

Governance Training

Clevette M. Ridguard
Governance Director
Office of the President
August 24, 2023

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 update reports to President/Cabinet and College Council
- Develops assessment and evaluation of the participatory governance process

governancedirector@montgomerycollege.edu



Introductions All Governance Members

Governance Leadership Team



Shakenna Adams Gormley
College Council Chair



Paul Miller, College Council
Vice-Chair



Tilandra Rhyne, College
Council Secretary

Morning Agenda



Time	Content	Lead
9:00 - 9:10	Welcome, Introductions, Agenda, and Outcomes Review	Dr. Ridguard
9:10 – 9:25	Presidential Remarks	Dr. Williams
9:25 – 9:30	College Council Chair Annual Governance Vision	Ms. Adams-Gormley
9:30 – 10:00	Cabinet Members Introduction and Remarks Introduction of Leader Liaisons including Vice Presidents and Provosts	Dr. Brown Dr. Cain Dr. Campbell Mr. Collette Dr. Fechter
10:00 – 10:05	Stretch Break Time	Break Time
10:05 – 10:30	Governance Overview Training and Expectations	Dr. Ridguard
10:30 - 11:30	Individual Council Meetings (Unique Zoom Invite-each council chair will send Zoom link to council membership)	Council Chairs
11:30 - 12:00	Governance Q &A and Informational Sharing	Dr. Ridguard

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. Jermaine F. Williams

President of Montgomery College

Welcome and Remarks

Ms. Shakenna Adams Gormley

College Council Chair

2023-2024

Governance Theme for 2023-2024

***“Cultivating connections
across the College
community to empower
everyone’s voice.”***

Welcome Senior Leaders

Dr. Monica Brown, SVPSA

**Dr. Stephan Cain, Chief of Staff/Chief
Strategy Officer**

Dr. Michelle Campbell, SVPACE

Mr. Sherwin Collette, SVPAFS

Dr. Sharon Fechter, Interim SVPAA

Leader Liaisons

Council Name(s)	Leader Liaisons	2023-2024
College Council and Administrator Council	Chief of Staff/Chief Strategy Officer	Dr. Steve Cain
Faculty Council and Academic Services Council	Interim Senior Vice President for Academic Affairs	Dr. Sharon Fechter
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	Dr. Michelle Campbell
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. Benjamin TP/SS: Dr. Stewart Germantown: Dr. Kehnemouyi WDCE: Mr. Greenfield

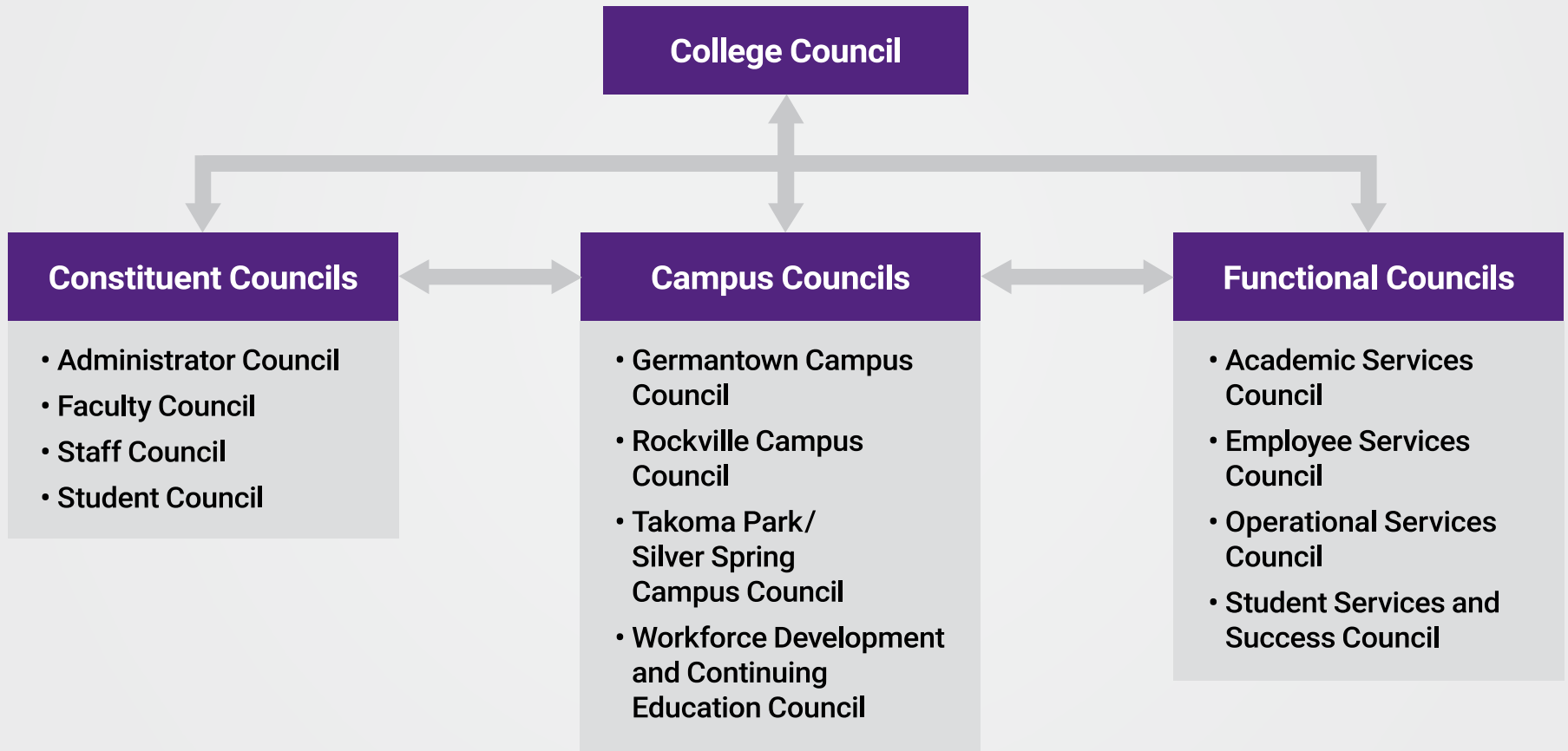
Break Time

WELCOME BACK

Overview of Governance Expectations and Process

- Guiding Principles- Roles and Scope
- Responsibilities, Expectations, Process
- Constitution, Bylaws, Handbook
- 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.”*

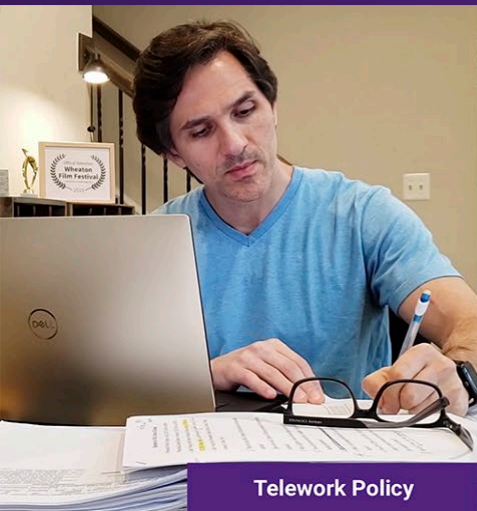
What is the Role of Governance?



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.



Telework Policy



Library Hours



Flu Vaccine



MC Shuttle

What is the scope of governance?

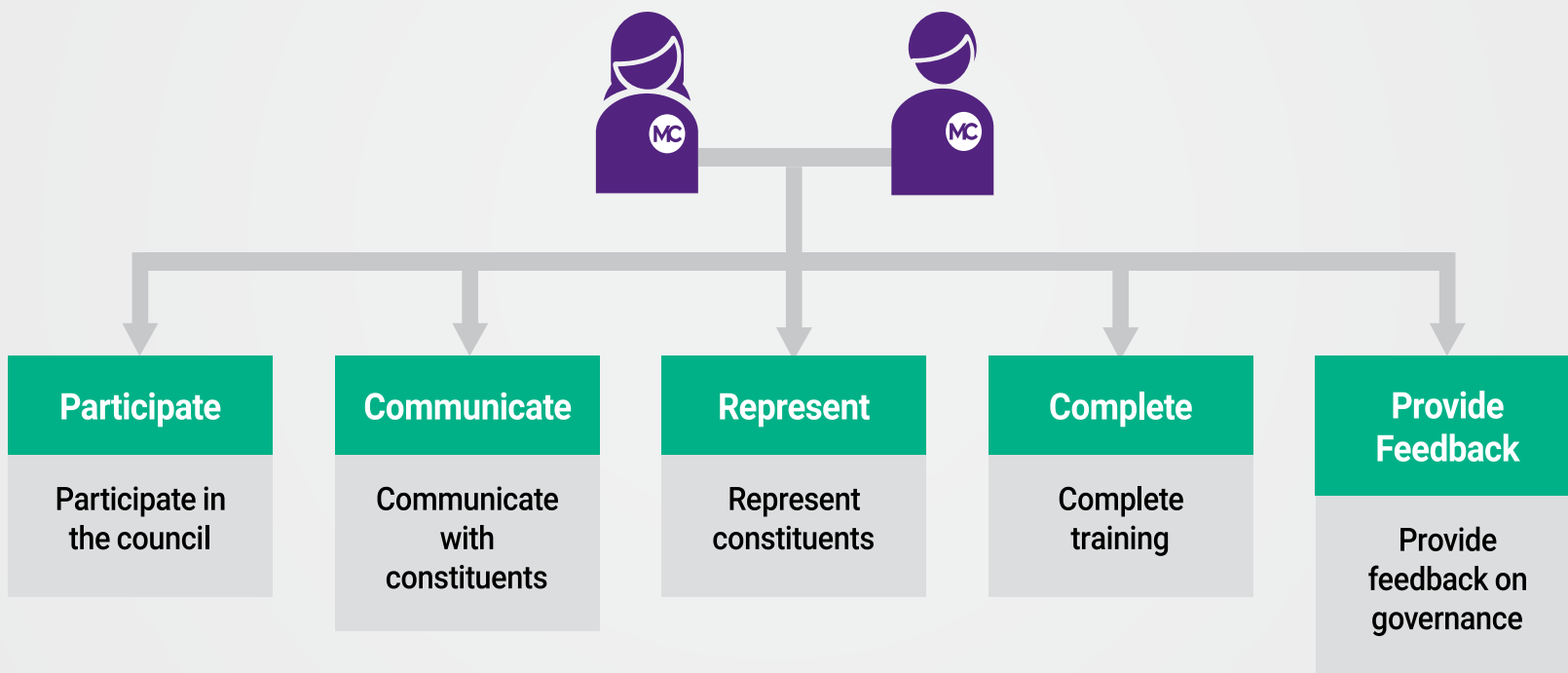
Governance issues should have **group** impact

- 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

Membership Expectations



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.***

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.

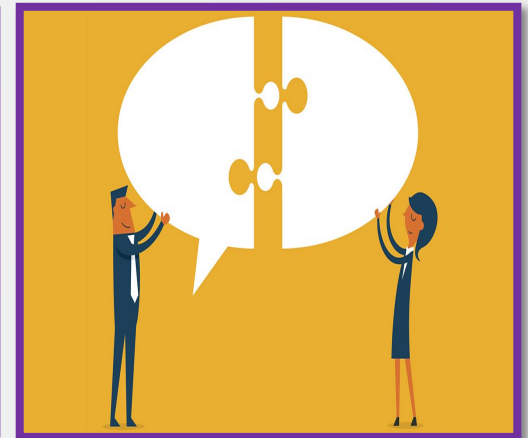
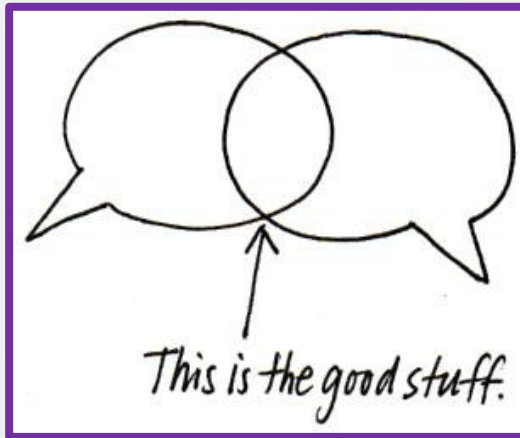
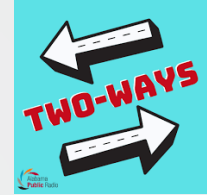
Governance Constitution: Article Four

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

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

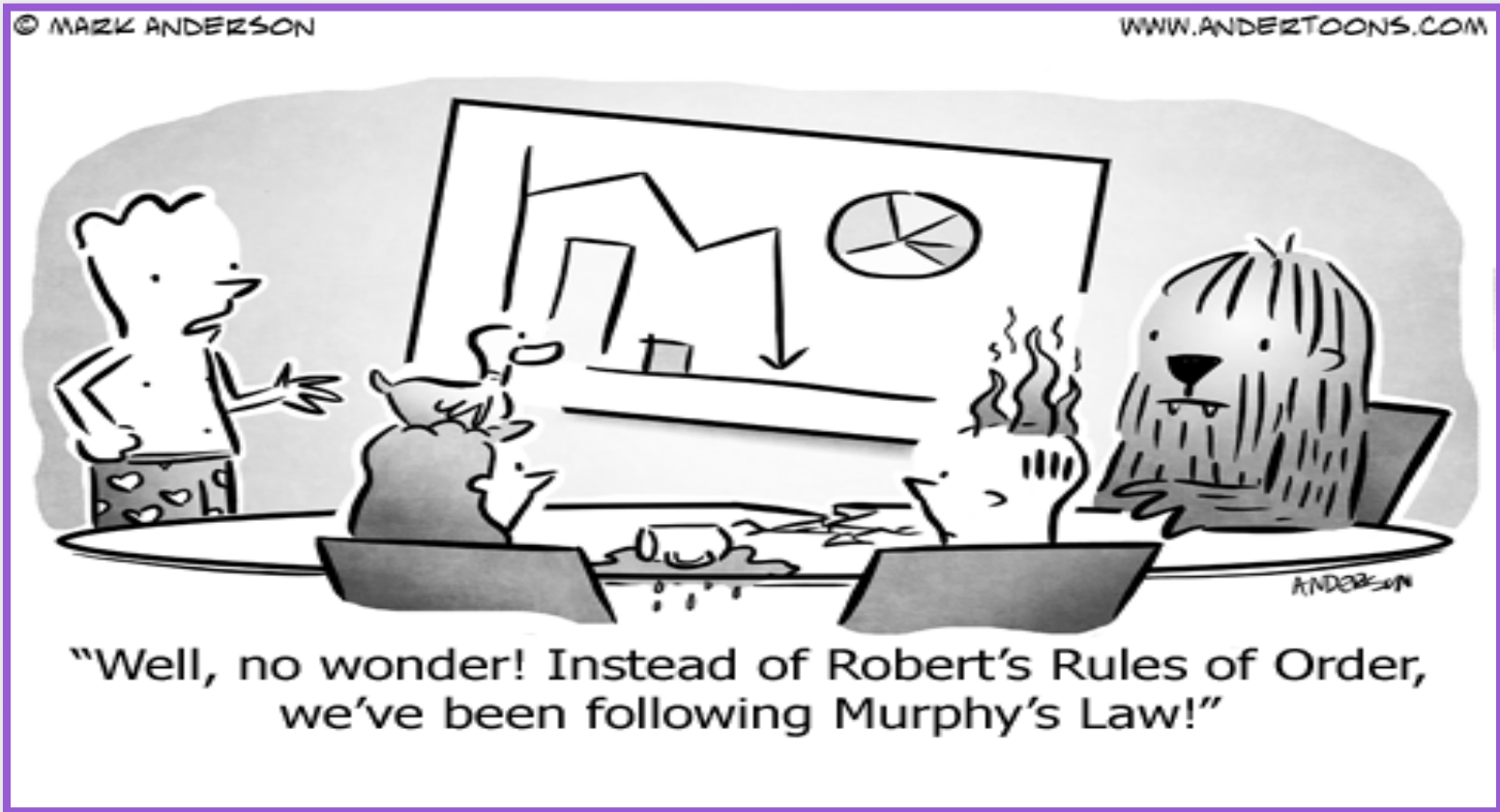
**You were elected to
participate and represent!**

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!!!

WHY Robert's Rule of Order



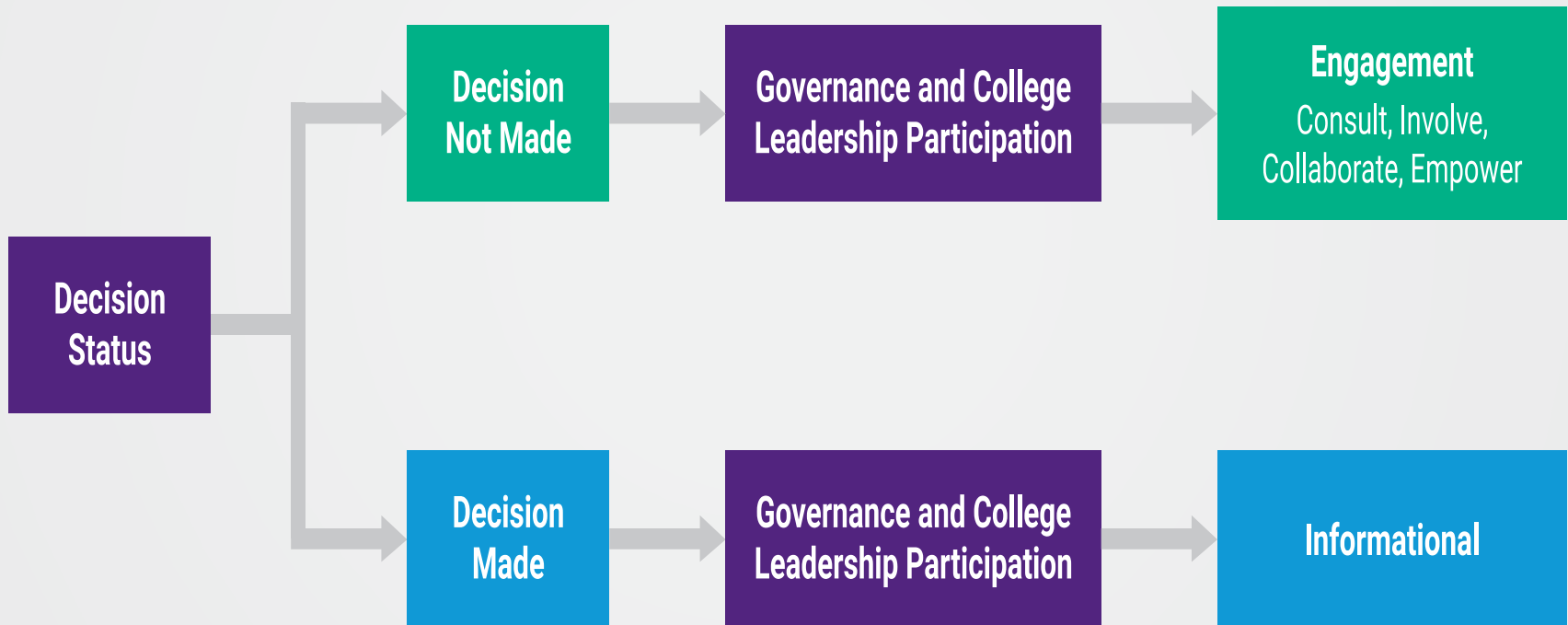
Pathways to Recommendations/Actions

- 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?

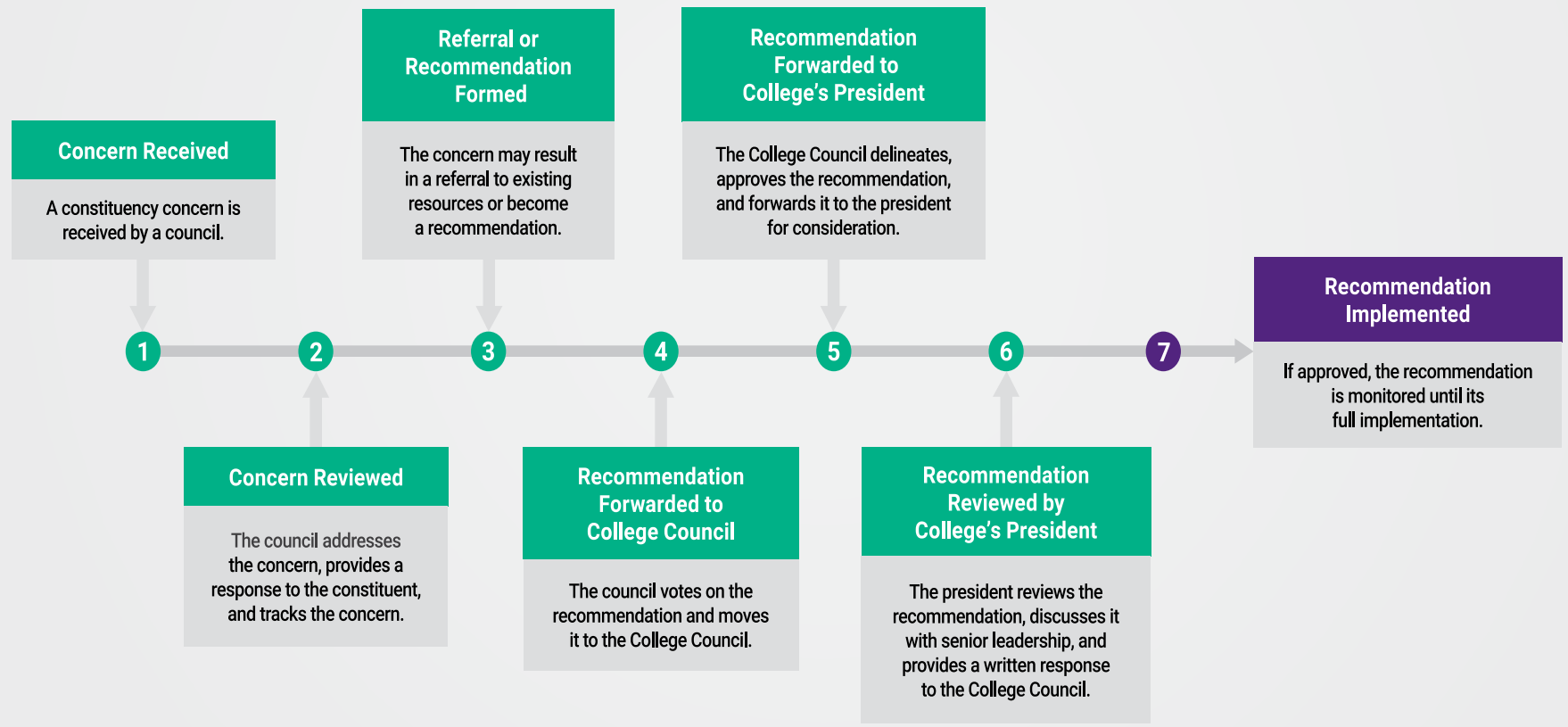


College Leadership and Governance Participation

How does this work?



Concerns to Recommendations



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>

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

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/>

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

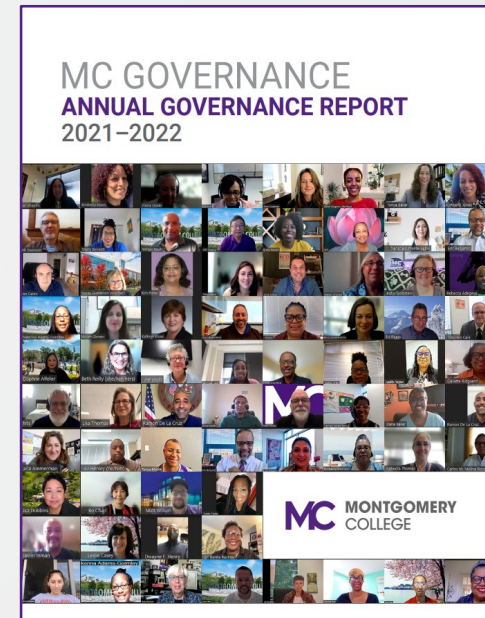
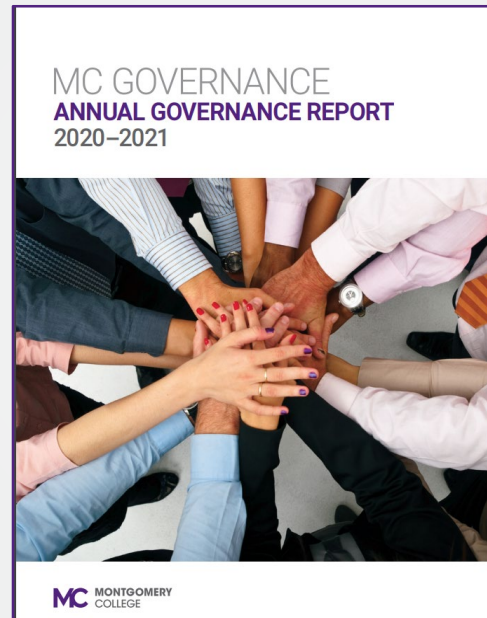
Governance at Montgomery College

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.

Governance Competency Badging

- **Learning Modules are in Workday:**
 - **Module One:** All about Governance
 - **Module Two:** Robert's Rule of Order
 - **Module Three:** All about MC Organization
 - **Module Four:** Leadership (pending)



*Login to Workday, Go to Topics
Click on Management, Leadership and Supervision Scroll
to find MC Governance Competency Badging*

Get Ready to Make an Impact!!!



Students!!!



You belong in 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. 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

Hallmarks of Effective Governance

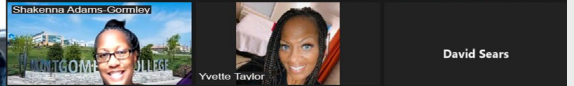
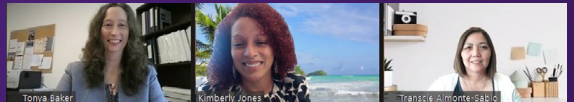
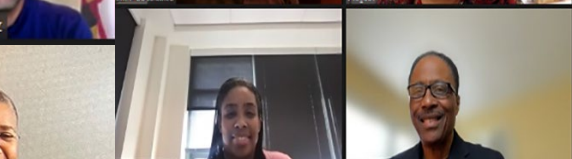
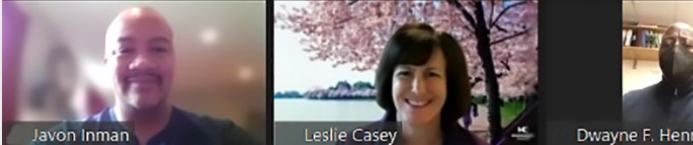
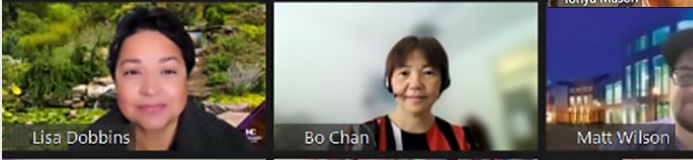
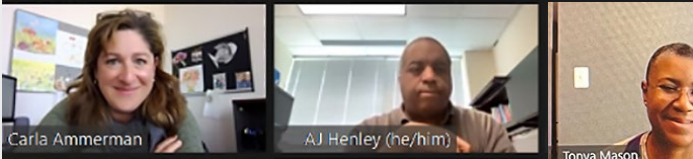
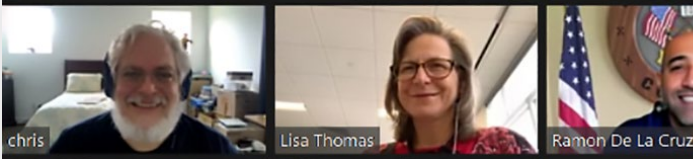
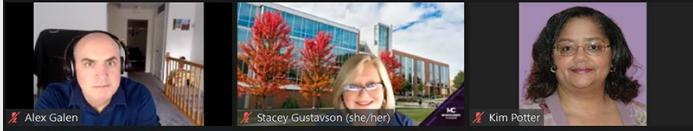
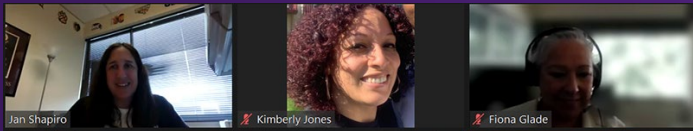
■ *Governance is effective when:*

- 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

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**

MC MONTGOMERY COLLEGE



We Need Your Feedback!!!

<https://forms.office.com/r/Fhe7CxN7ZF>

Governance Training - Morning
Session August 2023



MC MONTGOMERY
COLLEGE