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MONTGOMERY COLLEGE GOVERNANCE  
Employee Services Council  
December 12, 2025  
Zoom  
10AM-11:30AM

Attendees:

- Members present
  - Sepydeh Yousefi
  - Silvia Vargas
  - Stephanie Krasnoff
  - Michaela Pacesova
  - Elizabeth Feldman
  - Krista Leitch Walker
  - Tracie Witte
  - Christina Segura
  - Aubrey Smith
  - Nell Feldman
- Not present
  - Aerial Agah Achu
  - Alexa Patricia Canas
  - Alexander Valencia Reyes
  - Proxies present: Sepydeh Yousefi for Adaora Nwigwe
  - Members excused: None
  - Other present: Yvette Taylor
  - Invited Guests
    - Dr. Kimberly McNair

Call to Order

- The regular meeting was called to order at 10:04 AM by Chair, Sepy Yousefi. The meeting was recorded for internal use only.

Approval of Minutes

- Meeting minutes were approved.

Constituent Concerns

- Liz Feldman raised the total cost of the new branding campaign.
  - Dr. Ridguard is addressing the concern with administration.

Chair's Report

- Governance Theme 2025–2026
  - Theme: Leading Through Participation: Inclusive, Intentional, and Impactful Governance
  - Discussion emphasized fostering inclusive leadership practices and encouraging active participation across all departments and levels of the institution.
- Communications and Engagement
  - The Monday Minute: Team encouraged to utilize The Monday Minute for updates on institutional news and upcoming events.
  - Aim: Increase awareness and engagement in ongoing initiatives.
  - Proving What's Possible: Multimedia brand campaign that highlights students and celebrates the power of exception education to deliver extraordinary outcomes.
- Announcements
  - **Policy & Procedure Feedback – 62004: Crowdfunding**  
Public comments on the proposed revisions to 62004: Crowdfunding will be accepted through January 30, 2026.

- **Campus Store Renovations**  
Updates on the ongoing Campus Store renovations will be provided during the upcoming Virtual Town Hall, open to all employees.
- **Benefits Reminder – New FSA Vendor**  
P&A Group is now the new FSA vendor, and participants will receive new debit cards for eligible expenses.  
Remaining FSA funds must be used by December 31, 2025. The carryover allowance is \$660. Please visit Voya to check balances, submit claims, and review account activity. The final deadline to submit claims to Voya is March 31, 2026.
- **2025 Time-Off Carryover**  
Staff and administrators are encouraged to review 2025 leave carryover maximums and timelines to avoid losing leave based on service length.
- **Year-End Reminder – Timesheets & Tax Forms**  
Due to Winter Break, timesheets for the pay period ending 12/19/25 are due by Noon on 12/18/25 in Workday. Late submissions may result in delayed or inaccurate pay.  
To receive your 2025 tax forms (e.g., W-2) electronically, update your election preferences in Workday before year-end.
- **Branding Bootcamp – New Video Series**  
Our new Branding Bootcamp series reinforces MC brand guidelines to support a consistent voice and visual identity across the College.
  - Part 1 reviews the MC Monogram and Wordmark.
  - Part 2 covers proper logo placement in documents.
  - Part 3 highlights logo use in presentations to strengthen institutional credibility.
- **Staff Enrichment Day 2026**  
Staff Enrichment Day will take place on March 18, 2026, at the Takoma Park campus. This will be a full-day event featuring workshops and networking opportunities.
- Awards and Recognition
  - **Faculty Volunteers Needed – Awards Committee**  
Faculty Council seeks five full-time faculty (including one counseling faculty) to serve on the MC Outstanding Full-time Faculty Awards Committee in Spring 2026. Nominations are due 3/2/26; committee work occurs March/April.  
Members review nominations and submit recommendations. Two-year term; members are not eligible for the 2025–2026 award cycle. If interested, email [facultycouncil@montgomerycollege.edu](mailto:facultycouncil@montgomerycollege.edu)
  - **2026 Award Nominations**  
Nominations are now open for the following awards, due by March 2, 2026:  
Administrator Leadership Award  
Outstanding Staff and Staff of the Year  
Outstanding Full-Time and Part-Time Faculty Awards for the 2025–2026 academic year

Guest Speaker: Dr. Kimberly McNair, Associate Sr. Vice President for Student Affairs/Enrollment Management

- Student Enrollment Plan (SEP) 2025–2029  
A discussion was held that covered the following:
- Importance: The Montgomery College Student Enrollment Plan 2025 is important because it provides a strategic roadmap to support enrollment growth, student success, and equitable outcomes, aligning with the College's broader strategic and academic plans while emphasizing data-informed decision-making.

- Key Points: Key points of the plan include addressing declining credit enrollment by targeting local high school graduates, adult learners, and dual enrollment students, strengthening academic and career advising, and implementing data-driven recruitment and support strategies with measurable metrics.
- Goals: The primary goals are to achieve approximately 65,000 total students, improve persistence and graduation rates, close equity gaps for underrepresented groups, and ensure continuous monitoring and collaboration across College departments to adapt strategies effectively.
- Links shared:

Dual Enrollment Info - <https://www.montgomerycollege.edu/high-school-students/dual-enrollment/index.html>

Live Spring Enrollment Dashboard - <https://app.powerbi.com/groups/me/reports/9d233d1c-47bd-4f5e-a32d-402138cd3226/8051d8986a3839bacc50?ctid=4d401e0b-6552-4e08-bd38-a8d15ca0ddd9&experience=power-bi>

Fall 2025 Enrollment Dashboard - <https://app.powerbi.com/groups/me/reports/a1ef0c60-76ea-41f6-8a29-dda6120e52a3/ReportSection?ctid=4d401e0b-6552-4e08-bd38-a8d15ca0ddd9&experience=power-bi&bookmarkGuid=cc3649b4-6598-4d9a-8287-504f8c4d19bf>

New Student Retention Rates - <https://app.powerbi.com/groups/me/reports/a91c40cf-5bf4-4395-bf2e-c56b2cfcfe56/dba53bf3bc030e207648?ctid=4d401e0b-6552-4e08-bd38-a8d15ca0ddd9&experience=power-bi>

10 Year Enrollment Trend: - [https://public.tableau.com/app/profile/bo.chan/viz/s\\_FallEnrollmentTrend/S\\_Enrollment](https://public.tableau.com/app/profile/bo.chan/viz/s_FallEnrollmentTrend/S_Enrollment)

Fall 2025 Enrollment Infographic - <https://www.montgomerycollege.edu/documents/offices/institutional-research-and-effectiveness/student-enrollments/fall-2025-enrollment-infographics.pdf>

Fall 2025 Enrollment Highlights - <https://www.montgomerycollege.edu/documents/offices/institutional-research-and-effectiveness/student-enrollments/2025-fall2025-enrollment-lighlights.pdf>

Fall 2025 Enrollment Analysis - <https://www.montgomerycollege.edu/documents/offices/institutional-research-and-effectiveness/student-enrollments/2025-fall2025-enrollment-trend-analysis.pdf>

Unfinished Business: None

New Business: None

Final Thoughts/Adjourn

Motion to adjourn by Liz Feldman. It was seconded and passed with unanimous support.

Meeting Adjourned at 11:33AM

Respectfully submitted by  
Silvia Vargas, Employee Services Council Secretary