

# MC GOVERNANCE

## OPERATIONAL SERVICES COUNCIL (OSC)

THURSDAY, DECEMBER 9, 2021

2:00 PM – 3:30 PM

VIA ZOOM

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### ATTENDEES

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

**Members Absent:** Harvey LaGuerre, Wendy He, Joe Marshall

**Guests:** Colleen Dolak, Clevette Ridguard

### CALL TO ORDER

Ed Riggs, Chair, called the meeting to order at 2:04 p.m.

### AGENDA

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

### NOVEMBER 11, 2021 MINUTES

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

### CONSTITUENT CONCERNS

Sally McClean mentioned she had heard in another meeting about issues related to the challenges of coming back to campus including stocking cleaning supplies in classrooms. Facilities has plenty of supplies of disinfectant wipes and hand sanitizer and these items should not run out in classrooms. Marv Mills mentioned that the products are available and products will be available in the classrooms. Dr Mills will follow up with his staff to make sure that classrooms continue to be well-stocked.

### ANNUAL FUND PRESENTATION

Colleen Dolak, Annual Fund Manager from our Montgomery College Foundation, visited with a presentation highlighting the importance of employee gifts. About 378 employees, with donations large and small, gave 375K last year. There are many gift types including one-time gifts, payroll deduction, and named scholarships. Colleen shared several student stories to show how small amounts of money make a large difference. She noted that WDCE students benefit greatly from aid for certification programs.

Many employees donate anonymously or over the long term. For example, employees can create scholarship with as little as \$10,000 which can be paid over five years. Colleen also gave a list of how donations help students with specific items such as emergency issues, food, books, or a scholarship. She

also noted that anyone can recommend a student with urgent needs to the Montgomery College Foundation for assistance.

### **CLERY ACT REPORT**

Adam Reid presented a summary of the most recent Clery Act Report for 2021, which summarizes crime data on specific crimes covered by the law, with data from 2018, 2019, and 2020. The law requires us to publish a report that details specific serious crimes in the prior three years calendar years. The report includes the local community surrounding our campuses, and domestic violence, dating violence, and stalking are reported separately, according to the requirements of the Violence Against Women Act. The current report shows the highest number Clery Act crimes in the covered period is eight (8) at each of Takoma Park-Silver Spring and Germantown, with

Crimes reported in accordance with the Violence Against Women Act were mostly reported from Rockville, with eleven such crimes in the reporting period. The number at Germantown and Takoma-Park Silver Spring came to seven for both campuses. In addition, Clery Act crimes included one in Germantown and three in Takoma-Park-Silver Spring unrelated to students or employees, but that happened near the campus. For example, a robbery in Jessup Blair Park, the public park between the two parts of the Takoma Park-Silver Spring campus, must be included in the report.

In summary statistics of security incident reports, out of 1414 such reports 4% were considered Clery Act crimes in Germantown and Rockville and 3% were counted as Clery Act Crimes in Takoma Park-Silver Spring. Therefore, the overall message of the Clery Act Report is that our Montgomery College campuses are safe. Adam noted that “incidents” can include medical calls, disruptive persons, property crime, and informational reports. There were very few reported incidents in pandemic closure, but many calls for service.

Public Safety is pleased to have new software that replaces paper logs and counts call reasons more accurately. In addition, Adam will share 2021 in February. Everyone thanked Adam for the update. The report can also be downloaded from <https://www.montgomerycollege.edu/documents/life-at-mc/public-safety/annual-security-report.pdf>

Adam answered questions about the Clery Report and other security concerns. Sally McClean asked about issues related to gun violence on campuses and what concerns he might have. Adam replied that we have not had any reports of firearms in 2021. However, Adam noted that concerns at public schools are more serious. He recommended reporting to Behavioral Intervention Teams as a way to forestall issues that are related to behaviors that could be of concern. We should know that all Public Safety employees have now had mental health first aid training. Stacy Ford asked about emergency notifications, mentioning that notifications in the Mannakee Building seem to be audio only. Adam noted there are some message boards as well as emergency computer broadcast messaging in that building. In addition, not all emergency messages go out through all means. Where emergency messages appear (message boards, computers, audio, alarms) depends on the nature of the emergency.

Adam Reid also gave an update about a collegewide building asbestos survey which was updated when all teaching was remote. Since the last full report had been completed in 1991, a comprehensive update was needed. The current survey concluded there is not dangerous asbestos in any building. New technology allows us to test with more accuracy than was done thirty years ago. Asbestos will be removed as buildings are updated. Montgomery College now has a website with asbestos report updates: <https://www.montgomerycollege.edu/offices/facilities/occupational-and-environmental-safety/asbestos-survey-reports.html>.

## **BUDGET DEVELOPMENT, FISCAL 2023**

### Budget Picture

Liz Greaney shared a slideshow about preparing the 2023 budget that had already been shared with the College Council. Montgomery College's 2023 budget is in process and 2022 actuals show the tight situation we must work with to prepare the next budget with our goals of access, affordability, success. Some priorities for 2023 include enrollment management, our East Campus plans, sustainability, community and business engagement, and workforce alignment (our Montgomery College workforce). Montgomery College must balance its annual resource allocations, but enrollment significantly down. Our average load, headcount, and credit hours have all fallen even from 2020, and we also compete with employers. Employment in certain sectors is not recovering well from the pandemic, but wages are more attractive in some other sectors, so there is not just one picture of how we are competing with employment. In addition, Workforce Development and Continuing Education enrollment fell in 2020 and much more significantly in 2021. Some Workforce Development and Continuing Education certificate programs were not able to convert to virtual instruction and students taking courses for enrichment were less able to do so.

Therefore, the new budget will be developed for 2023 needs to consider how we can meet priorities with a smaller student body. It will be previewed to board in December, which will adopt it in January. The state and county propose their budgets in, respectively, January and March. The county will make decisions in the months of April and May and vote on a budget, usually in June, that starts on July 1.

### Budget Questions

Sally McClean asked about ideas for free tuition for community college students. Montgomery College does any funding mechanism at our level to make free tuition possible. Pell Grants are the federal program and the average income of Pell-eligible students is about \$27,000. As many of us are all too aware, a family of four needs an income of nearly \$90,000 to live in Montgomery County. Therefore, many students not eligible for grants have a large gap in their ability to pay for college and our scholarships help meet that need. Liz suggested coming to the board meetings to learn more about how the college is working and what the trustees are doing.

## **REGULAR UPDATES**

### **Facilities**

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

#### Facilities Employees

- Office of the College Architect – Ms. Yuling “Ling” Mei has been promoted to College Architect. Ms. Mei has worked at the College for over 4 years as a Senior Architect, and has over 16 years of professional architectural experience. Ms. Mei is a licensed Architect, and holds LEED AP certification. She earned a Bachelor of Architecture from Carnegie Mellon University. She also has extensive knowledge of Revit (software used to create geometry that's equipped with real-life information, hence the term building information modeling, or BIM), which she has trained many others on using.
- Office of Energy Management and Sustainability - Dr. Daniel Dialog has been promoted to Energy Conservation Manager. Dr. Dialog has worked at the College for over a year as an Energy

Engineer, and has over 5 years of professional energy management experience. Dr. Dialog holds a PhD in Mechanical Engineering from the University of Maryland, and also is a Certified Energy Manager (CEM), and Certified Climate Change Professional (CC-P). Dr. Dialog has also taught courses at the University of Maryland, and at Montgomery College.

#### Takoma Park-Silver Spring

- A library renovation design in progress because the building was last updated in the 1980's. A new ADA compliant elevator will go in and complete interior renovation is planned to match information needs of contemporary students in a library. We plan to submit the project to county and state by May 1.
- The Leggett Building project is taking actual shape with steel structures going in.

#### Rockville

- The Innovation Hub in Rockville is nearing completion.
- Work on the Rockville swimming pool will allow the pool to be ready for spring semester.
- The Theatre Arts building is due for renovation that will include a new design which updates both HVAC systems and ADA compliance as well as meeting the needs of a twenty-first century performance space. The building will be closed when it is under renovation.

#### Germantown

- The new HT building elevator done and inspected; some additional work had been requested and has been completed, so the elevator is working and awaiting inspection.
- The Germantown cafeteria will be open in spring, as its renovation nears completion.
- New duct/conduit work for the BE building is complete and services are planned to be switched over on January 6, 2022, a process planned for a quiet time and one which should not disrupt power to the building.

#### Master Plan

Our current master plan for facilities is in its last year, so a new one for 2023-2033 is in process. To support the new master plan, every facility is inspected then master plan will be developed. Business, Academic, and Student Services are all consulted to figure out what is best after review of the current conditions of buildings.

#### Inclement Weather

Facilities and Public Safety are working together to prepare inclement weather plans suitable to our pandemic era, which is being worked on and will be approved by the Senior Administrative Leadership Team.

#### Facilities Questions and Comments

Jane-Ellen Miller noted that the Innovation Hub, to be named the Ignite Hub, might be delayed due to backorders of equipment (computers may not arrive until March). Clevette Ridguard asked if there will be tours of new buildings and facilities. Dr. Mills said he would bring the tour idea to people responsible for event planning to talk about how we can share with the community. Dr. Ridguard also shared her thanks for our operational leaders who bring all their expertise to governance.

### **Informational Technology**

Jane-Ellen Miller and Tykesha Reed reminded the group that there are two required trainings for Workday available to view before the deadline of December 23, 2021. Since MC Learns is not available during the Workday blackout, a form linked to the Workday training web page allows employees to self-certify that they completed the training.

### **CHAIR'S REPORT**

Due to time restraints, no report was given this month; documents from the College Council meetings were provided to all members of the OSC. Information provided included: Mental Health First Aid training, how demographics and the pandemic are accelerating declining enrollment; our most recent Montgomery College snapshot handout; a PowerPoint presentation about managing conflict; and our current Montgomery College Works publication about how the College and county work together to meet the needs of local employers.

### **OSC GOALS**

Discussion of how we are working towards our 2021-2022 goals was postponed until the January meeting as the meeting was already over allotted time.

### **ADJOURNMENT**

Marv Mills made the motion to end meeting, and Liz Greaney seconded the motion. The meeting was adjourned at 3:35 p.m.