



**OPERATIONAL SERVICES COUNCIL**

**December 08, 2016**

**OITB 309**

**3:00 p.m. ~ 5:00 p.m.**

**ATTENDEES**

- Members Present: Ben Nicholson (Chair), Bo Chan (Vic Chair and minutes taker), Annell Bond, Sharmila Pradhan, Ruby Sherman, Carl Whitman, Patrick Feehan
- Members Absent: Abigail Wikner (Secretary), Christina Devlin, Adji Gueye, Patricia Lane, Ijeoma Otigbuo
- Substitutes Present: Kristina Schramm (John McLean)
- Guests: Dr. Derionne Pollard, Andrew Scheppler (Staff Council liaison)

**CALL TO ORDER**

Chair Ben Nicholson called the meeting to order at 3:10 p.m.

**AGENDA and MINUTES**

The December agenda and November minutes was approved by the Operational Services Council.

**OPEN COMMENTS**

No open comments were presented to the Operational Services Council.

**REFERRAL FROM ASC: SMART ID CARDS**

Carl Whitman gave a presentation for Smart ID card as follows:

- Smart ID card will be used for building access control and public safety enhancement by employees and credit students. The Smart ID card will have picture on it, a requirement adopted by other college systems.
- Smart ID card is a one-card system which could also be a library card and/or a store-valued card.
- The project is led by Shawn Harrison. Currently, there is no defined timeframe for the project. It will go out for bid and prioritized among other IT projects.
- There will ongoing discussion whether WD&CE students will be issued the Smart ID card also.

**FY2018 BUDGET**

Ruby Sherman, Vice President of Facilities, gave a presentation on FY2018 budget development timeline and commented as follows:

- Board of Trustees will approve FY2018 budget in January.
- County Executive will review and recommend the budget in March.
- The budget will then be reviewed by County Council. The final budget will be adopted in June.

- President's priorities for FY2018 include Achieving the Dream, safety and security.
- FY2018 budget is facing challenges with a projected decline in enrollment but no increase in State aid.
- AFS aims for a structurally balanced budget to close a budget gap of about \$8.7 million.
- Capital budget plans to cover the replacement of furniture and equipment of the Rockville student services center building, and the science center renovation.
- Compensation study will be implemented in FY2019.
- There is no additional cost for the Central Services Building except for security.

### **PARKING GARAGE UPDATE**

The Rockville parking garage memo issued on November 29, 2016 was reviewed. The garage will be opened on January 23, 2017. The Council expressed concern for the traffic pattern and garage usage volume on the first day of class.

### **SPRING MEETING SCHEDULE**

- The Council discussed the Spring schedule and agreed to meet from 2:00 – 4:00 p.m.
- January meeting will be on January 26, 2017.

### **DISCUSSION OF AFS UPDATE FROM 12/07/2016**

Council discussed the AFS memo on December 6, 2016.

- Recommend an OSC member on Food Services Advisory Group. Current food service contract will end on June 30, 2018.
- Classes have been scheduled for Spring 2017 at Science West building, which is concluding its renovation.
- WorkDay is scheduled to go live on July 1<sup>st</sup>, 2017 on pre-determined modules. User training is scheduled in March/April.
- Relocation of the Central Services is on schedule. Units currently located in West Gude building will be the first group to move in.
- There is a 2-year agreement for the sustainable energy project at Germantown campus.

### **COLLEGE COUNCIL UPDATE**

Ben Nicholson attended the College Council and reported the following:

- Active Shooter training is mandatory for many employees and is being offered frequently.
- The reception tent for Commencement was discontinued at the 2016 Commencement due to budget constraints, however, there is discussion to get it back in a limited capacity.
- Financial Aid office anticipated more changes in FA rules and regulations due to new White House administration.
- Student Council requested College Council to explore WMATA pass.
- College Council explored the possibility to have a WiFi-equipped building and computers on each campus to operate 24 hours.
  - Discussion ensued in Operation Services Council (OSC). Members of OSC wanted to know the volume and the reasons of the need. Open Education Resource Committee has ongoing discussion to support qualified students who have technological needs.

### **ADDRESS BY DR. POLLARD**

Dr. Pollard shared the following with the Council:

- Dr. Pollard gave a briefing of the recent NBC news story development.
- The 'executive compensation package' is not a commonly understood item and can be an easy target of news story. Council also recognized many details beyond the story were not reported.
- The council encouraged more transparency in the role and the responsibility of a president.
- The council discussed the 'per diem' approach for travel expense.

### **ADJOURNMENT**

The meeting was adjourned at 4:43 p.m.