

MC GOVERNANCE

OPERATIONAL SERVICES COUNCIL

MEETING MINUTES

Thursday, March 7, 2024

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

Attendees

Present: Christine Crefton, Tonya Addleman, Chris Cusic, Margarita Silva, Terri Bailey, Terry Evelyn, and Liz Greaney

Absent: Adam Reid, Gregory Sember, Michelle Agostini, Ramon De La Cruz

Proxy: Michael Harting, proxy for Adam Reid

Guests: Kimberly Bloch-Rincan, Clevette Ridguard, Angie Moy, Shakenna Adams-Gormley

Call to Order

There is a quorum to conduct business. The meeting was called to order at 2:04 pm by the chair.

Approval of Agenda/Minutes

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

Constituent Concerns

- **Elevators in CT** – Submitted through form on website. “Why are the elevators in CT constantly going out of operation? We have only been in the building for seven years. We have had days when two elevators are down at the same time.” *Assigned to Terry for report out at OSC April meeting.*
- **Shuttle Service** – submitted by Student Council to College Council who passed it to OSC. “The concern is regarding the shuttle bus service schedule across all 3 campuses. Currently, the bus schedule ends at 8:15 pm. The students would like the College to consider extending the hours to cover late evening classes. The students would like the College to consider mirroring the Montgomery County bus service.” *Assigned to Terry for report out at OSC April meeting.*
- **Women’s Restroom, RV** – There is a strong, sewage smell that comes out of the drain in the women’s restroom on the second floor of the campus center building at Rockville. Also, could this bathroom be deep cleaned and get a paint job? *Assigned to Terry to report out at April OSC meeting.*

IgniTe Hub – Presentation by Kimberly Bloch-Rincan, Director

- Hub opened in May 2022 as an outgrowth of the coding camps that took place in 2019. Website: ignitehubmc.com. Use Apple curriculum, Everyone Can Code, but call it Montgomery Can Code.
- Hub serves the entire county, not just MC students. It serves as a first stop for information and exploration about tech, careers, entrepreneurship or education. All programs are free. Can then connect individual to WDCE and/or MC, depending on the need or interest.
- Hub has four programming areas:

- 1) High Tech Learning – most used area right now.
- 2) Careers – career coaching; strengthen skills and provide hands-on opportunities for people hired to teach summer camps and virtual afterschool programs or summer RISE interns to help with camps while building their resumes. IT Career Pathways workshops and adult bootcamps taught in English and Spanish by Eduardo Noboa.
- 3) Entrepreneurship and Business Innovation – want to expand this area. For now, leveraging partnerships of community members (e.g. MoCo Business Centers, MoCo Black Collective). Offer programming for small businesses – training to work on webpages, LinkedIn, social media, etc.
- 4) Community Education – example: Coding Our Way Home, a program with Worksource Montgomery for individuals who are incarcerated but soon to be released. Host two different speaker series each semester. Fireside Chat (focus is on career) – guests share journey, provide networking opportunities. Future of Tech (Lunch and Learn) – guests focus presentation on a particular type of technology.
- Hub Stats/Data (since inception, about 1.5 years ago)
 - Hosted 127 events
 - Serviced about 2,000 people with programming
 - Utilization of the space is our biggest win right now. Developing the Hub and establishing the best ways to use the space and identifying the types of programming that meets the needs. Always open to ideas. Reach out if you have an idea.
- Hub Staff - Kimberly, Director; Eduardo, Technical Training; Vathany Say, Lab Coordinator

Chair's Report (Christine Crefton)

Chair reminded everyone about the OSC Teams site where all detailed reports are kept, and thanked members for inviting proxies in case of an absence. Chair shared updates on the following topics: EAP and PDAP website updates and information sessions; Governance Council nominations end March 8; Staff Enrichment Day, March 13 at RV Campus; March is Women's History Month lots of events taking place; Classification and Compensation Job Profile Sessions; Spring 2024 Professional Development Catalog; New Supervisor Orientation Training – March 20 & 27; Required training due by June 30, 2024; Equity Week (April 15-19) – Excellence in Equity Awards deadline extended to March 15th; MC Foundation Innovation Fund Grant, deadline March 19th; Mobile Market dates – recommended volunteering; Safe Zone training is back; First Friday book club; Mental Health & Wellness at MC; Fitness opportunities.

Regular Updates

Business and Financial Strategy – Liz Greaney

- Supporting ECEC opening
- Advocating for budget at state and county levels (FY25); State session ends around April 12. County usually announces before Memorial Day weekend.
- Getting ready for the next audit.
- Question: Are there plans for cost of living increases in the compensation packages for FY25?
 - The three unions each negotiate their compensation and develop a memorandum of agreement. Those recommendations must be ratified then reviewed and approved by the Board of Trustees. None of the unions has presented anything to the BOT yet. The only group to ratify at this point is ASFME. Bottom line – no decisions have been made yet about COL increases.

IT Report – Chris Cusic

- Preparing for ECEC opening. Planning for staff and faculty to be there March 18 for training and plan to offer classes as of April 1.
- Have now hired a new CIO, Anna Hamilton.

Public Safety, Health, and Emergency Management – Michael Harting

- Planning an active attacker drill for the end of this month. This year they are providing training ahead of the drill via Zoom. About 30 minutes. A memo with all the details will be coming out.
- Opioid awareness discussion being planned at TPSS for April 11, 6:30-8:00 pm. Expecting over 200 people. Will be providing training for how to use Narcan; Partnering with the City of Takoma Park and will be inviting community.
- End of April – planning another prescription drug take-back day.
- Providing a safety and security orientation on March 18th for those in ECEC.
- Question: Would you be able to provide some training to those at the Gaithersburg Training Center. Answer: Absolutely – contact Michael Harting.
- Question: Is MC hiring new security employees for ECEC. They have two now and plan to hire a third that will be able to rotate through the center.

Facilities – Terry Evelyn – full report will be on Teams site middle of next week

- Leggett building – June for occupancy permit – Fall 2024 classes
- East Garage at TPSS – soliciting bids for construction/renovation.
- Facilities Master Plan – Approved by BOT in January. Sent to State by February 1st. Currently under review by the State.
- HT roof replacement on Germantown Campus. HT will be closed this summer beginning right after commencement.
- ECEC – getting set to start – April 1 with WDCE (IT and citizenship classes); Add credit classes in the fall.
 - Center will be open from M-F 8:30a-5:00p; WDCE customer service representatives will provide services at ECEC until a position can be advertised. Will be cross-training with the credit side.
- Searching for a VP of Facilities – position posted, and closed Feb 12.

Announcements/Final Thoughts (Christine Crefton)

- Would like everyone to be prepared to give an update on any outstanding constituent concerns that have been brought to OSC at our next meeting.

Adjourned

Chris made a motion to adjourn; Terry seconded. The meeting was adjourned at 2:55 pm.