



## **Operational Services Council**

13 December 2018  
Central Services S201  
2:30 to 4:00 pm.

### **ATTENDEES**

Members Present: Christina Devlin, Chair, Angela Nissing, Vice-Chair; Laura Anna, Elizabeth Greaney, Sharon Kauffman, Jane-Ellen Miller, Mark Pace, Kristen Roe, Kimberly Robinson, David Sowards

Members Absent: Marvin Mills, Jean D Yemba

Guests: Michael Mills, Robin Cook, ELITE; Sharon Bland, Equity and Inclusion

### **CALL TO ORDER**

Christina Marie Devlin, Chair called the meeting to order at 2:35.

### **AGENDA/MINUTES**

The minutes from the November 8, 2018 meeting were reviewed and several typographical errors noted. A motion was made by Jane-Ellen Miller, and seconded by Sharon Kauffman to approve the minutes of the previous meeting as corrected; the minutes were approved by a voice vote. The agenda was reviewed and Christina Devlin noted that Dr Marvin Mills was unable to attend and would not be providing an update until the next meeting.

### **OPEN COMMENTS**

There were no open comments at the meeting.

### **NEW BUSINESS**

ELITE, Blackboard and Data Security Update

Dr. Mike Mills and Robin Cook from ELITE visited in conjunction with the the OSC's stated goal to review data security as part of the larger security environment. They discussed several issues that keep our Blackboard data secure including:

- students are added or deleted into Blackboard course sites only through Banner
- data only flows one way out of Banner
- Blackboard meets our OIT security standards in its products
- Montgomery College Blackboard sites are hosted on secure servers behind lock and key
- The "backdoor" login that allows faculty to directly access Blackboard is being phased out
- M numbers are the only identifiers shared into Blackboard
- Academic support personnel such as librarians and coaches have student access to Blackboard which limits the amount of personal information they have access to.

Laura Anna and Angela Nissing requested additional information about how faculty can use Blackboard analytics, and Robin Cook offered to share additional information that is often provided in a faculty workshop.

#### Equity and Inclusion Update

Sharon Bland, Chief Equity and Inclusion Officer, visited to share some updated about the work of her office:

- She has met with hundreds of people in every part of the college, representing every constituency, including students
- The President's Advisory Committee on Equity and Inclusion was formed with 40 members selected from 138 applicants, which has allowed division into a number of subcommittee
- A "Code of Civility" has been created for Montgomery College
- We have good programs for equity and inclusion but we are not always sure how to measure their impact or to disperse ideas across the community
- The first Equity and Inclusion survey was completed and 40 recommendations were brought to the Senior Administrative Leadership Team, which suggested that we implement as soon as possible all the first-level recommendations
- She shared the "Roadmap of Employees to Address Issues" document which helps employees understand who to contact at the college when they are not certain who should address a specific concern. A version of this document is being created for students as well
- A second survey is currently open and will close on December 14, 2018
- In Spring, there will be a Facebook Live discussion, more "Pizza for your Thoughts" with students, and a college Equity Summit on April 30, 2019 from 8-4 in Germantown with an outside speaker
- A second set of recommendations, ones that require financing or changes to policies and procedures, are in progress.

In discussion, the council noted that some of the events might be hard to access since not everyone uses Facebook and the attendance at the Summit will be limited to Montgomery College affiliates. In addition, we brought up some concerns about how the "Code of Civility" might inform, for example, employee performance reviews.

#### **OLD BUSINESS**

Additional concerns regarding lockdown signs were raised by Christina Devlin, who provided a written statement from Prof Jennifer Haydel of the Germantown campus about the placement and numbers of lockdown signs on the Germantown campus, especially in the HS building. Jane-Ellen Miller and Sharon Kauffman noted that as a result of recent security and safety forums, the number and placement of the signs is being reassessed. Mark Pace also noted that these signs are essentially temporary and will be replaced with more permanent signage. Additional security forums are scheduled for spring semester and will be held at times of the day that make it easier for more member of the community to attend.

David Sowards asked about the lockdown signs in connection with the report in the November 8 minutes about door protocols, noting that he was concerned because he believed that a student in a wheelchair did not know how to proceed in the event of a lockdown or evacuation. Though

security does know where wheelchair user students have classes, the group agreed that more information for part-time faculty about how to handle emergencies with students would help the entire community and most importantly, that safety training should be directed towards the community members' roles and campuses.

### **ANNOUNCEMENTS**

Jane-Ellen Miller gave two IT updates:

1. a Banner upgrade, need to meet our compliance requirements, taking place over the week of December 15 and 16. The final grades due date was extended to Friday, December 21 in order to make up for time when Banner is not available to instructors.
2. The password change reminder system will be back online by the end of January and will begin a rolling process of password updates to MyMC for all Montgomery College IT users.

Liz Greaney kindly agreed to defer Business Services updates to the next meeting.

### **ADJOURNMENT**

The meeting adjourned at 3:57 pm.

The next meeting will take place on Thursday, January 24 in CT 2:30 – 4:00pm.