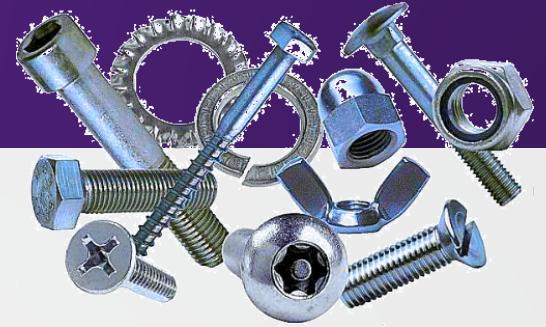


Governance Officers Training

Council Officers' Training

August 29, 2024
1:00 to 3:00 pm



Meeting Outcomes

- Overview of Governance Process
- Communication Guidelines
- Expectations of Leadership
- Review of Governance Templates, Reports, and Due Dates
- Council Planning Time
- Wrap-up and Q and A

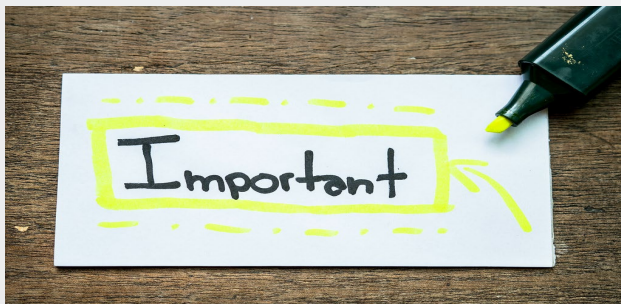
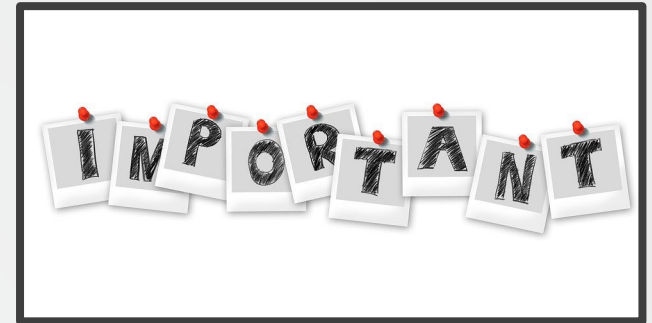
Welcome

Goal Setting and Team Building Exercise



2024-2025 Governance Theme

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

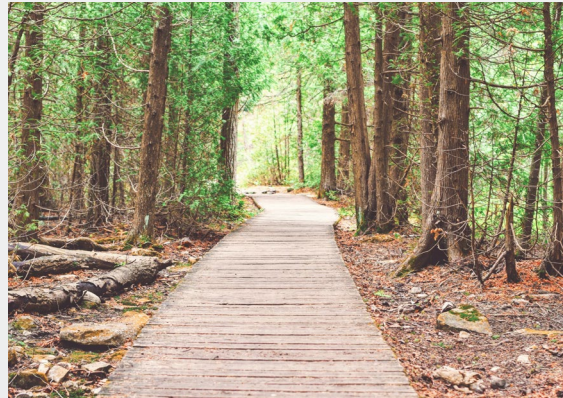


Role of Each Officers

Chair	<p>Presides over council meetings Serves on the College Council Serves as point of contact with other council chairs and Leader Liaison Represents the Council at other official college meetings as needed/able Provides updates as needed to the College Council and Governance Director</p>
Vice Chair	<p>Works with the chair to set the meeting agendas, manages the constituency concern report, and other duties as assigned. Acts in the chair's absence</p>
Secretary	<p>Ensures accurate minutes of all council meetings Ensures minutes are prepared for posting on website Maintains membership list and attendance records Ensures that council meetings are schedule on Zoom and invites are sent</p>

Governance Process

Let's Walk through the Manual



About Concerns.....

- There is a ten minute open window at each council meeting for anyone at the College to bring a constituency concern about any College matter to the meeting. This concern should be heard but not discussed at the current meeting.
- As concerns are presented to the council, each concern should be recorded on the Constituency Concern Recording Report at the time that they are presented at your council meeting. This recording begins the tracking process.
- We encourage the vice chair to manage this function for the council.

How do I handle Constituency Concerns?

- Listen to understand the concern-rewrite the concern, if necessary. Thank the presenter and determine if the concern should be added to new business for the next meeting or if a referral is warranted. Explain to the presenter how you plan to handle the concern.
- Start to track the concern on the Constituency Concern Recording Report.
- Add concern as item for New Business at the next meeting, if necessary.
- Discuss and assign the concern to a council member for research/inquiry. Use the email template for investigation/ fact-finding.
- Assigned person brings information to council meeting and emails the originator of the concern. Process concludes or moves as a referral or recommendation development. Complete the report (closed, pending, monitoring)

About Concerns

CONSTITUENCY CONCERNS

1. Concern is presented to a Council.
2. Council addresses concern.
3. Concern is tracked annually.
4. Concern is resolved.
5. Information/Referral provided or Concern develops into formal recommendation

ROADMAP FOR EMPLOYEES TO ADDRESS CONCERNS

Do you have a concern you feel needs to be addressed? This document provides a roadmap regarding where you can go for assistance and resolution.

Contact your supervisor or manager with your concern. Supervisors and managers are your first line of communication.

Ombuds—Guidance at any time.

- Confidential, neutral, independent, and informal resource with whom you can discuss any and all workplace issues
- Offers discussion and coaching on workplace issue resolution, strategies, and options
- Refers employees to other MC resources

Ombuds@montgomerycollege.edu

EthicsPoint Reporting Line

- Submit concerns anonymously and confidentially
- Managed by the Office of Compliance, Risk, and Ethics

montgomerycollege.ethicspoint.com
844-572-2198

Intellectual Property Concerns

- Contact the Dean of the relevant academic department

Additional Resources

- Governance Councils
- Labor Unions—AAUP, SEIU, or AFSCME

Student Concerns

If contacting your supervisor/manager is not possible or appropriate, or you wish to obtain further assistance, then contact the appropriate area listed below. Your options for consultation and resolution may vary based upon your concern.

Human Resources: Employee and Labor Relations EmployeeRelations@montgomerycollege.edu

- Alcohol or Drug Abuse • Benefit Abuse • Bias Incidents
- Disability Discrimination • Discrimination or Harassment
- Employee Behavior • Involity • Nepotism or Favoritism
- Sexual Harassment • Workplace Violence or Bullying

Compliance, Risk, and Ethics Ethics@montgomerycollege.edu

- Conflict of Interest • Disability Access Issues • Ethical Misconduct
- Grants Research Fraud or Misconduct • Improper Giving or Receiving Gifts
- Maryland State Ethics Filing and Reporting Questions
- Protection of Minors • Regulatory Compliance
- Violations of College Policies not otherwise identified
- Title IX • Athletic Concerns

Internal Audit InternalAudit@montgomerycollege.edu

- Accounting and Auditing Matters
- Falsification of Contracts, Reports or Records
- Fraud • Theft/Embezzlement • Employee Time Reporting or Time Abuse
- Waste, Abuse, and Misuse of Institution Resources

IT Privacy & Cybersecurity Compliance ITSecurity@montgomerycollege.edu

- Data Privacy • Inappropriate Use of Technology
- Account Compromise/Credential Theft

Environmental Safety EnvironmentalSafety@montgomerycollege.edu

- Occupational Safety Concerns • Environmental Related Issues

Library libguides.montgomerycollege.edu/copyright

- Copyright Questions and Concerns

Office of Public Safety and Emergency Management 240-567-3333

- Physical Safety and Protection • First Aid • Emergency Assistance
- 24-hour Escort Service (upon request) • Lost and Found



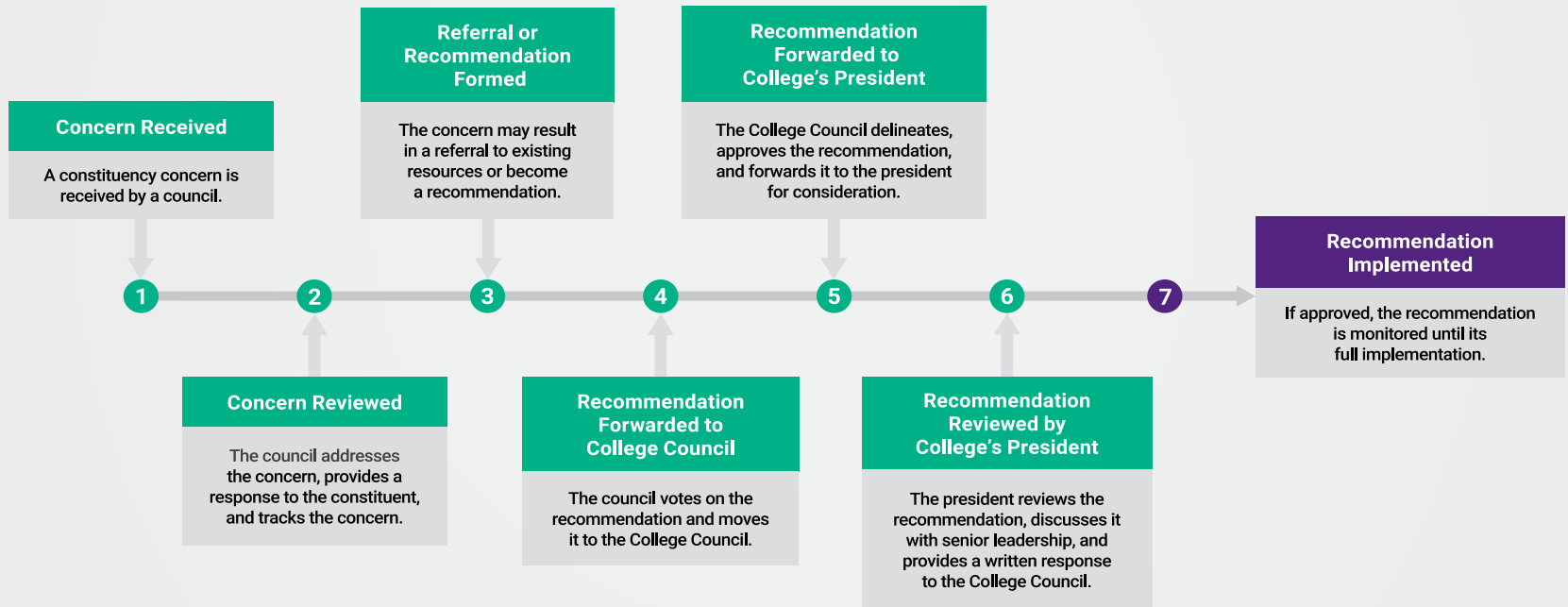
MONTGOMERY COLLEGE

MC Governance Constituency Concern Recording Report: Name of your Council goes here

NO	Question/Issue/Concern	Concern brought to Council by (name) and date. Indicate here if the concern came from another council.	Concern assigned to council member and date	Action to be taken and date of action (Indicate here if you are referring concern to another council.)	Action/Outcome (Indicate concern resolution) Name and college position of who provided the information and date. Indicate College policy or authority to satisfy the outcome.	Status	Action to inform the concern originator and date.
1							
2							
3							
4							
5							
6							
7							
8							

See email guidelines

Concerns to Recommendations



Pathway to Recommendation/Action

- An issue needs attention ...
- Is it an issue that can be resolved via a referral? Does it have board implications?
- Does the issue lend itself to a concern or a recommendations?
- I (we) have a great idea (advocate for a solution) via a recommendation.....
- Are there other council(s) that your council should **collaborate** with for their input or response? If so, which council should you **engage or inform**?



Recommendation Format

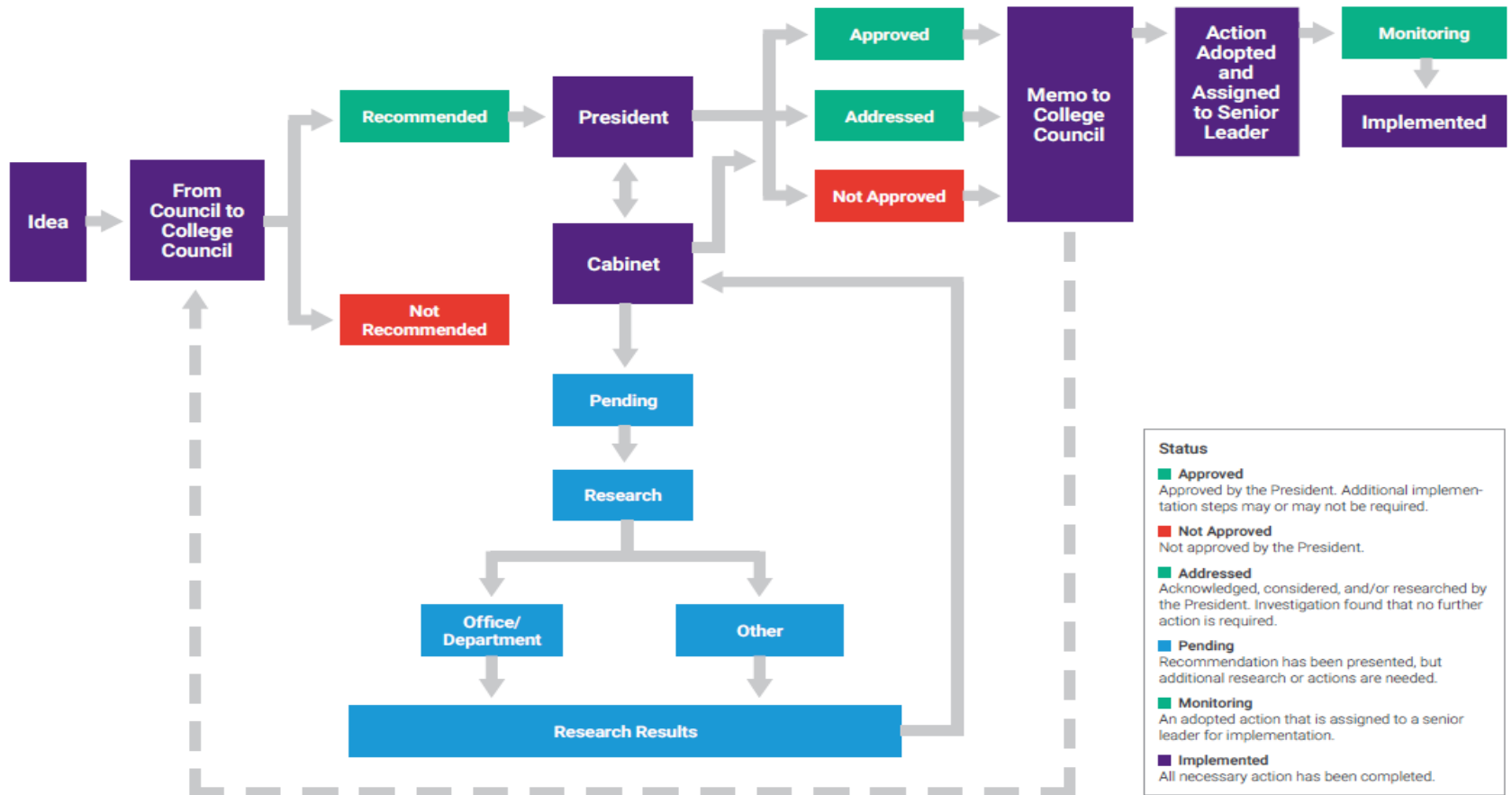
MC MONTGOMERY COLLEGE	
Governance Recommendation	
Title:	
Council Name submitting the recommendation:	Council Chair:
Date of Approval by the Individual Council:	
Date Recommendation Review by College Council:	
Recommendation Presenter:	
Recommendation Issue or Concern: <i>(Provide background reasoning or justification and any research findings or supporting documentation for recommendation.)</i>	
Resolution:	

- **Provide** background and context
- **Provide** supporting documentation
- **State** the recommendation (resolution)
- **Provide:**
 - Student Impact
 - Economic Impact to the Institution
 - Equity and Inclusion Impact

About Recommendations

1. Approved by Individual council
2. Approved by College Council
3. Presented to the President
4. Decision Made by the President
5. Decision is monitored and tracked until implementation is complete

Governance Recommendations Workflow



Levels of Engagement

MC GOVERNANCE

Levels of Engagement with Governance and College Leadership

The levels of engagement is a framework for thoughtful decision-making. It seeks input for College stakeholders using the governance process. The type of governance involvement on an issue depends on the opportunity for input that leadership solicits from the College community based on whether a decision is made or pending.



Inform: Leadership informs stakeholders of decision. The promise is to keep stakeholders informed so they can understand what is taking place and communicate the decision to others. Minimal to no input is required or solicited.

Example: College leadership informs governance of a federal or state mandate that the College must adhere to.

Consult: Leadership asks for input relevant to a pending decision or action at specific points in the decision-making process. The promise is to consider input.

Example: Governance input was sort on an Equity and Inclusion Project. The project was presented at all thirteen councils and input was solicited.

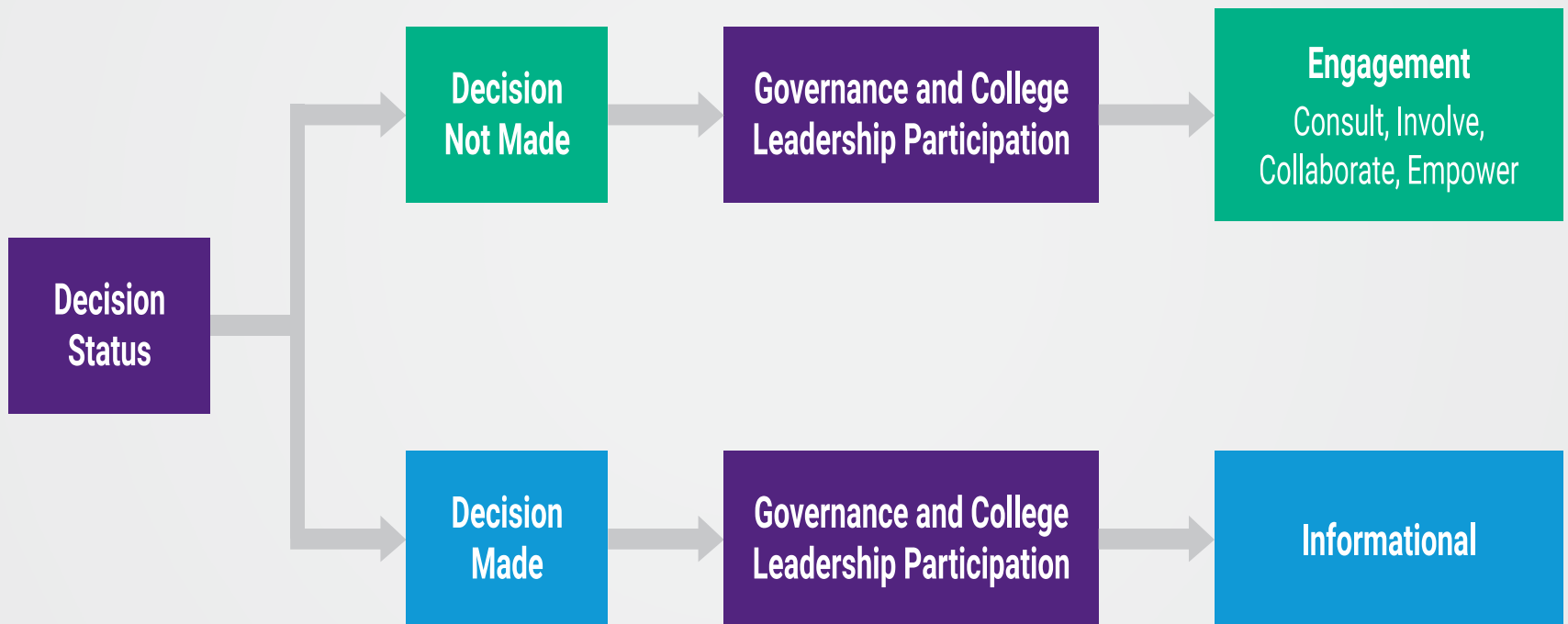
Involve: Leadership involves one or more governance council from the beginning of the decision making process with multiple opportunities for input. The promise is to consider input and include representatives' perspectives to a larger degree than consult.

Example: Governance representation included in the MC 2020-2025 Strategic Planning Project.

Collaborate: Leadership engages governance in all key aspects of the designing a

College Leadership and Governance Participation

How does this work?



Decision Made: Informational Level

•Informational Only

- The goal and promise is to keep the College community informed so they can understand what is taking place.
- Think of this as doing public relations and fulfilling the promise of provide information to the College community.
 - *Examples: Budget Presentations (The county's allocation of funds to the College is determined.)*

Decision not made: Levels of Engagement

- **Consult** – Leadership asks for input relevant to a pending decision at one point in the decision-making process. The promise is to consider input.
- **Involve** – Leadership involves one or more governance councils with multiple opportunities for input. The promise is to consider input and representative perspectives to a larger degree than consult.
- **Collaborate** – Leadership engages in all key aspects of designing a solution. Consensus is not required, but promise is to weigh governance recommendations heavily in the final decision.
- **Empower** – Leadership empowers councils to decide among possible choices and provides resources to make an informed decision. The promise is to implement the recommendation as much as feasible.

MC GOVERNANCE

Governance Council Goal Plan

Instructions: Each council submits at least one goal to the Governance Director and cc College Council mailbox by **Friday, October 25, 2024**. Council may choose to complete a maximum of two goals, but only one is required. Councils will complete a brief annual report based on this goal (see page 3) by **Friday, May 23, 2025**. Consult with the **SMARTIE Goal Template and definitions created by Engineer Inclusion**.

Council Name: _____

Council Chair Name: _____

PART ONE: GOAL PLAN

Issue: What is one topic or issue your council will consider this year for the purpose of developing a recommendation? (Use MC's Strategic Plan and other institutional documents to have a council discussion about issues needing improvement or enhancement at the institution. Think about how your council goal aligns with the MC

Smartie Goal Framwork

Develop SMARTIE Goals

Goals are critical to success! To improve diversity, equity and inclusion, we must be intentional in our efforts. Use this worksheet to craft SMARTIE goals!

	SPECIFIC What is it you want to achieve? Consider including the 5Ws: what, why, who, where and when.	MEASURABLE How will you know when you have achieved your goal? To be able to track progress and to measure the result of your goal, consider: how much or how many?	ACTION-ORIENTED To keep you motivated toward attaining your goal, are there <u>identifiable</u> intermediate actions/milestones? <i>Variations: achievable, attainable, acceptable.</i>	RELEVANT What results can realistically be achieved given your available resources, including people, knowledge, money and time? <i>Variation: realistic</i>	TIME-BOUND What is an appropriate deadline for achieving your goal? How will you track progress?	INCLUSIVE How will you include traditionally marginalized people into <u>processes</u> , activities, and decision making in a way that shares power?	EQUITABLE How will you include an element of fairness or justice that <u>seeks</u> to address systemic injustice, inequity, or oppression?
1							
2							

Governance Logistics

- Setting up the Meeting
 - Zoom Guidelines
 - Put agenda in the Zoom invite
- Planning for the Meeting
 - Inviting Speakers
- Conducting the Meeting and Follow-Up
 - 22 • Action Items, Emails, and Reports

Invite Governance Director, Yvette Taylor, **Council Liaison**, and College Council Chair to all Zoom Meetings.

Proxy and Quorums

- **Proxy:** Members should provide a written statement (an email) to you 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 and has full voting rights).*
- **Quorum:** General rule-one half of your membership plus one.

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Secretary Guidelines

See packet provided

Communication Guides

- Meeting Agenda Templates
- Minute Templates
- Meeting Script for Chairs
- Governance Email Addresses/Mailbox
- Governance Recommendation Template
- Constituency Concern Report Template
- Governance Council Goal Template

Governance Processes

■ Dates and Timelines

- Adhere to deadlines, plan ahead

■ Reports

- Goal Plan due **Friday, 10/25/24**
- Constituency Report due **Friday, 12/20/24**
- Final goal plan and constituency report due at the end of academic year. **Friday, 05/23/25**

Governance Resources

- Governance website
 - montgomerycollege.edu/about-mc/governance
- Online training materials
 - Community Blackboard Site
 - Standard meeting script and templates
 - Robert's Rule of Order Guides
- Governance Director and College Council Chair

Robert's Rule of Order Council Meeting Script

RRO for the Chairs

- Start Meeting on Time
- Stick to the Agenda
- Memorize Frequently Used Procedures
 - (Motion Process and Chair's Script)
- Make Sure All Know What is Being Debated and Voted On
 - See that motions are worded clearly
 - Repeat wording of motions frequently
- Learn How to Conduct Voting
 - Virtual meetings-show of hands/count

Council Members, united by:

- Focusing on the *mission* of the College
- Seeking to promote *mutual success*
- Inviting the College community to be *heard*
- Keeping constituents *informed*
- Sharing representative perspectives with the Council to help form recommendations
- Emphasizing *communication, collaboration, and civility*
- Ensuring that governance is a *transparent and evolving process*

Conclusions

- ***Be*** engaged and be informed
- ***Understand*** your role and your council's role
- ***Determine*** how constituents & decision makers can utilize governance effectively
- ***Use*** Robert's Rules to move the work forward

Questions and Answers



Training Feedback

<https://forms.office.com/r/EP7xcFZvDZ>

MC Governance Officers' Training
Afternoon Session August 2024

