

MC GOVERNANCE

OPERATIONAL SERVICES COUNCIL (OSC)

THURSDAY, OCTOBER 14, 2021

2:00 PM – 3:30 PM

VIA ZOOM

ATTENDEES

Members Present: Ed Riggs (Chair), Christina Devlin, Stacy Ford, Chenequa Holland, Joe Marshall, Sally McClean, Tykesha Reed, Kam Yee, Adam Reid, Marvin Mills, Liz Greaney, Andrea Campos

Members Absent: Harvey LaGuerre, Wendy He, Jane Ellen Miller

Guests: Clevette Ridguard

CALL TO ORDER

Ed Riggs, Chair, called the meeting to order at 2:02 p.m.

AGENDA

Ed Riggs requested comments or changes for the agenda. There were none, so the agenda was approved by unanimous consent.

September 9, 2021 MINUTES

Ed Riggs requested comments or changes for the September minutes. There were none, so the minutes were approved by unanimous consent.

CONSTITUENT CONCERNS

A set of constituent concerns were submitted to Chair, Ed Riggs:

- How will Montgomery College ensure that all students who come onto the campus are fully vaccinated?
- How will this be policed on a daily basis?
- Will faculty be notified of students with a medical or religious exemption? Who will check to verify that they are being tested regularly, if they opt out of the vaccine?
- Campus borders are porous. Classroom buildings have several points of entry. What about visitors on campus? How should it be treated if an unvaccinated or unmasked visitor or student shows up to a classroom? It is not a faculty responsibility to police health matters. How will this be handled?
- Will the Instructor work station in a computer lab be protected with plastic shielding?
- How will classroom equipment be sanitized between classes with less than 15 minutes between some classes? There is not enough department staff to do this.

Adam Reid addressed the concerns at the meeting:

- How will Montgomery College ensure that all students who come onto the campus are fully vaccinated? **Students will follow a process of reporting similar to staff. They will be required to upload their vaccination card or apply for a medical/religious exemption and then go through regular testing. The College is close to finalizing a deal with the County's CRISP system for tracking everyone's vaccination information.**
- How will this be policed on a daily basis? **The tracking system previously mentioned will take care of verifying everyone's vaccination status and ongoing testing, if needed. If information is not submitted in a timely fashion, automated alerts will be sent out to the students and College staff to follow-up with the students. Visitors will still do the daily health assessment, but the College will add the vaccination or testing question to the assessment.**
- Will faculty be notified of students with a medical or religious exemption? Who will check to verify that they are being tested regularly, if they opt out of the vaccine? **No. Faculty will not be put in this role. The tracking system will handle this.**
- Campus borders are porous. Classroom buildings have several points of entry. What about visitors on campus? How should it be treated if an unvaccinated or unmasked visitor or student shows up to a classroom? It is not a faculty responsibility to police health matters. How will this be handled? **Faculty should make the attempt to tell students to wear masks. They can escalate to Campus Safety if needed. Campus Safety will always carry spare masks, which they can supply to visitors, students, or staff. Students are bound to code of conduct, so regular disciplinary policies will be followed if needed.**
- Will the Instructor workstation in a computer lab be protected with plastic shielding? **Yes, and if not in place, then regular Facilities requests can be made for classrooms that need them.**
- How will classroom equipment be sanitized between classes with less than 15 minutes between some classes? There is not enough department staff to do this. **Faculty and staff are responsible between classes to tidy up their workspaces. Facilities has extra cleaning protocols. However, Facilities cannot clean all classrooms during the 15 minute breaks between classes.**

REGULAR UPDATES

Facilities

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

Takoma Park/Silver Spring Campus -

Leggett Math and Science Building

- a. Sheeting and shoring installation has been completed. Contractor is routinely monitoring per agreement with Montgomery County DPS.
- b. Site work continues (stormwater management and underground utilities)

- c. Excavation and site prep work is in progress. Installation of concrete foundations is expected to start in the next 30 days.
- e. Project is on budget, but 6-8 months behind schedule- Barton Malow will do all it can to make up for the delays.

P4 Fire Alarm Upgrade

QSS International, Inc., has been contracted for this work. Submittals are being processed and a fire alarm permit needs to be obtained by the contractor prior to the start of work. Work is expected to start in the middle of September and be completed by the middle of November.

Rockville Campus

New Student Services Building (SV)

- a. Furniture installation has been completed on all floors with only furniture punch list items remaining to be completed by MCE.
- b. Phase 4 and Phase 5 site work has been completed and only punch list activities remain to be completed.
- c. Issues related to the sanitary sewer line serving the restrooms is being investigated. There appears to be a discrepancy between the planned work and the as-built condition. Contractor is reviewing and will coordinate all remediation work with campus facilities.
- d. Three departments remain to be moved into the new building. Move activities are being coordinated with MC IT, movers and campus facilities.

RV MK Innovation Hub

Brawner Builders, Inc., has been contracted to renovation the two classrooms in MK into the innovation Hub. A contract is being processed with the expectation the Notice to Proceed construction activity will be issued the week of September 7th.

RV Campus Loop Piping Replacement

Denver-Elek, Inc., was awarded the contract for this project at the June BOT meeting. Submittals are being processed, and site logistics are being coordinated with Campus Facilities. Work is expected to start in the middle of September and be completed by the end of November.

RV MK CTE 2nd Floor Renovation

Contractor is completing finishing work on the second floor. AV equipment is being installed in the new classrooms by the College. Issues involving the rooftop HVAC equipment have been resolved and only commissioning activities remain. The College and A/E team have generated the punch list of work to complete. Project is expected to be complete by the middle of September.

RV MT MBI Finance Lab Suite 100

The MBI Finance Lab project is at 99% completion, with only punch list items and project closeout procedures remaining. The project scope included renovation of the former VPP suite, to create the MBI Finance Lab classroom and an adjacent administrative support suite. Faculty training in “best practices” for use of the Hi-flex instructional technology is underway. Interior and exterior stock market tickers have been installed, and will be displaying the stock market content in the very near future.

RV PA Theater Seat Replacements

The project scope is 99% complete, including installation of new theater seats configured to accommodate a new center aisle, new handrails at that center aisle, power to new seat lights along all aisles, and new carpet throughout the theater, the lobby and the adjacent hallways. Only punch list items and inspection by the City of Rockville remain.

Germantown Campus

GT SA Renovation and Addition Phase 1

a. Punchlist work in progress and has mostly been completed.

GT HT ADA Elevator Renovation

The inspector for the State of Maryland generated a punch list of items requiring completion by the contractor and the College. These items are expected to be completed by the middle of September and the reinspection scheduled shortly thereafter.

BE Pepco Duct Bank

Electric Advantage, Inc., has completed the installation of the duct bank. Pepco needs to certify the duct bank and then the installation of the secondary feeders can be coordinated between Pepco and campus facilities. This installation is anticipated occurring either during Thanksgiving or Winter break.

Capital Budget (as of 8/31/2021)

<u>Allocation</u>	<u>Encumbered/Paid</u>	<u>Balance</u>
\$637,021,527.00	\$580,430,221.00	\$ 55,591,306.00

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

Implementation of the upgraded access control system is complete. The new system is online and functional. Testing and operational adjustments are ongoing.

RAVE Display Board Project

Implementation of Phase 3 of the RAVE Display Boards project is complete. Phase 3 was the final phase of this project so the RAVE System Display Board project is now fully complete. Rave display boards are now available in all instructional and public space across the college.

Fall 2021 Campus Personnel Update

All Facilities O&M campus staff returned to fulltime on-site work on July 1, 2021. The Facilities Central Office continues to work with HRSM to recruit and fill 40+ critical staff vacancies.

Cafeteria Renovations

- a. TP/SS Cafeteria Renovation has passed the Health Dept. inspection and is now operational.
- b. RV Cafeteria Renovation has passed the Health Dept. inspection and is now operational.
- c. GT Cafeteria Renovation is proceeding according to plan. Demolition is complete and the contractor is working on installing new walls, plumbing, electrical and HVAC work.

See Photos on following pages

GT BE Pepco Duct Bank



RV SV Phase 4 and 5 Site Work



RV SV 2nd Floor Furniture



Leggett Building Site Work



Fiscal Services

Confluence of fiscal years:

1. Fiscal year 2021 is closed with completion of the audit of our external financial statements and enrollment numbers. For your reading pleasure, please find the reports at [Finance & Grant Accounting \(montgomerycollege.edu\)](https://montgomerycollege.edu/finance-grant-accounting)
2. Fiscal year 2021 is ¼ of the way behind us and the first quarter financial report will be presented to the BOT during the October 18, 2021 meeting along with a presentation on the larger fiscal outlook.
3. Fiscal year 2022 budget development is underway and a memo to the community should be issued toward the end of this month
4. We have one more audit that is still in progress for the fiscal year 2021 which is commonly referred to as the Single Audit. It is a required audit because we receive federal grant money such as student federal aid and Higher Education Emergency funding.

The Workday project is getting close. Getting down to final phase and still on track to launch in January of 2022. We're at the final "smoke testing" phase to ensure that everything is ready to transition over from Banner to Workday for HRSTM and Finance. Please participate in the training to ensure a smooth transition.

(Note: Smoke Testing is a software testing process that determines whether the deployed software build is stable or not.)

Public Safety

Officers started another wave of training. This wave included Title IX training. They're the first point of reporting, so it is critical for them to have Title IX training. His staff worked with Chris Moy to get everyone trained. The officers will also be attending child protection training in the near future.

They are entering a major hiring period. They have openings both on the campuses and in the dispatch center. With the gradual return of staff and students, they are expanding the hours of the dispatch center as well.

In the Public Health area, the College is pushing forward with vaccination mandates. A memo should be coming out soon regarding how to upload your vaccination card.

- The Rockville campus is still open Wednesdays for vaccinations. However, they are doing testing on a daily basis.
- Germanton is open again for vaccinations. They are already looking to change hours to later in the day with the expectation of 5-11 year old being authorized soon.

- The partnership with Holy Cross continues in TP. Vaccinations are being offered on Thursdays, although they have been moved to first floor of ST to provide higher visibility.

The HEERF team is bringing in temporary staff to get through the transition back to campus. There focus is to help with calls regarding whether or not to come to campus.

OSC Goals

Christina presented a goal based around improved Communication. We discussed and will either consider it as a separate goal or combine it into our existing OSC communication goal. Christina will draft up the goal in the SMART goal format and Ed will send it out next week.

Kam completed a goals form:

SMART GOALS QUESTIONNAIRE

This questionnaire will assist you in creating S.M.A.R.T. goals. Begin by writing your goal as clearly and concisely as possible. Then answer the related questions. Conclude by revising your goal in the space allotted.

Goal:

Create a Learning Module course (in Workday) about MC Governance, catered to the general MC college population. [Currently, there exists two Governance Competency Badging modules that cater (appropriately) to governance council members.]

1. Specific. What will the goal accomplish? How and why will it be accomplished?

Further educate the general MC college population about governance councils, their roles, functions, and why should anyone be involved. The goal is to create an active learning module that encompasses information already existing (in writing) on MC's Governance webpage. Eventually, its availability needs to be made known.

2. Measurable. How will you measure whether or not the goal has been reached (list at least two indicators)?

1. Learning course added in Workday.

2. Learning course availability stated in the MC Governance webpage.

3. Achievable. Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal? Will meeting the goal challenge you without defeating you?

Similar learning courses already exist in Workday (they go deeper than needed for the new intended audience).

Adapting to the new intended audience is definitely achievable.

4. Relevant. What is the reason, purpose, or benefit of accomplishing the goal? What is the result (not activities leading up to the result) of the goal?

Want the MC general population to know more about the governance councils and to get their future involvement.

5. Time-bound. What is the established completion date and does that completion date create a practical sense of urgency?

Target completion by May 2022.

Andrea recommended using Instagram stories to promote information from OSC. She feels that IG is the best way to reach our student constituents. In other areas of the College, she has found the best results from IG and flyers about upcoming events.

Stacey mentioned the possibility of posting in the staff's Facebook channel to bring awareness to OSC meetings. She also discussed the InsideMC instructions. Joe, Ed, and Stacy will meet later in the month to prepare the communication for next month's meeting. The plan will be to come up with hot topics for next meeting, hoping to grab attention and peak interest.

Andrea also recommended LinkedIn as another communication tool. Ed will ask Governance if it's okay for councils to create LinkedIn profiles.

Chair's Report

Ed presented the data assessment PowerPoint, which will be attached to the end of the minutes. More information about the Data Assessment Management Program (DAMP) can be found here:

<https://info.montgomerycollege.edu/offices/data-asset-management/index.html>

If constituents are interested in data assessment, there are upcoming meetings on the topic. The date and times are listed on the on the PowerPoint.

Adam's position on the OSC has finally been approved by College Council. We now have a 10-day waiting period before it goes to SALT for final approval.

ADJOURNMENT

Liz Greaney made the motion to end meeting, and Marvin Mills seconded the motion. The meeting was adjourned at 3:21 p.m.