



OPERATIONAL SERVICES COUNCIL

December 14, 2017

Central Services E301

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

ATTENDEES

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

Members Absent: Joanne Chiu, Chris Baumeay (Secretary), Kathryn Chantry, Carl Whitman, Angela Nissing.

Substitutes Present:

Guests:

CALL TO ORDER

Patrick Feehan called the meeting to order at 2:40 pm.

AGENDA and MINUTES

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

OPEN COMMENTS

OSC members commended Patrick Feehan and his team for very creative and effective Phishing e-mails. He informed the group that more and more employees have reported suspect e-mails using the fish icon in Outlook.

Sharmila expressed concern that the printers in CT print cover sheets, even for “Pin To Print” jobs. Patrick will bring someone from IT who can address this concern at the next meeting.

Faculty Position – the search continues for appointing a faculty member to the Operational Services Council.

Ad-hoc Parking Appeals Board (Germantown campus)

The board submitted comments by e-mail expressing concern that students are receiving multiple citations, because once there is a citation they cannot renew their permit until they pay the citation. The Ad-hoc board is requesting that Facilities or Public Safety should provide clear notice that:

1. A temporary permit can be obtained from the Public Safety office, which is open 24x7.
2. Directions should be provided to the Public Safety office location
3. The above information should be included in communications from the College regarding the citation.

Marvin Mills, Vice President for Facilities and Public Safety, responded that he is considering changes to P&P to have a procedure for considering financial hardship and issuing a waiver. Currently there is no such process. To the issues listed above, Mr. Mills responded that a new parking software may be purchased within the next eighteen months, as the current software license will expire. At that time, there may be a way to modify the instructions on the ticket.

OSC members requested creation of a designated parking appeals board on each campus. A parking ticket costs \$50.00. Parking fees pay for the maintenance and striping of parking lots. There is a need to balance genuine financial hardship issues, with the need for resources to maintain parking lots in good condition.

Student Council Meeting report

Patrick Feehan attended this meeting and was very impressed by the students' participation and questions. He also recommended that the Operational Services Council should invite Mr. Mills to present his talk about the future direction for Public Safety at Montgomery College.

Meeting Minutes

It was agreed that meeting minutes will be distributed in draft form at least three days prior to a scheduled meeting.

ANNOUNCEMENTS

Identity Management Changes

Patrick Feehan announced that IT had smoothly transitioned the college's identity management system from Oracle to Fisher Cloud Services. This system is used by programs to recognize who is using it – the identity of the person using the program. The OSC members applauded the team for doing this huge task without a glitch, and without anyone noticing the change.

Facilities Projects

Marvin Mills had announcements regarding various Facilities projects.

1. Takoma Park Math Science Center Request for Proposals pre-bid meeting was attended by seventy nine companies. Eleven firms submitted proposals. Six firms will be identified and reviewed and recommendations submitted at the February Board of Trustees meeting. Selection will be announced in March. This will be followed by a charrette that will include building users as well as, neighbors.
2. Leases are being modified for certain off-campus locations. The Gaithersburg WDCE offices will occupy only one floor, as most of the current employees will move to Mannakee building. Classroom spaces will be complete by February and classes will

begin in March. The ID card service will continue at MK until the Student Services building is complete.

Wheaton lease will expire December 2018. Negotiations may include more space, HVAC upgrades and better security.

3. Public Safety Conversations – Mr. Mills and Ms. Shawn Harrison have been holding meetings with Public Safety staff to inform them about changes to their department structure. They plan to hold open meetings for students and employees at the three campuses and Central Services in January. There will also be a survey about the safety climate.

FY-18 Goals

Members voted and approved FY-18 goals which were submitted to Tacy Holliday in November.

ADJOURNMENT

The meeting adjourned at 3:43 pm. Next meeting will be on January 25th.

Respectfully submitted by:

Sharmila Pradhan (Co-Secretary and note taker of the meeting)