

# MC GOVERNANCE

## OPERATIONAL SERVICES COUNCIL (OSC)

THURSDAY, MARCH 11, 2021

2:00 PM – 3:30 PM

VIA ZOOM

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### ATTENDEES

**Members Present:** Ed Riggs, Chair, Raquel Bunai, Stacy Ford, Alice Langholt, Sally McClean, Jane Ellen Miller, Marvin Mills, Angela Nissing, Adam Reid

**Members Absent:** Stacy Ford, Patty Gorski, Donna Schena

**Guest:** Terry Evelyn, Clevette Ridguard

### CALL TO ORDER

Ed Riggs, Chair, called the meeting to order at 2:15 p.m.

### AGENDA

The agenda was unanimously approved.

### MINUTES

The minutes were unanimously approved.

### CONSTITUENT CONCERNS

Ed Riggs asked Jane Ellen Miller if there were any updates on assigning a cohost in Zoom as per Tonya Baker's constituent concern on November 12, 2020. Jane Ellen responded that IT is still waiting to hear back from Zoom and therefore has no updates.

### REGULAR UPDATES

#### IT

Jane Ellen Miller, Interim Chief Information Officer, provided the following updates:

- ✚ Workday is at the 80% mark of the project.
  - They will test payroll in Workday from June/July through October.
  - Workday already offers a variety of training courses.
  - Talent and performance goals in Workday will go live in July.
- ✚ Work is starting to begin on DegreeWorks.
  - There is a demonstration scheduled for next week.
  - The SVP's sent out an invitation to their group that would use DegreeWorks (i.e., Registrar, curriculum).
- ✚ IT, Facilities, and Public Safety are working with Academic and Student Affairs on returning to campus keeping health and safety in mind.

## **Facilities**

Marvin Mills, Vice President of Facilities and Security, presented highlights from the Facilities report as follows:

- ✚ The demolition at Falcon Hall on the Takoma Park/Silver Spring Campus has begun. When they removed the air conditioners on the roof the structure collapsed. Fortunately, there were no injuries.
- ✚ The Student Affairs and Science (SA) building in Germantown is just about finished and Facilities is working on closing that project.
- ✚ Elevator work in the High Tech (HT) building in Germantown is coming along well.
- ✚ People are beginning to move into the new Student Services (SV) building in Rockville.
- ✚ Facilities is working with the City of Rockville on permits to demolish the old Student Services building.
- ✚ The construction of the MBI Finance Lab in Rockville is going well. There will be a NASDAQ-style ticker tape both inside and outside of Macklin Tower (MT).
- ✚ Construction continues on the second floor of the Mannakee (MK) building.
- ✚ Facilities is working on elevator upgrades in the Counseling and Advising (CB) building and Technical Center (TC).
- ✚ Facilities is working on the electronic access control on all the campuses.
- ✚ Display boards are being installed in all classrooms Collegewide.
- ✚ The cafeterias on all three campuses are being renovated and should be ready by fall.
- ✚ Facilities is looking at consolidating the mailroom and warehouse. Terry Evelyn is heading that project.
- ✚ Facilities staff will get new uniforms that will all look the same Collegewide.
- ✚ The full Facilities report is located in **ADDENDUM A**.

## **Office of Business Services (OBS)**

Liz Greaney, Chief Business/Financial Strategy Officer, provided the following updates:

- ✚ Brad Bridges is working on the renovations of the cafeterias.
- ✚ The OBS team is busy working on the last cycle of testing on Workday.
- ✚ OBS is working with the return to campus committee.
- ✚ OBS is finalizing their audit.
- ✚ MC received a \$12 million stimulus fund and has until May 2021 to use those funds.
  - \$7 million will go to students for emergency aide.
  - \$5 million has gone towards professional development.
- ✚ OBS is looking into the American Recovery Plan that President Joe Biden proposed.
- ✚ On March 15<sup>th</sup> County Executive Marc Elrich will announce the budget for fiscal year 2022.

## **Public Safety**

Adam Reid, Interim Director of Public Safety, provided the following updates:

- ✚ Governor Larry Hogan announced that he would loosen restrictions on schools and businesses. Public Safety has been working to find out what the guidelines and legal ramifications will be for Montgomery College.
- ✚ The Germantown Campus is planning on opening a mass vaccination site.
- ✚ Public Safety special police officers received approval to work with the WDCE academy for training.
- ✚ Public Safety is working to help facilitate the open labs on the campuses.

## **CHAIR REPORT**

Ed Riggs provided the following report from College Council:

- ✚ Ed Riggs discussed the compensation package located in **ADDENDUM B**.
- ✚ Liz Greaney brought up that the College has been working with a contractor to analyze and benchmark the positions, compensation, and benefits for its employees. The first focus will be on staff, then faculty.

## **EVALUATE GOAL PROGRESS**

Ed Riggs mentioned that the goal of OSC was to visit other governance councils to promote OSC. However, it's been difficult because we are late in the governance season. He said the bulk of our marketing can start now, but we should wait until fall to begin visiting other councils.

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## **ADDENDUM A**

**To:** Operational Services Council

**From:** Marvin D. Mills, Jr., Vice President of Facilities **MDM**

**Subject:** **Facilities Campus Updates**

**Date:** March 9, 2021

## **CAPITAL PROJECTS**

### **Germantown Campus**

#### **Science and Applied Studies Building on the Germantown Campus – Phase One:**

Hess Construction + Engineering Services has completed the renovation and addition project. Close out activities and warranty work only remain to be completed on the project.

#### **High Technology and Science Center ADA Elevator Addition:**

Elevator in progress with work expected to be completed by the end of March. A safety inspection will be performed prior to the State elevator inspector inspecting and certifying the elevator. Elevator call buttons have been installed and the elevator subcontractor is waiting on back ordered parts to finish the elevator cab. The metal mesh enclosure is in progress from the

second floor up to the fourth floor. Fire alarm issues are being addressed. Metal panels for the elevator enclosure on the first floor are on site and installation will start next week.

### **Rockville Campus**

#### Student Services Center:

Site work around the existing amphitheater has been completed and punch list activities are in progress. Asbestos abatement and removal of hazardous materials in the old Student Services building have been completed. The College is in the progress of obtaining all necessary clearance letters from the utility companies for submission to the City of Rockville Department of Permitting Services to obtain the demo permit. Demolition of the existing student service building is expected now to start in mid-March.

#### Macklin Tower MBI Finance Suite 100:

Baltimore Contractors, Inc. is making steady progress on the construction of the MBI Finance Lab. Work in progress includes electrical and mechanical rough in work on the ground floor, and the installation of flooring, ceilings, and painting on the first floor. The air handler unit has been delivered and installed in the basement of the building. Field measurements have been taken for the exterior and interior ticker boards, and the ticker will be installed in 8 to 12 weeks.

#### Mannakee Center for Training Excellence Second Floor Renovation

Oakmont Contracting LLC is making good progress on the second-floor renovation project. Currently, the contractor is completing finishing work in the classrooms on the second floor. Structural steel for the rooftop mechanical unit has been delivered to the riggers yard and is expected to be installed in the next couple of weeks. Steel modifications are required to be made to the roof prior to the installation of the new unit. Ductwork and ceiling mounted mechanical units are being installed on the second floor. The renovation project is expected to be complete by May 2021.

#### Elevator Upgrades for CB and TC

The new fire alarm modules have been installed. ThyssenKrupp is now able to start the remainder of the upgrades. Work is expected to be complete late March.

### **Takoma Park/Silver Spring Campus**

#### Catherine and Isiah Leggett Math and Science Building:

Project information is available at <http://mcblogs.montgomerycollege.edu/tpss-math-science-building/>

Three subcontractors are currently working on the project. Eastern Branch, the sitework subcontractor, is installing and maintaining erosion and sediment controls, removing existing light poles and emergency phone towers, demolishing existing parking lot curbs and gutters, and removing trees in compliance with the tree removal permit.

D&H Demolition started the demolition of Falcon Hall at the end of February. An unplanned incident caused the rooftop units of Falcon Hall to fall through the roof of the building to the gymnasium floor below, which caused the exterior walls of the gym to cascade into the building as well. There were no reportable injuries from this incident. The demolition proceeded after Barton Malow assessed the condition of the remaining building and debris and worked with D&H on a plan to safely separate and dispose of the debris from the incident and remaining demolition of Falcon Hall in a systematic and orderly manner. Temporary shoring is being installed prior to the demolition of the bridge between Science North and Science South.

JLN, the site utility subcontractor, is working on relocating the emergency generator serving Science South per the contract documents. They are also working on the installation of storm drain manholes and piping.

## CAMPUS FACILITIES OPERATIONS

### **On-Campus Presence and Support**

Facilities continues its onsite presence at all campus locations in support of instructional and student service activities

### **Collegewide Access Control**

An access control contract with a total cost of \$750, 336 was awarded to Johnson Controls, Inc. Scope of work includes upgrade of access control software, limited hardware upgrade and upgrade of the student ID system. Implementation began in July 2020 and is currently underway on all three campuses. Work associated with the contract is 95% completed. The new upgraded system is online and functional at all college locations. Punch list administration is in progress and ongoing. The project is expected to be 100% completed sometime in late-spring 2021.

### **RAVE Display Board Project**

Facilities is working in collaboration with IT to implement Phase 3, the final phase of RAVE display boards project, in the outstanding 220 classrooms across the three campuses. All new hardware needed for this project is on hand. Site cabling is currently underway and ongoing and is about 95% completed. Completion of all work associated with this project is scheduled to be completed circa mid-Spring 2021. The majority of phase 3 work is focused on the RV and TP campuses.

### **Fall 2021 Campus Planning**

In coordination with other AFS units, Academic Affairs and Student Affairs, Facilities is participating in a “desk-top exercise” on how the College will, possibly, re-open for Fall 2021 Semester with consideration for COVID-1 protocols still being in place (i.e. recommendations for class scheduling with considerations for: wearing of face coverings, social distancing, cleaning/disinfecting time allowance, occupancy rates, control of facility access, shuttle service, etc.)

### **Cafeteria Renovations**

Central Facilities and the Campus Facilities are collaborating with the College Architect to complete dining area upgrades requested by the Auxiliary Services and the new food & beverage provider. The upgrades are for both eating and food preparation areas. The work at the RV and TP campuses associated with this project is scheduled to be completed by or before fall of 2021. Work at the GT campus which has a much broader scope of work and is expected to go beyond fall 2021. A specific completion timeframe has not yet been established.

### **Fixed Asset Inventory**

Facilities is currently working with Procurement and Finance to perform a limited audit, focused on grant-funded inventory. The audit is expected to be completed by April-May 2021.

## Mailroom-Receiving Consolidation

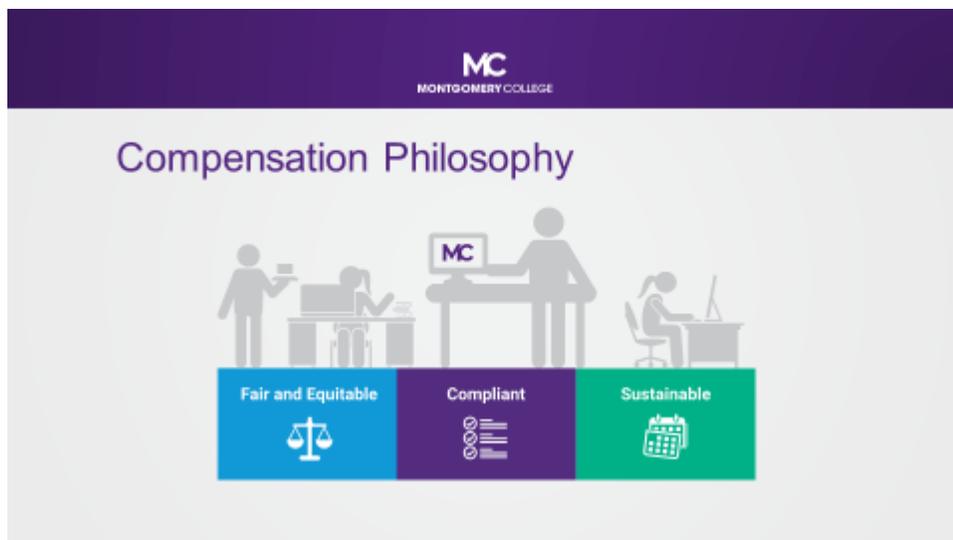
Implementation of the taskforce recommendations is underway. Current effort is focused in the areas of staffing (new and revised position description), staff training, campus space identification and technology application review. The mailroom and receiving department have continued operations during remote work and have used the opportunity to expand their collaboration efforts.

## Staff Uniforms

New uniform (design and color) for facilities staff is coming this fall. Facilities is standardizing its staff uniform design and color across all campuses. Staff will be assigned the new uniform on or before July 2021.

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## ADDENDUM B



## Concept of Total Compensation

- Educate and promote Total Rewards compensation model
- Constant and consistent stewardship
- Maintenance Review Schedule



## Total Rewards – Additional Benefits



Health Insurance



Wellness Program



Educational Assistance/Tuition Waiver



Retirement



Vacation/Sick/Personal Leave



Holidays



Faculty & Staff Assistance



Professional Development Sabbatical/P.D. Leave

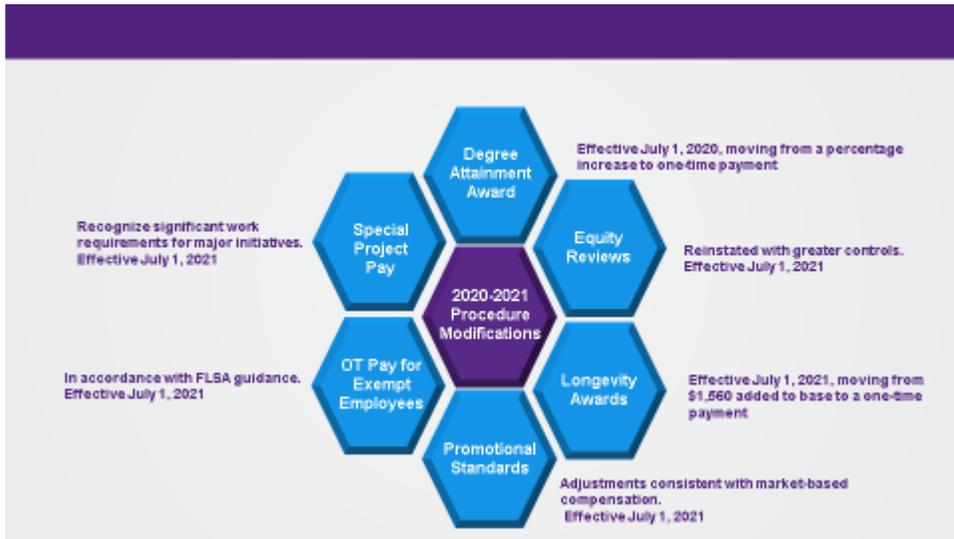


Recognition Awards



Flexible Savings Accounts





## In Conclusion

- Actualizing our Compensation Philosophy's three tenets
- Communicating and engaging with employees
- Maintaining market-based compensation system is an on-going and evolving process

