



## **Operational Services Council**

21 March 2019

Central Services E301

2:30 to 4:00 pm.

### **ATTENDEES**

Members Present: Christina Devlin, Chair; Mark Pace, Angela Nissing, Jean D Yemba, Kimberly Robinson, David Sowards, Elizabeth Greaney, Laura Anna, Sharon Kaufmann, Jane-Ellen Miller

Members Absent: Marvin Mills, Kristen Roe

Guests: Shawn Harrison, Terrence Evelyn, Carlo Sanchez, James Gillis, Sandra Marke, Linda Hickey

### **CALL TO ORDER**

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

### **AGENDA/MINUTES**

Minutes from the February 14 meeting were approved.

### **OPEN COMMENTS**

David Sowards noted that the Germantown Council had an extensive discussion of Equity and Inclusion Survey Report recently released; the Germantown Council will continue to address questions brought up by the downward trend of the survey, which showed that issue of equity and inclusion concern many at the college.

### **NEW BUSINESS**

#### **2020 Budget**

Elizabeth Greaney and Linda Hickey gave a presentation on the proposed 2020 College Budget. Highlights included:

- The budget follows leadership priorities as well as the current county fiscal climate in remaining largely flat. Those priorities include student success goals of a 30% graduation rate for entering fall 2018 students and a 50% transfer rate for that same cohort.
- There is a small overall decrease for the 2020 fiscal year with a total budget of 313.4 million dollars. Part of the decrease is attributable to the end of a large grant.
- The budget anticipates a 3.1% tuition increase and declining credit hours enrollment.

While the local school system is growing, those students are not yet ready to attend Montgomery College. Our enrollment is likely to be flat for the foreseeable future.

- Some special initiatives include: expanding the Early and Middle College programs for high school students; expanding athletic programs based on our new athletic division, which includes increased compliance work; continuing the ACES program for MCPS students.
- WDCE is the next largest fund after the Operating Fund and supports 44000 equivalent full-time students.
- The proposed budget will be reviewed and approved by the board in April; presented to the County Council with focused lobbying efforts in April and May; final approval for the County is expected in May, and the budget will officially adopted at the college in June.

Kimberly Robinson asked to clarify where WDCE grants show in the budget and Ms Greaney and Ms Hickey responded that grants are represented for WDCE both in the grants funds and the WDCE fund.

### **Safety and Security Update**

Terrence Evelyn and Shawn Harrison provide an update safety and security issues, including a streamline of the Safety and Security website, and plans to hold an emergency preparedness exercise at the college during the week of April 22-26. The exact day is still being selected, but the exercise will include a lockdown practice. The exercise will take place around midday and signs, emails, and announcements will allow members of the community to know that the exercise is a practice and not an active incident. Everyone is asked to participate in the lockdown period that will last for about 10-15 minutes and to discuss how to prepare and what actions to take with the group of persons they are with. The safety and security team will be able to assess their performance in this exercise so that we are better prepared in case of an incident. The OSC group mentioned that all Montgomery College locations need to be included in training, drills, and planning.

Our guests noted that everyone is responsible for their own response to incidents and having thought through how to respond in the event of an emergency because the first few minutes of an emergency situation will always require individual response.

### **Mail Delivery Update**

James Gillis and Sandra Marke addressed concerns that had been expressed at previous Takoma Park/Silver Spring Campus Council, College Council, and OSC meetings about the slowness of both postal and interoffice mail delivery. Intercampus mail is centrally sorted which means that it takes more than a day to go between campuses. In addition, mail does not go from campus to campus late in the day, which adds to processing and delivery time. In response to a question from Kimberly Robinson, Ms Marke noted that workers have regular hours which means that mail that arrives in Rockville may not be sorted for delivery on the same day, another part of the process that adds to delivery times.

Problems at the Takoma Park/Silver Spring campus with US postal mail are also attributable to the fact that the campus is covered by two US post offices because some buildings are in each jurisdiction.

However, the college anticipates that the mail services will be reorganized in the next 4-6 months with additional cross-training so that mail delivery of both kinds can move more quickly with delivery and sorting personnel working more closely to manage both interoffice and US mail.

## **REGULAR UPDATES**

### **Information Technology**

Jane-Ellen Miller provided an information technology update about two-factor authentication, noting that phishing and other attacks on our systems are common. Employees already enrolled in two-factor authentication will be required to use it to log in to MyMC starting this semester. All Montgomery College staff will be required to use two-factor authentication by June 30, 2019; faculty will need to do so by September 30, 2019. Students can be encouraged to sign up as well. In addition, users can select a longer period of time before they must re-authenticate with the second factor: users can check a box that allows them to stay authenticated for up to seven days, a choice which means that people using their office machines, for example, will only need to use the second factor once a week.

Ms. Miller also let us know that the college has selected a single web conferencing tool to support, and it will be one that meets accessibility requirements: Zoom.

## **ADJOURNMENT**

The meeting was adjourned at 4:05 pm.

The next meeting is scheduled for Thursday, April 25, from 2:30-4:00 pm