

MC GOVERNANCE

OPERATIONAL SERVICES COUNCIL

MEETING MINUTES

Thursday, November 9, 2023

2:00-3:30 pm (Zoom Meeting)

Attendees

Present: Rishi Nixon, Tonya Addleman, Chris Cusic, Margarita Silva, Liz Greaney, Ramon de la Cruz, Michelle Agostini, Marv Mills, Terri Bailey, and Gregory Sember

Absent: Christine Crefton

Proxy: Mike Harting for Adam Reid

Guests: Clevette Ridguard, Shakenna Adams-Gormley, Angie Moy, Dr. Jermaine F. Williams,

Call to Order

There is a quorum to conduct business. The meeting was called to order at 2:00 pm by the vice chair.

Approval of Agenda/Minutes

Marv made a motion to approve the minutes. Chris seconded. The minutes were approved as submitted. The meeting was recorded for internal use only.

Constituent Concerns

Marv provided follow up on issue brought up last time. Parking is not being enforced this semester unless someone is parked illegally (fire zone, ADA spot). Still working with senior leadership about whether or not parking will be enforced next semester.

Received an email from William Valentin: Concerned because he believes that current MC policy says College does not waive tuition for non-credit courses for those with disabilities. Would like to see some kind of exception for dependents who may be limited to non-credit courses because of their disabilities (referenced the Challenge Program and the Graduate Transition Program).

- Liz shared that waiver programs are embedded in legislation by the state.
- Margarita shared that disability waiver policy was updated in 2012. Non-credit courses eligible for disability waiver require a specific non-credit waiver certification form to apply for disability waiver consideration. In other words, you can submit a challenge scholarship application and have the fee waived. She noted that Karla Nabors is the point of contact for this. *After the meeting Margarita shared the application and contact information to be forwarded on to the constituent.*

Presidential Remarks: Dr. Jermaine Williams attended the meeting and provided brief remarks. He noted Veterans Day is coming up and thanked anyone who served. He shared that he will be interviewing a veteran student for upcoming Monday Minute. He also thanked everyone for their service on governance. Dr. Williams commented on the Council's goal to enhance community engagement with videos – thinks that's a great idea! He noted how busy it has been this fall and

concluded by saying how much he appreciates the Collegewide approach to initiate the Strategic Plan. He asked if anyone had any questions.

- Margarita Silva – we learned that the City of Gaithersburg has purchased the building where the Gaithersburg Business Training Center is housed. We were told we would need to vacate the building in 4 years or less. We don't know yet where they will be moving but noted that it is important for their customers to have a site in Gaithersburg.

Student Wardrobe Closet (RV) – presented by Gregory Sember and his student Debbie. They have created the SPIFFY Closet (Smart, Professional, Intangibles, Free For You) in the former veteran's computer lounge on Rockville campus (CS 106 & 107). Idea came from students in Gregory's class last spring. They have been working on this over the summer and have acquired some racks and fixtures. They have had over 1,000 items given to them this semester. They have shoes, bags, blazers, business suits, 200 brand new bras from the SHaW Center. Have done two soft openings as they are figuring out how to staff the space (with volunteers) and when to be open. Creating policies (have a 5-item limit right now). They are planning a coat drive and winter clothing drive at the end of the semester. Hope to make it into an event with a band, some hot chocolate from Dr. Benjamin tentatively on November 28th. Gloria Barron helping to make a flyer; Libby Clayton in service learning has been helpful. The art club has created wall graphics for the space. The Fashion club has helped with displays. Lots of people have helped get this off the ground. Will make announcements on social media (Greg's account). Very exciting project. They have a SPIFFY MC email address.

Chair's Report – Vice Chair, Rishi Nixon, shared updates on the following topics. Use or lose deadline for employee leave time. Equity Week, April 15-19, 2024. Proposals and award nominations due January 25. Outstanding Staff and Faculty Awards Nominations due March 1. Collegewide memos: Purchasing Technology; Policy Notice on Copyright Violations; and Revision for Flexible Work Arrangement Procedures have been posted. Submit comments by Dec 1st on P&P webpage. Mobile market looking for volunteers. Native American Heritage Month (Nov) – land acknowledgement on the website. Nobel Laureate Speaker Series, 1 speaker remaining in the spring, past speaker videos on the website. Required training: Journey toward becoming an antiracist institution; 2 more Safe Zone training dates this semester. IgnITe Hub events link. First Friday's book discussion, "We want to do more than survive" By Bettina Love. First meeting November 3, 1:30-3:00 pm.

Regular Updates

Facilities – Marv Mills

- Germantown: PIC MC sign at Middlebrook Road should be completed by the end of the month; Digital Board at circle on Observation Drive will be replaced; EV stations are coming to parking lot #4 (4-5 stations)
- Rockville: Gudelsky – received a grant to train HVAC techs on newest electronic/wireless controls. Should have this up and running for spring. New SHaW Center in Student Services Building should be finished by mid-spring.
- TPSS: Leggett Building should be finished in April. Hope to have first semester summer courses in the building. Ribbon cutting ceremony is being planned. Continuing renovation of resource center (where the library is). This space will have a brand-new elevator.
- All campuses – doing a review of lighting across all campuses to identify dark spots. Plan to add more lighting in the spring.
- Funding: Every fall MC makes a recommendation to the BOT, County Executive and County Council for Capital budget. BOT received preliminary report last month. If BOT approves at meeting on Monday, then 6-year budget will go to the County for consideration. This budget also includes the operating budget for East County Education Center.

- Renovation of library on Rockville campus (total gut) - \$11 million. Will take about a year to complete.
- New Student Services Center on Germantown Campus. Design to begin in FY25. One year for site preparations- need to relocate utilities under parking lot #5. Two years to build the building. This spring (2024) they will identify design team to start in fall.
- East County Education Center – State and County helping with funding (60,000 sq ft). Computer labs, library, SHAW Center, offices for PT faculty, security, 3-4 nursing labs. On track to achieve substantial completion by the middle of April. Could occupy once we have that designation.
- Working on getting funding for East County Campus. May be multiple buildings. In FY25 will get consultant to help identify possible spaces. Will likely take about 10 years to develop 4th campus.
- Questions: Outside lights are not functioning around the Health Sciences building at TPSS. Could we address that with temporary fix? *Marv will look into this and follow up.*
- Constituent Concerns Follow Up
 - Shuttle bus without AC – there was one shuttle without AC one day. When they realized this was happening, they took the shuttle out of service for the day and provided the College with another shuttle.
 - Non-binary Restrooms – There are family-friendly bathrooms on each campus. If they are not occupied, anyone can use those. The locations of those restrooms can be found on the [website](#). Marv is not aware of any building code that requires the renaming of gender inclusive restrooms.
 - North Garage Charging Stations at RV – 14 charging stations, 2-3 out. Need to replace the charging stations because they have changed so fast. Can no longer get parts to fix them. Marv has never seen all stations being used at one time.

IT Report – Chris Cusic

- Reiterated Purchasing Technology Communication and Copyright Violations memos that were shared during the vice chair's report. Referred to the webpage for more details.
- October was cybersecurity awareness month.
- IT has been working with facilities on the Leggett building, the ECEC, and the TPSS Library
- Modernizing and updating technology in all spaces on all campuses – 500 classroom labs
- Constituent Concerns Follow Up
 - Still working on IT Resource Management Email concerns. Exploring Workday as a processing agent. May take some time for this to be resolved.

Finance Report – Liz Greaney

- Budget season – FY25, gathering information. Budget entry site is locked down. If you have any questions, you can email Budget@montgomerycollege.edu or contact Linda Hickey directly.
- Closing down final audit FY23 – single audit – Federal compliance – Due December 31st.
- Now that we've had workday for three years, will be convening a cooperative community of users within Workday (a steering committee) – HR, IT, Business Office – to revisit configurations, and identify any efficiency enhancements. Likely to occur toward end of calendar year.
- Constituent Concerns Follow Up
 - INK Kiosks – can close concern. Have continued to walk the campuses. Liz or representative has been on every campus at least once a week. Had to fix a time-stamp issue because Daylight savings time came to an end. Will bring Sokol Mato, the new auxiliary services director, to one of these meetings. He just started last week and has

been meeting with Follett, Metz, and INK representatives. Will also be scheduling time with governance groups.

Public Safety – Michael Harting (for Adam Reid)

- Will be testing emergency notification system by the end the month – no action required for employees. This will affect computer screens, emails, texts, rolling screens in classrooms. Notifications will be sent out the week before and the day before the testing is scheduled to take place.
- Adam has worked with MCPS and has brought a criminal justice intern on board to work with the College this semester. Serving at the Germantown Campus. Hopes are to expand this program in the coming months and semesters.
- October 27th was Prescription Drug take back day, locally and nationally. MC collected 60 lbs of drugs during this semester's event (more than last time).
- Questions: What are the safety needs at the ECEC building? Adam and Mike are working with Marv to make a determination.

Final Thoughts

- Took picture of council for the website.
- Finalized goal and sent it to Dr. Ridguard. Christine has scheduled interviews. Marv and Ramon will be meeting to outline recording the first one.
- Mr. Steve Greenfield, VPP of WDCE, will be our guest speaker next time.
- Still need representatives for our council: 1 student representative and 2 PT faculty members
- Marv shared that he will be leaving the College before our next OSC meeting.

Adjourned

Liz made a motion to adjourn; Chris seconded. The meeting was adjourned at 3:20 pm.