



## **Operational Services Council**

9 May 2019

Central Services S201

2:30 to 3:30 pm.

### **ATTENDEES**

Members Present: Christina Devlin, Chair; Anjel Jaxsen, Angela Nissing, Jane-Ellen Miller, Marvin Mills, Mark Pace, Ed Riggs, Kristen Roe

Members Absent: Laura Anna, Elizabeth Greaney, Sharon Kaufmann, Kimberly Robinson, David Sowards, Jean D Yemba

Guests: None

### **CALL TO ORDER**

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

### **AGENDA/MINUTES**

Minutes from April 25, 2019 meeting were approved unanimously with corrections of minor typographical errors.

### **OPEN COMMENTS**

There were no open comments offered at the meeting.

### **INTRODUCTIONS OF NEW MEMBERS**

The chair asked all the members of the council to introduce themselves to the group. New members Ed Riggs and Anjel Jaxen were present and join continuing members Christina Devlin, Jane-Ellen Miller, Marvin Mills, Mark Pace, and Kristen Roe. Member Angela Nissing, the current Vice Chair, was re-elected to the OSC and will serve a fresh two-year term.

Other members who were not present but who are continuing include David Sowards serving the second part of his two-year term as a part-time faculty representative, and Elizabeth Greaney, a permanent member. New student members will be Keissy Alfaro and Rebecca Rahman. Raquel Bunai, who represents staff and Alice Langholt who represents Workforce Development and Continuing Education were also unable to attend but will serve two year terms.

### **OFFICER ELECTIONS FOR 2019-20 ACADEMIC YEAR**

The chair noted that at this, the last meeting of the 2018-19 school year, it was the duty of the OSC to select new officers for the 2019-20 school year.

### **Chair Election**

Christina Devlin let the group know that she was not intending to serve as and nominated Ed Riggs to service as OSC chair in 2019-20. The motion was seconded by Marvin Mills. Angela Nissing then moved to close the nominations, and this motion was seconded by Jane-Ellen Miller. Professor Ed Riggs was elected unanimously to serve as OSC chair and our representative to the College Council in 2019-20.

### **Vice Chair Election**

Ed Riggs moved that Angela Nissing be nominated to continue as the Vice Chair, and this motion was seconded by Christina Devlin. Jane-Ellen Miller moved to close the nominations and Marvin Mills seconded this motion. Professor Angela Nissing was elected unanimously as the Vice Chair.

### **Secretary Election**

Christina Devlin opened the floor for nominations for a secretary. Marvin Mills then moved that the Operational Services Council postpone the selection of a council secretary until the first meeting of the 2019-20 academic year in September. This motion was seconded by Kristen Roe and unanimously approved.

## **REGULAR UPDATES**

### **Business Services**

There was no business services update.

### **Information Technology**

Jane-Ellen Miller gave an IT update.

1. Two-factor authentication will be required for staff by June 30 2019 and for faculty by September 30 2019. There is a contest with an Apple Watch giveaway for each of staff and faculty. Dr Pollard is appearing in a short video broadcast on Montgomery College video screens to remind all members of the community about 2FA. Users can be reminded that they can click a box so that they can authenticate once every seven days as long as they log in to Montgomery College systems with the same browser.
2. The process for direct deposit of payroll is being updated so that forms will only be accessible through MyMC to avoid fraud in redirection of pay. There will be secure web form and users will need to supply information about both the original and new bank accounts.
3. Equipment that was purchased at the end of the fall semester to avoid potential cost increases due to tariffs is being deployed to replace outdated academic equipment. In addition, computers on wheels are being shared so that academic areas have better access to the machines we do have. Other equipment is being updated for academic purposes so that students can receive training on the latest software; for example, the Takoma Park-Silver Spring Mac Lab will be using Office 2019.
4. The IT area has been successful in reducing fees that Microsoft is charging for the continued use of Windows 7; Windows 7 will be phased out as new machines are acquired since it is no longer the standard MS operating system.

## **Facilities Update**

Marvin Mills gave a facilities update with information about new buildings and security issues highlighted:

1. New Buildings
  - a. The Germantown SA building addition is delayed, but nearing completion; the two parts of the building will be linked and the building should be ready for use in the second summer session 2019.
  - b. The Rockville Student Center construction continues and the building is expected to be substantially complete by mid-September 2019.
  - c. The Isiah and Catherine Leggett STEM Building in Takoma Park-Silver Spring is well underway with pre-construction work and an expected opening in 2022.
2. Safety and Security
  - a. Notice boards will be retrofitted to work with the RAVE notification system so that classrooms, computers, and mobile alerts share the same information. New clocks which are linked to US atomic clock will be added to classrooms as the notice boards will no longer have the time.
  - b. The recent safety exercise provided good feedback from the community about how we can improve our preparedness.
  - c. New radio equipment and bullet vests to improve safety and communication for our security officers has been received and is in the process of being deployed.
3. A team comprised of facilities staff, students, and faculty led by Ali Fadl was selected for an Innovation Grant, "Let's Build a House" for a project to create a micro-house.
4. Preparations for Commencement on May 17 are underway and include monitoring of the weather and plans for parking support.

## **ADJOURNMENT**

Christina Devlin thanked the group for their support of her chairpersonship of the OSC in 2018-19 and adjourned the group for the academic year at 3:40 pm.

The next meeting of the Operational Services Council will take place in September 2020 as scheduled by the new OSC chair, Ed Riggs.