



Operational Services Council

11 October 2018
Central Services S201
2:30 to 4:00 pm.

ATTENDEES

Members Present: Angela Nissing, Vice-Chair; Laura Anna, Elizabeth Greaney, Sharon Kauffman, Marvin Mills, Mark Pace, Jean D. Yemba (student member)

Members Absent: Christina Devlin, Jane-Ellen Miller, Kristen Roe, Kimberly Robinson, David Sowards

Substitutes Present: Bridget Abraham (for Kristen Roe), Mary-Ellen Glowacki (for Jane-Ellen Miller)

Guest: Donna Schena

CALL TO ORDER

Angela Nissing, Vice-Chair called the meeting to order at 2:33 pm.

AGENDA/MINUTES

The agenda for the meeting was reviewed. Motion (Greaney/Anna) to approve the 9/13/18 meeting minutes was approved.

OPEN COMMENTS

- Jean Yemba, member of the Takoma Park Student Senate was elected as the student representative.
- Angela Nissing brought up concerns over the recent lockdown situation at the Takoma Park campus. This lead directly into a detailed verbal report from Marvin Mills related to 3 separate security incidents across the college since the last OSC meeting.
- Facilities and Security report (Marvin Mills)
 - **1st incident – Takoma Park campus (9/26):** Incident involved a handgun brandished by an unknown individual on campus. The College is reviewing the emergency response including a lock-down message that was not received by everyone. It is suspected that a problem with an outside service provider caused ~15% of individuals to not receive the MC Alert notification.
 - **2nd incident - Rockville campus (10/5):** - Incident involved multiple person altercation in a parking lot.
 - **3rd incident - Germantown campus (10/5):** Incident involved non-student arrested on weapons and drug possession charges.

Marvin reminded the committee that all emergency procedures are available online. Upcoming changes to address safety and security include acquisition of additional security cameras, additional security positions authorized and additional training for college security officers, as well as future training for faculty, staff and students.

In response to a question related to the building LED displays, Marvin reported that the vendor of the current displays is not reliable and the College is looking to alternative vendors. There was also a comment related to security officers conducting walking patrols on the GT and RV campus, but that officers tend to stay centralized at the campus commons location at TP. The Security division is currently down 9 officers. It was also reported that some of the blue emergency lights do not currently work (4 at Takoma Park and 3 at Germantown) and are due for replacement and upgrade.

OLD BUSINESS

- The 2018-19 Goal Plan was reviewed:
 - Goal #1 – Added Educational Excellence and Access, Affordability and Success themes. The reference to ‘receive a report’ was clarified that this refers to written and/or reports from committee representation relating information on current college projects and initiatives.
 - Goal #2 – Added Educational Excellence and Access, Affordability and Success themes.
 - Goal #3 – modified statement “We will understand and support efforts of the new IT Alignment and Planning Group overseeing the transition to new enterprise-wide systems” to reflect the new planning and assessment workgroup to be formed. References to specific programs (i.e. Banner 9, WorkDay) should be removed to broaden the scope of the goal to include new systems.

Motion (Greaney/Anna) to approve the revised goals as discussed was approved.

NEW BUSINESS

- Meeting Notes and Election of a Secretary - Student member, Jean Yemba, volunteered to be Secretary. Motion (Greaney/Brittney) to elect Jean was approved. The committee agreed to rotate the note-taking duties among multiple volunteers.
- Update from College council was reviewed.

ANNOUNCEMENTS

Members provided updates from Business Services and Information Technology:

- Fiscal Services (Donna Schena) an update on food services across the College was provided. The current food services contract with Compass ended in June 2018. The Board was asked to approve a 1-year extension with 1 additional year provision. Current

food service spaces across the college was reviewed. The Germantown food cart has been shut down and will not return due to broken equipment and lack of profit. The College will be looking to bring in an outside partner for food services and food vending upgrades and there will be an upcoming vendor roundtable on Oct 22. Questions from the committee related to affordability and diversity of food options and if students would have input. Donna expressed that student feedback will be welcome and affordability is an important concern that needs to be addressed in any business model

Business Services (Liz Greaney): The 2017-18 fiscal year audit was filed and is available online for public review. Upcoming: The Office of Business Services is evaluating current forms used by the College to add clarification and simplicity. If this council has any recommendations for improvement, we encourage the feedback.

- Facilities (Marvin Mills): See previous summary.
- Information Technology (Mary Ellen Glowacki for Jane-Ellen Miller): Reminder that Banner 9 “Day in Life of a Student” demonstrations are scheduled and constituents are encouraged to attend. The IT technology assessment sessions have concluded.

ADJOURNMENT

The meeting adjourned at 4:01 pm.

The next meeting will be Thursday, Nov 8, 2:30 – 4:00pm.

Respectfully submitted by: Laura Anna