



## **OPERATIONAL SERVICES COUNCIL**

**November 09, 2017**

**Central Services E401**

**2:30 p.m. ~ 4:00 p.m.**

### **ATTENDEES**

Members Present: Patricia Lane (Chair), Patrick Feehan (Vice Chair), Sharon Kauffman, Christina Devlin, Kimberly Robinson, Carl Whitman, Marvin Mills, Sharmila Pradhan (Co-secretary).

Members Absent: Joanne Chiu, Chris Baumeys (Secretary), Kathryn Chantry.

Substitutes Present:

Guests: Angie Moy (Staff Council)

### **CALL TO ORDER**

Patricia Lane called the meeting to order at 2:40 pm.

### **AGENDA and MINUTES**

The November meeting agenda and the October meeting minutes were approved by Operational Services Council members.

### **OPEN COMMENTS**

#### ***Safety and Equity concerns related to ADA access at GT (HT) and RV (HU)***

Patricia Lane, who represents part-time faculty, expressed PT faculty concern regarding frequent elevator break downs in Rockville Humanities building and Germantown High Tech building. It becomes challenging for faculty and students with disability to reach upper level classrooms, especially during the evening or night classes. Usually the class gets relocated to a first floor classroom, but is there a way to identify a student or faculty member with disability and schedule their classes on the first floor only? This would avoid the issue of elevator breakdown altogether. Second concern was the ADA access to HU building during the Student Services construction project. Faculty and students who are mobility impaired have to take a very long route getting from the parking garage or lots to HU.

Marvin Mills responded to the concerns by explaining that the Facilities department was very aware of the elevator issues in HU and HT and, the ADA access issue at HU. Otis elevator company has been contracted to inspect all elevators and identify those with significant

problems. Besides repairing and servicing through Otis, which is a good, reliable company, Mr. Mills mentioned that specifically in the case of HT there is a plan to add a second elevator.

With regard to ADA access at HU during the Student Services project, Facilities staff are investigating better options or arrangements than the current setup.

### ***Workday concerns***

Kimberly Robinson commented on the Open Enrollment process which is being done through Workday for the first time. She wanted to know if there was a cost comparison that allowed employees to look at the changes in costs between FY 17 and FY18. Some members responded that HRSTM had printed cost comparisons that were provided during the Benefits Fair, and are also available in the HRSTM office lounge.

### **ANNOUNCEMENTS**

Marvin Mills had announcements regarding various Facilities projects.

1. Germantown Student Services (SA) building project is scheduled to be completed in December 2018. Classes will be scheduled in this building in January 2019.
2. Rockville Student Services building construction started recently and is scheduled to be complete in twenty-two months.
3. Takoma Park Math Science Center Request for Proposals has been issued. Bids were due on Nov. 15<sup>th</sup> by 3:00 pm. Interviews will be during the February Board of Trustees meeting and the final selection of the Architecture and Engineering firm will be in March 2018.

### **FY-18 Goals**

Members developed the FY-18 goals which are attached on a separate sheet.

### **VOIP Launch**

Carl Whitman described the plans for installing over four thousand phones and replace the existing telecommunication system with a Cloud based one. The new phones will allow voice mails to be delivered to e-mail accounts and for calls to be forwarded to a college phone. The phone number will still appear as a college number. The phones also allow video conferencing, as they have a small display where video can be viewed. The phone will be plugged into the computer, and uses the computer's speaker. The project is in partnership with local companies, Atlantic Online and Broadsoft. Both companies are based in Maryland, which means the college is supporting local businesses.

### **Student Dining Card**

The concern was sent to Auxiliary Services and Donna Schena, who forwarded it to Operational Services Council. There is difficulty receiving the refund after the machine malfunctions. Students are also interested in having one card that can be used at all the MC campuses. Sharon Kauffman provided a response: Chartwells has to allow multiple location use as the cards are issued by them. Carl Whitman mentioned that the one card for multiple purposes will address this concern in the longer term, once it is established.

### **ADJOURNMENT**

The meeting adjourned at 3:49 pm. Next meeting will be on December 14<sup>th</sup>, which is the last day of Exams Week.

Respectfully submitted by:  
Sharmila Pradhan (Co-Secretary and note taker of the meeting)