

Governance Training

Clevette M. Ridguard
Governance Director
August 29, 2024

WELCOME



Governance Leadership Team



Shakenna Adams Gormley
College Council Chair



Paul Miller, College Council
Vice-Chair



Tilandra Rhyne, College
Council Secretary

Agenda	
Welcome, Introductions, and Outcomes Review	Dr. Ridguard
President's Video Remarks	Dr. Williams
Annual Governance Vision	Ms. Adams-Gormley
Cabinet Members' Introductions and Remarks	Dr. Cabellon Dr. Cain Dr. Campbell Mr. Collette Dr. Price
Stretch Break Time	Break Time
Governance Overview Training and Expectations	Dr. Ridguard
Individual Council Meetings	Council Chairs
Governance Q &A and Informational Sharing	Dr. Ridguard

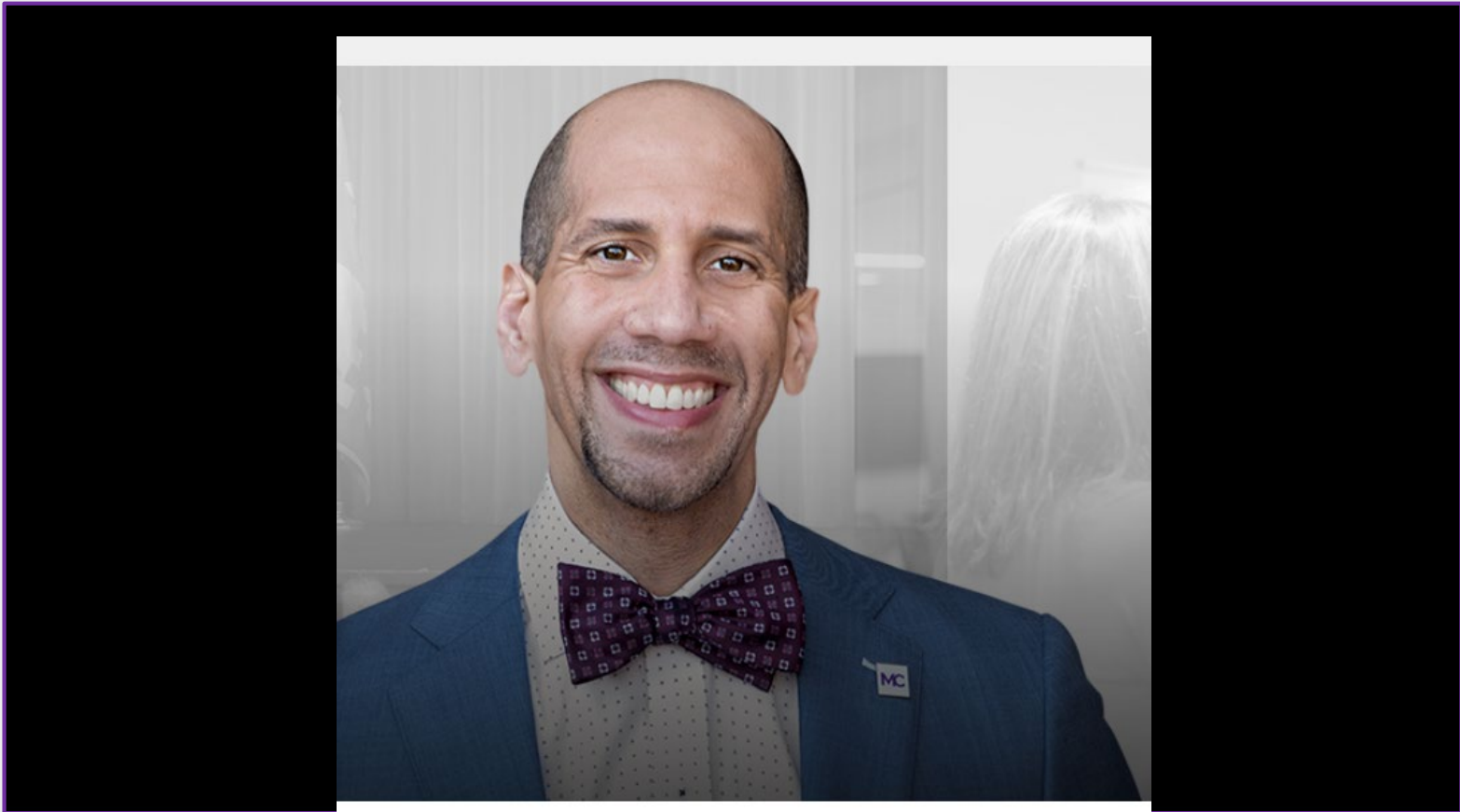
Meeting Outcomes

- Hear from the President and College Senior Leaders
- Provide 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
- Receive council report out, address governance questions, and wrap up

Welcome and Remarks

Dr. Jermaine F. Williams

President of Montgomery College



Welcome and Remarks

Ms. Shakenna Adams Gormley

College Council Chair

2024-2025

Governance Theme for 2024-2025

“Bold Transformation to Empower All Voices and Thrive Together.”

Welcome Senior Leaders

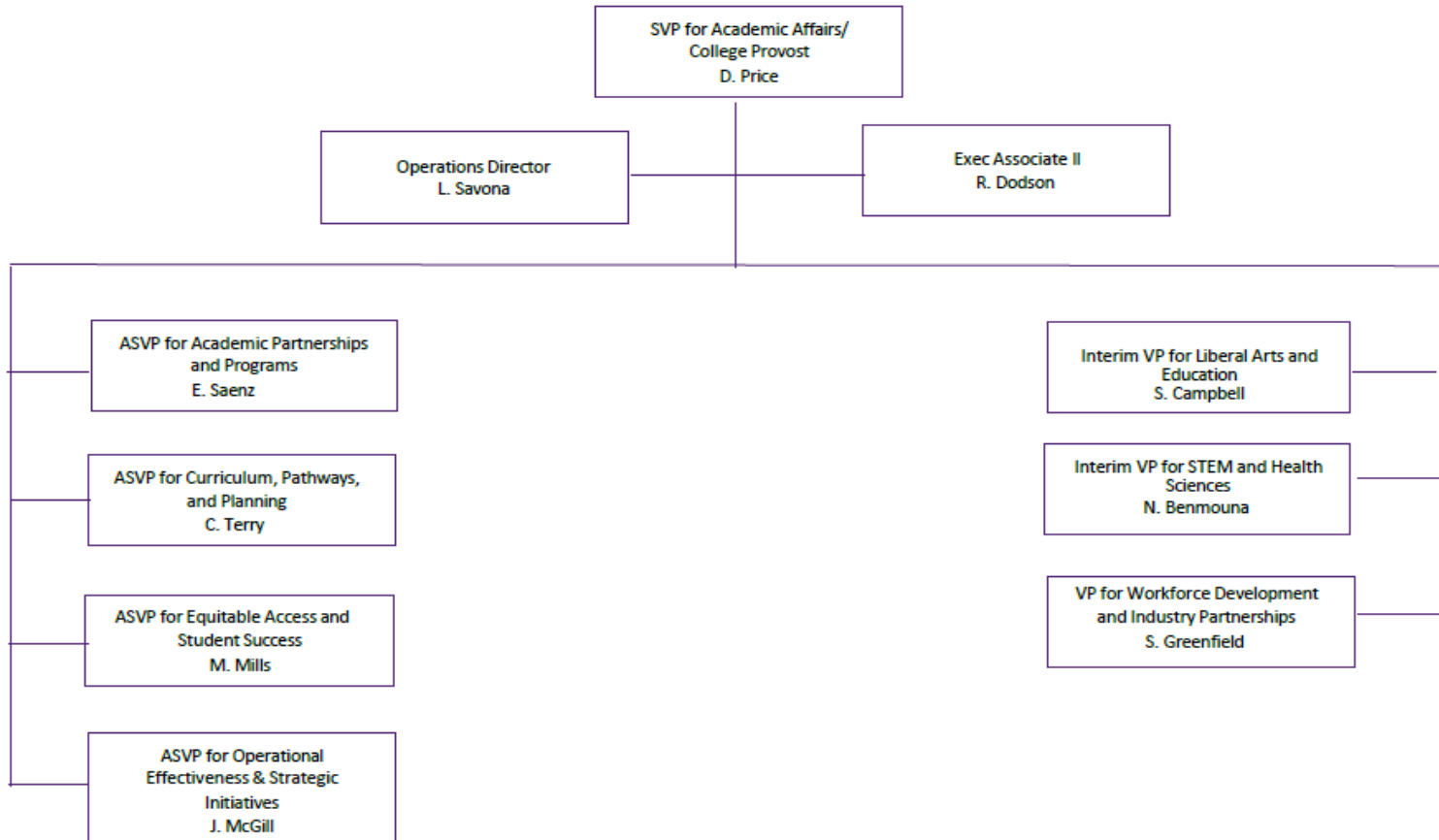
- **Dr. Ed Cabellon, Interim SVP Student Affairs**
- **Dr. Steve Cain, Chief of Staff**
- **Dr. Michelle Campbell, SVP Advancement and Community Engagement**
- **Mr. Sherwin Collette, SVP Administrative and Fiscal Services**
- **Dr. Deidre Price, SVP Academic Affairs and College Provost**

Dr. Ed Cabellon, SVPSA



Cabellon_Video_Governance

Academic Affairs Division



Leader Liaisons

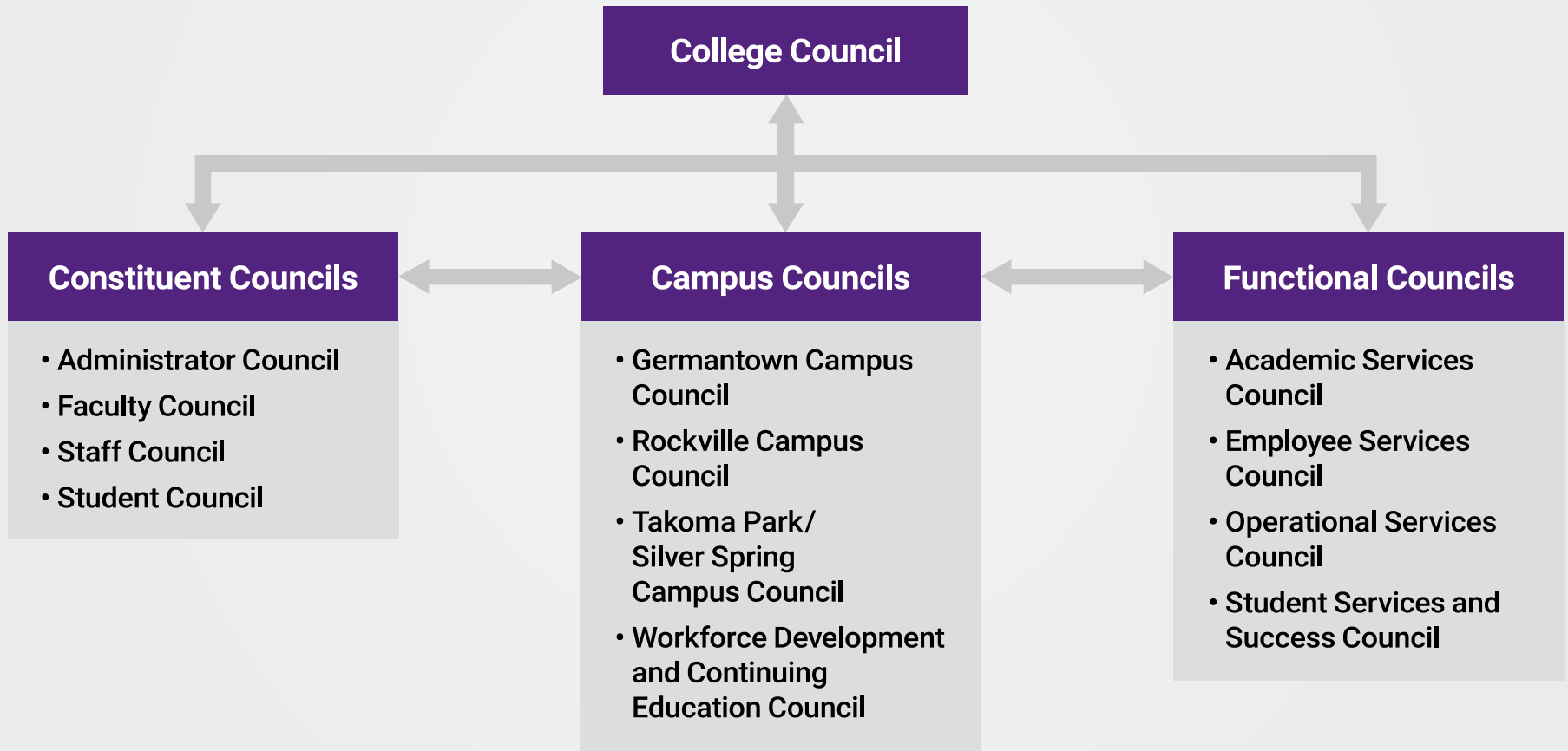
Council Name(s)	Leader Liaisons	2024-2025
College Council and Administrator Council	Chief of Staff	Dr. Steve Cain
Faculty Council and Academic Services Council	Senior Vice President for Academic Affairs	Dr. Deirdre Price
Student Council and Student Services Council	Interim Senior Vice President for Student Affairs	Dr. Ed Cabellon
Staff Council	Senior Vice President for Advancement and Community Engagement	Dr. Michelle Campbell
Employee Services Council and Operational Services Council	Senior Vice President for Administrative and Fiscal Services	Mr. Sherwin Collette
Campus Councils	Campus Deans	Rockville: Dr. Kehnemouyi TP/SS: Dr. Stewart Germantown: Ms. Anthony WDCE: Mr. Greenfield

Break Time

Overview of Governance Expectations and Process

- Guiding Principles- Roles and Scope
- Responsibilities, Expectations, Process
- General Information
- Meeting Guidelines

MC Participatory Governance Model



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?



Governance councils make recommendations, provide feedback, disseminate information, and offer input.

Governance councils do not implement or manage college work. College procedures that involve contractual, governmental or legal requirements are approved and executed by the College's president with oversight by the Board of Trustees. Examples include collective bargaining, legal rights, and federal and state mandates.

Question???

What is your role as a member of participatory governance at MC?

Membership Eligibility

- **Section A: Eligibility**

- 1. Faculty, staff, and administrators who have been employed by the College for a period of at least **nine months** are eligible to serve on a council.

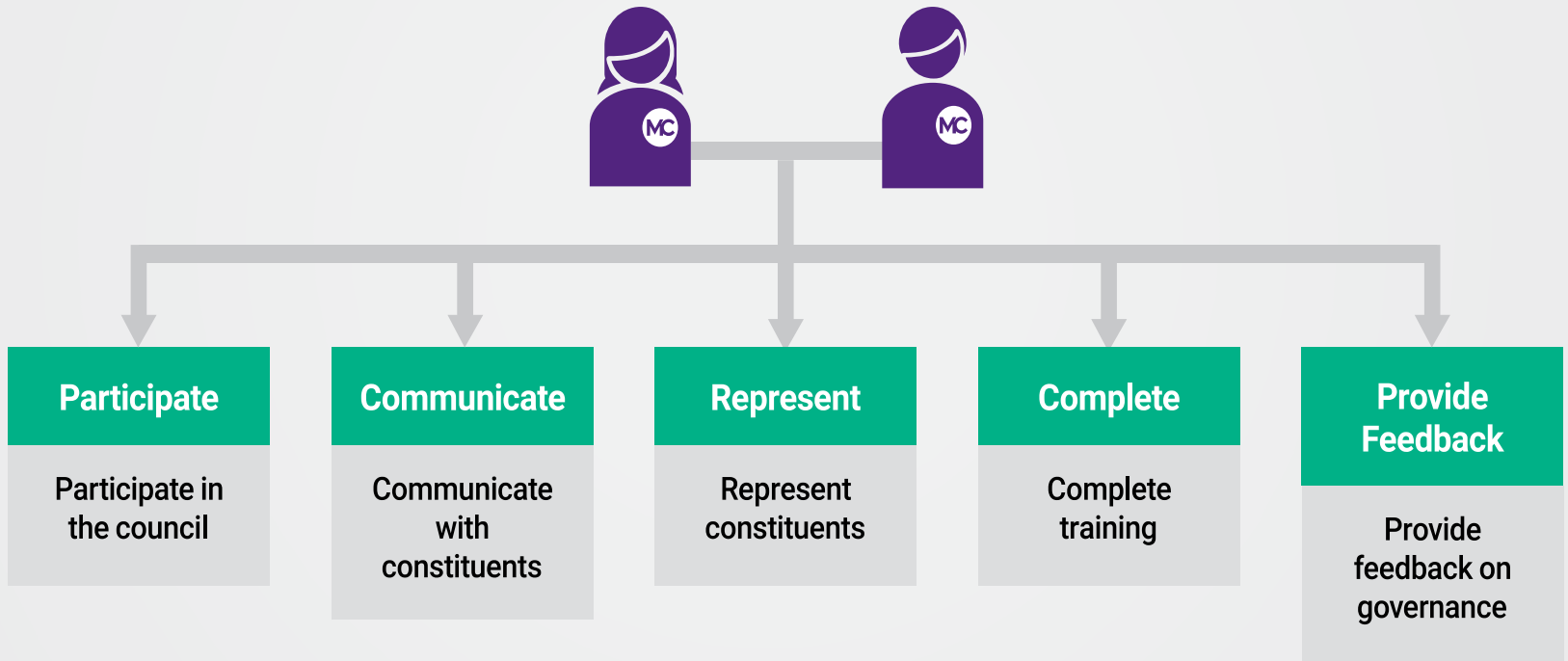
- **Section B: Terms**

- 1. Faculty, staff, and administrator terms of office will be **two years**. Their terms will be staggered.
- 2. Student term of office will be **one** year.

Governance Constitution: Article Four

Note: Each council has a chair, vice chair, and secretary.

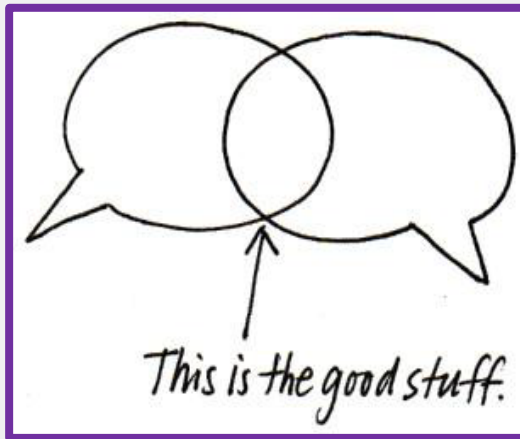
Membership Role and Expectations



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

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

Two Way Communication



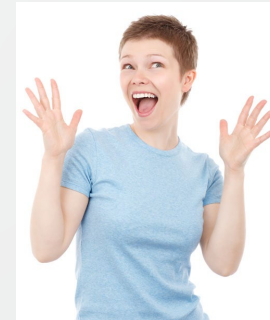
Each of you are responsible for giving and receiving information from your constituency to bring to council and to your constituency from the council!!!

Proxy

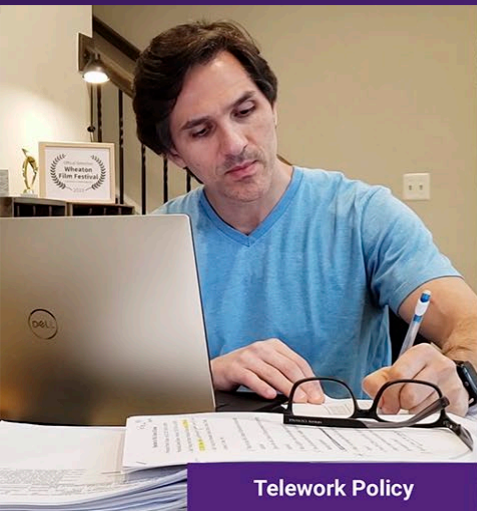
If you need to be absence from a meeting, provide a **written statement (an email)** to your chair and cc the officers of your council.

*I can not attend the council meeting, XX (provide the name of the person who will attend the meeting in your absences) has agreed to be my proxy and **has full voting rights.***

Get Ready to Make an Impact!!!



You belong in Governance !!!



Telework Policy



Library Hours



Flu Vaccine



MC Shuttle

What is the scope of governance?

Governance issues should have **group** impact

- Individual concerns may impact a large group.
- Individual concerns may be addressed by existing College resources.

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

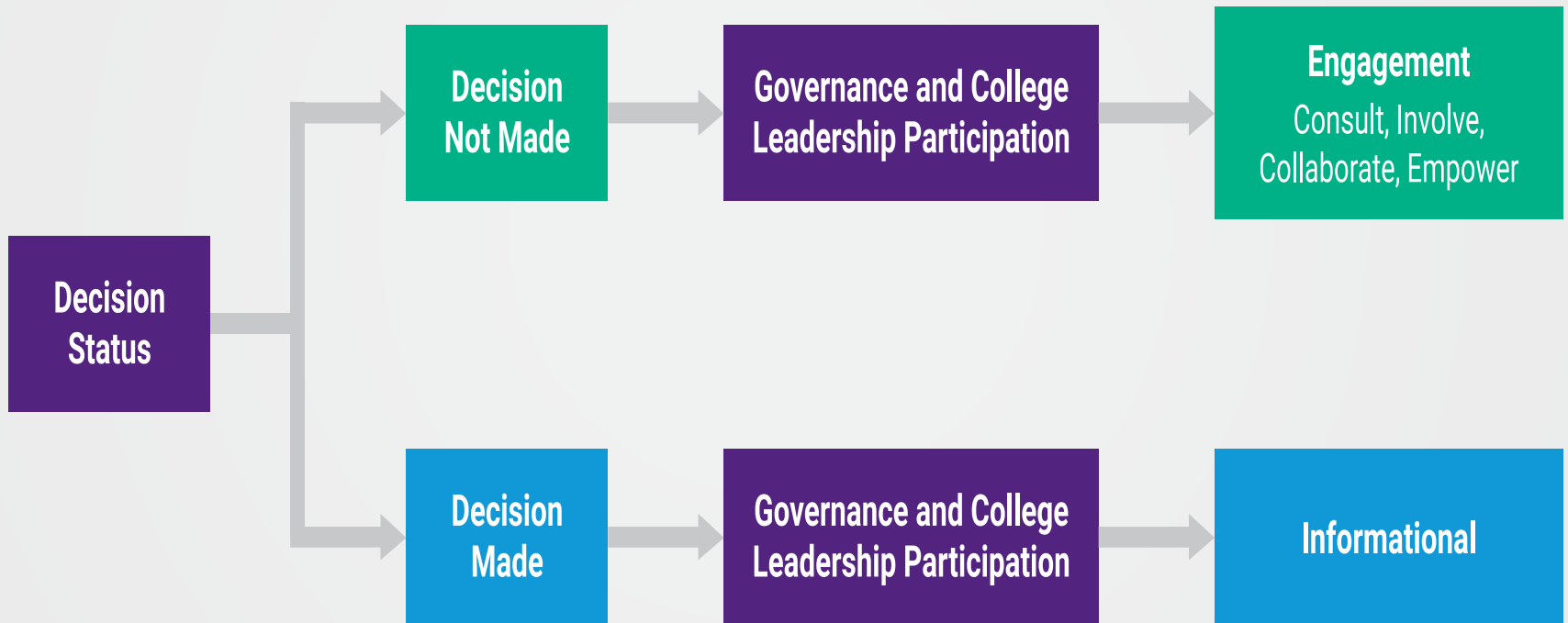
Pathways to Recommendations/Actions

- How do/can constituents use governance?
- What issue needs attention (constituent concern)?
- How can College leaders utilize governance participation to inform decision-making?
- Do you want to inform or engage College stakeholders?
- If you want to engage, what level of participation is warranted?



College Leadership and Governance Participation

How does this work?



Governance Documents/Materials

Participatory Governance Constitution

Bylaws of Governance Councils of MC

MC Participatory Governance Handbook

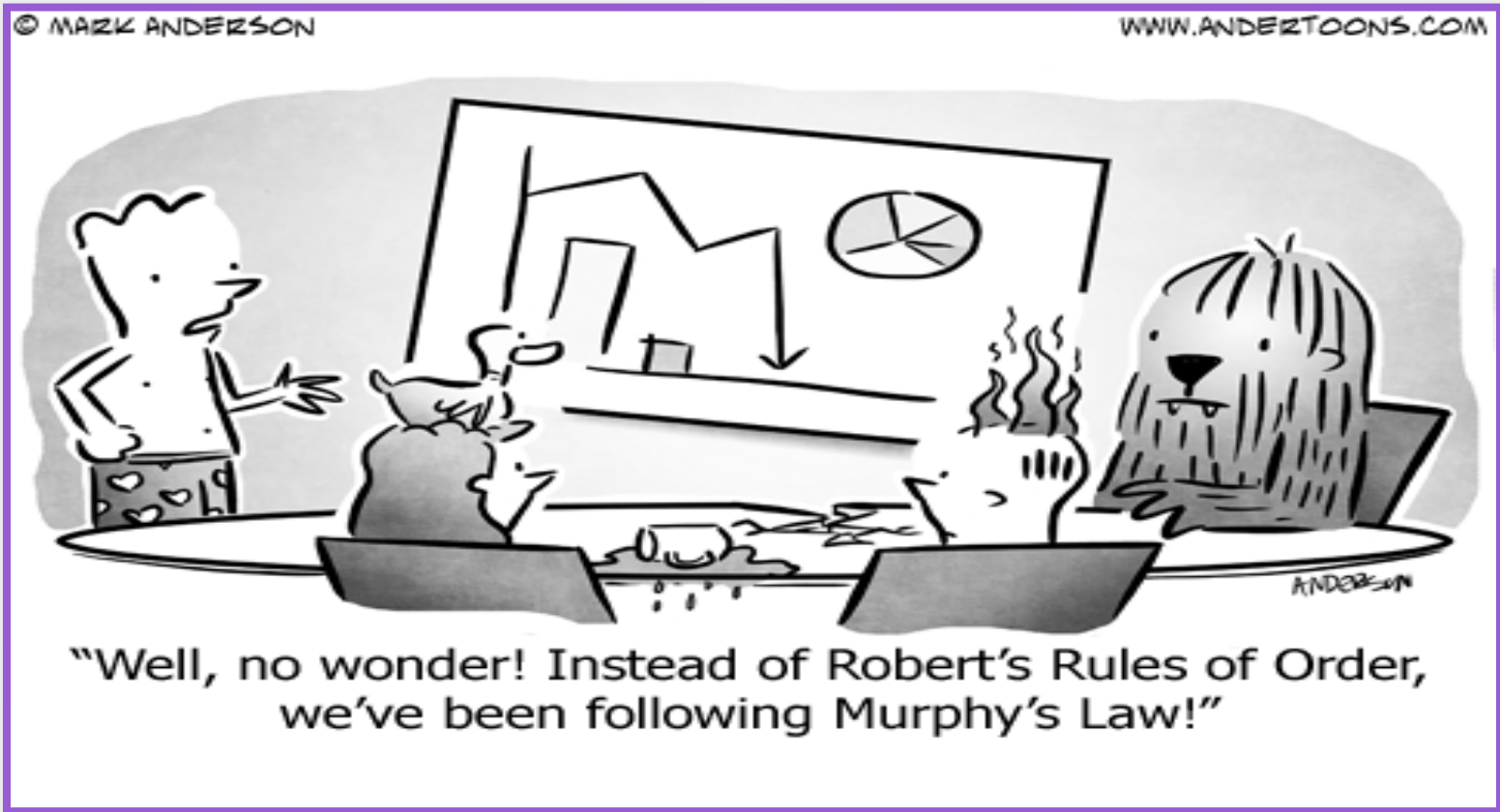
Governance Website

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

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
- Time for the Chair's Report

WHY Robert's Rule of Order



Governance Templates

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

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

Review the Governance Resources

1. Blackboard Community

- Information you will need to get started
 - Training Folder
 - Officers Folder
 - Review the College Council meetings from the past two years


2. Review the Governance Website

- Review your council pages
- Review the minutes and agendas

Governance Website

Academics ▾
Apply & Register ▾
Paying for College ▾
Counseling & Advising ▾
Workforce Development & Noncredit ▾
Life At MC ▾
About MC ▾
Athletics

HOME / ABOUT MC / GOVERNANCE



Governance at Montgomery College

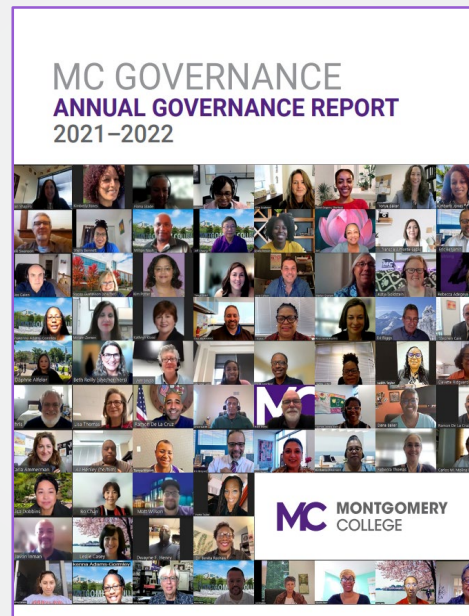
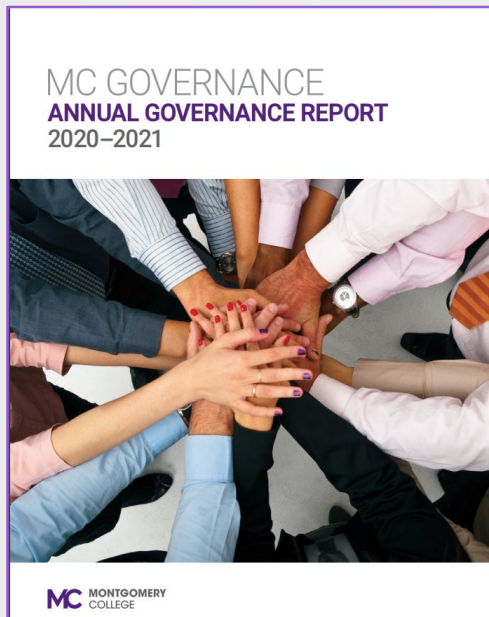
We are dedicated to maintaining successful operations at Montgomery College through college-wide inclusion of input and feedback from all College stakeholders.

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.

Governance

- [Documents](#)
- [Recommendations](#)
- [Councils ▾](#)
- [Nominations and Elections](#)
- [History](#)
- [How Can I Get Involved?](#)
- [Frequently Asked Questions](#)
- [Bellwether Award](#)
- [College Policies & Procedures](#)

Governance Annual Reports



The Annual Reports highlight the goals and accomplishments for the year.

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. Take a council picture!!!

Discussion Questions

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

Governance Morning Training Wrap-Up

11:30 am to 12:00 am

- Council Sharing
- General Information/ Wrap-Up
- Questions and Answers

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**

**Thank you so much for
coming today!!!**

We Need Your Feedback!!!

<https://forms.office.com/r/WX2M32jgjC>

Governance Training - Morning
Session August 2024

