



## **Operational Services Council**

13 February 2020

Central Services S108

2:30-4:00 pm

### **ATTENDEES**

Members Present: Ed Riggs, Chair, Christina Devlin, Liz Greaney, Alice Langholt, Jane-  
Ellen Miller, Angela Nissing, Mark Pace

Members Absent: Keissy Alfaro, Raquel Bunai, Anjel Jaxsen, Rebecca Rahman, Marvin  
Mills, Kristen Roe, David Sowards

### **CALL TO ORDER**

Ed Riggs, Chair, called the meeting to order at 2:40 pm.

### **AGENDA/MINUTES**

The agenda was approved by a voice vote. Members had not had sufficient time to review the January 30 minutes because of the short time between meetings; Christina Devlin offered to circulate the minutes again via email for recommendations and approval.

### **OPEN COMMENTS**

There were no speakers in the open comments period.

### **MARKETING AND THE OSC**

Jane-Ellen Miller reported on a successful visit to the Staff Council, which was happy to learn that the OSC is a venue for so many issues related to college operations.

Mark Pace reported on a visit to Student Council and noted that the Student Council did not reach a quorum at the meeting he attended, which has been an ongoing problem for that council this year.

Christina Devlin reported on a successful visit to the Germantown Campus Council on February 4. The Germantown Council members offered up the idea that more wayfinding signs inside buildings would benefit our ever-growing campuses. The G Council also raised concerns about late afternoon shuttles and non-payment registration deletes that fostered lively discussion about how we think about our students' responsibilities and our services to support their success. The OSC members concluded that it is important to think about how any individual policy or issue fits into a philosophy of working with students.

In discussion about functional councils in general, the group suggested that we propose to our governance coordinator, Clevette Ridguard, that all council members be educated to better use the structure to report issues to functional councils. Our large number of avenues to raise concerns can be confusing, so charts or, as we have for the students, pathways, should be mapped.

### **CHAIR REPORT**

Ed Riggs gave a report of some recent discussions and information from the College Council:

- The Montgomery College homepage is being refreshed to keep the design current and usable.
- A Student Council resolution to rename Columbus Day as Indigenous People's Day at Montgomery College was voted down. Columbus Day is not a Montgomery College holiday, so there is no rationale for a name change.
- A Faculty Council proposal regarding last year's faculty compensation study was also voted down as the action proposed does not fall into the purview of College Council or governance, but in Labor Relations.
- Distance Learning continues to group with DL student numbers up 8% from the previous year.

### **REGULAR UPDATES**

#### **Facilities**

A written report was provided from Facilities as Dr Mills was attending a town hall meeting with Dr Pollard on another campus at the time of our meeting. Highlights included:

- Classes have begun in the new SA Building on the Germantown campus
- Construction on the new Student Services Center in Rockville continues and we expect to have classes in the fall semester of 2020.
- Asbestos abatement continues in the PE building in Rockville, with full re-occupancy expected by March 23, 2020.
- Construction fencing is up in the TPSS for the demolition that will precede the construction of the Isiah and Catherine Leggett Science Center.

#### **Information Technology**

Jane-Ellen Miller gave an IT update that included the following items:

- Zoom conferencing software will be available starting in March; Zoom does not need to be located in a physical place, but can be used with links sent to anyone participating.
- Data security training has been released that is required of all employees.
- Starting in the summer, the use of OneDrive will be promoted to help the college share documents
- Banner 9 refresh is underway with examinations of process redesign so that we can effectively use this new version; DegreeWorks will be the first new module being used to help students.

#### **Business Services**

Liz Greaney reported on the current work in her area (in addition to the Workday business processes marathons) to note that our Policies and Procedures updates for Procurement have been approved. The policies and procedures themselves have been streamlined and the dollar amounts for each procurement category brought into line with actual 21<sup>st</sup> century dollars.

**ANNOUNCEMENTS AND ADJOURNMENT**

The meeting was adjourned at 4 pm.

The next meeting of the Operational Services Council will take place on 12 March 2020 in Central Services from 2:30-4:00 pm.