robert's Rule of Order
- Zoom Basic Guidelines
- Come to Meeting Prepared
- Each meeting has an agenda and minutes
- Time for Constituency Concerns (10 minutes)
- Time for old and new business

Templates and Website

- Governance Website
- Meeting Agenda Templates
- Minute Templates
- Governance Email Addresses
- Governance Recommendation Templates
- Governance Council Goal Templates

<https://www.montgomerycollege.edu/about-mc/governance/>

Individual Council Meetings

10:30 am to 11:30 am

Council Meet and Greet

1. Get to know one another. Lead an ice breaker
2. Discuss and agree on the meeting times and dates.

Discussion Questions

3. Why did you decide to join Governance?
4. What do you hope to accomplish in Governance? Review prior council goals.
5. What is the most pressing need/issue at MC that you would like your council to consider?

Governance Morning Training Wrap-Up

11:30 am to 12:00 am

- Council Sharing
- General Information
- Questions and Answers

Hallmarks of Effective Governance

▪ *Governance is effective when:*

- Inclusive opportunity to share perspectives
- Senior leadership communicates
- Councils demonstrate responsiveness to constituents
- Councils efforts to clarify and share representative perspectives to inform decisions and inspire problem solving
- Governance participation leads to expanded understanding of and appreciation for diverse perspective
- Pathways for participation are clear for community, councils, and leadership