

MC GOVERNANCE

OPERATIONAL SERVICES COUNCIL (OSC)

THURSDAY, APRIL 8, 2021

2:00 PM – 3:30 PM

VIA ZOOM

ATTENDEES

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

Members Absent: Donna Schena

Guest: Clevette Ridguard

CALL TO ORDER

Ed Riggs, Chair, called the meeting to order at 2:09 p.m.

AGENDA

The agenda was unanimously approved.

MINUTES

Jane Ellen Miller approved the minutes from March 11, 2021. Liz Greaney seconded.

CONSTITUENT CONCERNS

There were no constituent concerns.

REGULAR UPDATES

Office of Business Services (OBS)

Liz Greaney, Chief Business/Financial Strategy Officer, presented highlights from the OBS report as follows:

- ✚ The operating budget for the College is made up of nine current funds of \$260 million over \$300 million.
- ✚ The two largest funds are the operating and Workforce Development (WDCE) funds.
- ✚ The WDCE fund is an enterprise fund. They generate revenue to cover their expenses and don't receive funding from the county.
- ✚ The operating fund is principally for the credit students' which funds faculty and staff salaries. It receives funding from the state and the county.
- ✚ WDCE receives some funding from the state for authorized programs.
- ✚ Montgomery County has a legal obligation to fund MC at a maintenance of effort, which means they give MC the same support as they have given the College the prior year. Any \$1 of additional support means that they've increased their maintenance of effort.

Budget Development Considerations

- Our budget must be balanced
- Alignment to MC 2025 Strategic Plan
- Montgomery County has a legal obligation to meet maintenance of effort or same level of funding as FY21
- State aid- allocated based on the Cade formula-partially based on state commitment to four year colleges and partially based on MC's full-time equivalency enrollment
- Agility will be required as we monitor our revenue sources; county, state and tuition and fees
- Enrollment trends and workforce demands
- A volatile economic environment, pandemic induced



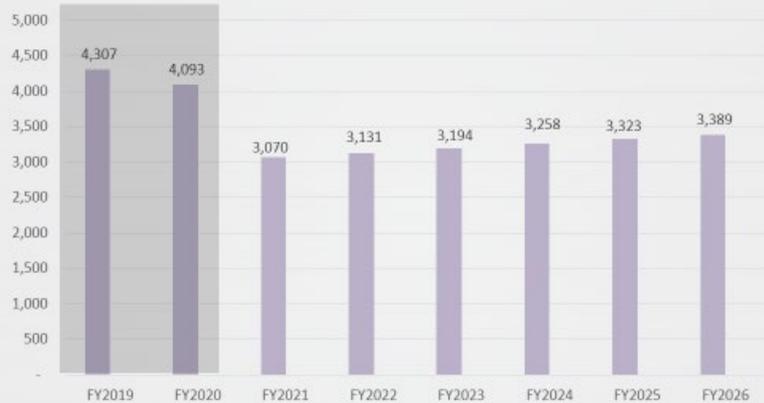
Student Enrollment Trends-Credit Hours



Resources: FY19 –FY20 actuals, FY21 from FY21 budget book, FY22-FY26 projection from OIRE



Student Enrollment Trends-WDCE Full Time Equivalent



Resources: FY19 –FY20 actuals, FY21-FY26 projection from OIRE



Timeline for Budget Approvals

November 16, 2020	SALT reviews FY22 operating budget
December 9, 2020	Budget & Financial Sustainability Committee reviews FY22 operating budget
December 14, 2020	Board of Trustees reviews FY22 operating budget
January 15, 2021	County Executive releases county capital budget
January 27, 2021	Board of Trustees adopts FY22 operating budget
February 2021	Transmittal letter and budget to County Executive and County Council
March 15, 2021	County Executive releases county operating budget
April 2021	Board of Trustees approves FY22 tuition and fees
April/May 2021	County Council sessions on MC budget
May 2021	County Council approves county budget
June 21, 2021	Board of Trustees approves final FY22 budget



IT

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

-  Workday is on the third and final testing phase.
-  Workday is accessible through the MyMC portal to find job aides on navigating the system.

- ✚ IT is working on the return to campus initiative for the fall with other academic units at the College. They are looking into the hands-on courses that need to come back (i.e., performing arts, science labs, automotive technology, libraries etc.).
- ✚ IT is working with Academic and Student Affairs on offering HyFlex course options and what technology will be needed to accommodate these classes.
- ✚ The Information Technology Alignment Group made a recommendation to Dr. Pollard that all College employees have a laptop and docking station. That rollout has actually begun. This isn't just an IT decision and only for IT employees. This decision was made prior to the pandemic. Jane Ellen recommended to fill out a hardware request form for a laptop if employee's laptops are old, in need of an upgrade, or if they are using personal laptops for work.

Public Safety

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

- ✚ The Germantown Mass Vaccination site is up and running very well.
 - There are between 80 to 120 support staff working at the site.
 - MC's marketing department has been very good about showcasing the site.
- ✚ Environmental Health and Safety has merged with Public Safety. There is an active search for a director of Public Health and Environmental Safety. The goal is to have someone hired by July 1st.

Facilities

Marvin Mills, Vice President of Facilities and Security, provided the following Facilities report below:

REORGANIZATION OF THE OFFICE OF FACILITIES

Environmental Health and Safety

The SVP-AFS directed the re-assignment of the Environmental Compliance, Occupational Health and OSHA Safety (EHS) Department to the Office of Public Safety, Health and Emergency Management.

- A. A transition meeting held with Interim Director of Public Safety, Health and Emergency Management on the transfer. Also in attendance was ASVP-AFS and EHS Manager.
- B. The Interim Director of Public Safety, Health and Emergency Management is now the chair of the College-wide EHS Task Force. The VP for Facilities led the meeting for the final time on 4/5/2021.
- C. The VP for Facilities will continue to be the Executive Sponsor for the Occupational Safety Sub-committee to the College-wide EHS Task Force.

CAPITAL PROJECTS

Takoma Park/Silver Spring Campus -

Leggett Math and Science Building

- a. Demolition of Falcon Hall, Planetarium and portion of Science South complete
- b. Letter received from DGS approving the construction budget with state share of 50%.
- c. Project is on budget, but 6-8 months behind schedule- Barton Malow will do all it can to make up for the delays.

Rockville Campus

New Student Services Building (nSV)

- a. Facility has received its certificate of occupancy
- b. A purchase orders have been issued to MCE for the 2nd and 3rd floor furniture. in September. Furniture is in fabrication, but we have not received a recent update from MCE. MCE has been very slow in responding to inquiries from Catherine. Furniture punch list work by MCE is in progress on the 1st and 4th floors.
- c. Asbestos abatement and removal of regulated hazardous materials in the old Student Services building is complete.
- d. Completion of site work to the east of the Humanities building amphitheater has started.
- e. Demolition of the existing student services building expected to start at the middle of April

and

- f. be completed by the end of May.
- f. Punch list activities remain ongoing in the new building and on the site work.

RV Elevator Repair Projects

- a. RV CB upgrade complete. RV TC life safety inspection did not pass. Heat detectors in the Elevator Machine Room and Elevator Pit need to be removed and replaced with smoke detectors since there are no fire sprinkler heads in either location. Coordination for the completion of this work is in progress. Work is expected to be to complete and ready for a Fire Marshal reinspection circa mid-April

RV MT MBI Finance Lab Suite 100

- a. 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 first and ground floors. The air handler unit has been delivered and installed in the basement of the building.
- b. The installation of new ductwork is in progress on the first floor. Field measurements have been taken for the exterior ticker, and the ticker will be installed in 8 to 12 weeks. Patching and waterproofing of the supports at the terrace is scheduled to be completed in the next two weeks. Plumbing: scope of work at this floor is minimal.
- c. Arrangements are being made to make the space HyFlex, with no addition to the budget.

Mannakee 2nd Floor Renovation

- a. The rooftop air handler and condensing unit were lifted into place at the end of March.
- b. Structural steel work being reviewed by the consulting engineer and delegated design engineer.
- c. Ductwork installation on the third floor in progress. Second floor finish work continuing. D. Current schedule from the contractor has the work substantially complete by the middle of May.

RV PE Fitness Floor Replacement

- a. Project is complete, will require some re-location of equipment with guidance from PE staff. A specialty contractor has been identified to move the equipment.

Germantown Campus

GT SA Renovation and Addition Phase 1

- a. Punchlist work in progress.
- b. Final testing and balancing of HVAC system in progress.

GT HT ADA Elevator Renovation

- a. Project is final stages of completion. Fire alarm upgrades in process. Atrium smoke evacuation beam detectors need to be realigned and adjusted to accommodate the newly installed elevator in the atrium. Elevator adjustor completing installation and the third- party inspection is expected to occur within a week. State elevator inspection to occur prior to Montgomery County certification of the work.

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. Punchlist 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.

College-wide Staffing and Organization Study

The VP for Facilities met, for a second time, with the vendor's representative. Current staffing was discussed as how Facilities operates in response to the social distancing per CDC guidelines. Also discussed were the 47 open positions in the Office of Facilities and the requirement to meet APPA Level #2 for maintenance, custodial and grounds operations college-wide.

- ✚ Marvin Mills shared the APPA Staffing Standards which is located in [ADDENDUM A](#).

GOALS

Stacy Ford provided the following report:

- ✚ New people on the OSC will need to get trained on the goals for the next academic year.
- ✚ Ed Riggs suggested waiting until May to find out who the new members are to start the training process.

ADJOURN

The meeting was adjourned at 3:20 p.m.