

MC GOVERNANCE

OPERATIONAL SERVICES COUNCIL

MEETING MINUTES

Thursday, February 8, 2024

2:00-3:30 pm (Zoom Meeting)

Attendees

Present: Christine Crefton, Tonya Addleman, Ramon De La Cruz, Chris Cusic, Margarita Silva, Terri Bailey, Adam Reid, Terry Evelyn, Liz Greaney, Michelle Agostini, and Gregory Sember

Absent: Rishi Nixon

Proxy: None

Guests: Megan Cooperman, Clevette Ridguard, Angie Moy, Josephine Trawick

Call to Order

There is a quorum to conduct business. The meeting was called to order at 2:01 pm by the chair.

Approval of Agenda/Minutes

Ramon made a motion to approve the minutes. Margarita seconded. The minutes were approved as written. The meeting was recorded for internal use only.

Constituent Concerns

- **Menstrual Hygiene Products.** (Elysse Meredith submitted through email): "I have been in multiple meetings this week where the need for stocking menstrual hygiene products in MC bathrooms was raised. While it seems that products are stocked in TPSS, they do not seem to be stocked in GT and RV. For gender equity, it would be useful to stock these in all bathrooms." *Concern will be taken up by Terry Evelyn in facilities. Liz shared that the county is enacting new laws that may require the College to provide these supplies.*
- **Non-binary bathrooms on all of the campuses:** Did we get a response to this inquiry? During the December meeting someone shared a [link](#) that shows where all of the non-binary bathrooms are for each campus. Christine dropped the link in the chat box again during this meeting.

Chair's Report (Christine Crefton)

Chair reminded everyone about the OSC Teams site where all detailed reports are kept, and thanked members for inviting proxies in case of an absence. Chair shared updates on the following topics. Resources for information; [ELITE Spring Professional Development catalog](#); New supervisor orientation training; Required training; Staff Enrichment Day, 3/14; Equity Week, April 15-19; Excellence in Equity Award nomination due Feb 29th; Outstanding Staff Award, due March 1; Outstanding Faculty Award, due March 1; Virtual Voya advisor appointments available; MC Foundation Innovation Fund Grant, March 19th deadline; Financial Aid Events; Transfer Fairs Feb 26-28 on all campuses; Good Faith consideration assignments for PT Faculty, due Feb 15th; Spring semester Mobile Markets, register to volunteer; Safe Zone trainings for spring semester; IgniTe hub opportunities; First Fridays book discussion, conclude

April 5th. Feedback on P&P changes open until Feb 9th. Mental Health and Wellness resources and opportunities available at MC.

MC Wellness Presentation (Megan Cooperman)

- Shared the schedule for February massages, yoga, heart-healthy cooking demos, hands-on CPR.
- March is national nutrition month. Will start some challenges, and offer mental health first aid.
- Hello Heart – blood pressure monitoring tool employees can request for free.
- Next fiscal year, MC should be getting an app for all employees (on-demand). Working to secure that now.
- Stay up-to-date with information via shared emails and through HRSTM newsletter.
- Wellness EAP funds are part of the total EAP funds allotted. Can be reimbursed \$35/month if meet eligibility requirements. Megan approves these once a month and reports taxable funds each quarter.
- Recently received a Silver Award from Cigna for wellness programing.
- Asked what employees wanted to see out of their wellness program in the future.
 - Tai-Chi (before the workday)
- Contact Megan Cooperman any time with ideas or suggestions.

Regular Updates

Facilities – Terry Evelyn – full report in the Teams site

- Facilities Master Plan has been approved by Board and on its way to the State. Executive Summaries available.
- EV charging stations coming to GT; There will be a few charging stations around the Leggett building at TPSS. Already have several at RV.
- HERRF Updates – Finishing related work in Macklin Tower, Music Building, and the Tech Center at Rockville; P1-P2 at TPSS
- Leggett Update – to be completed June 2024 and available for fall 2024 classes.
- TPSS East Garage – doing some work to enhance the integrity of garage
- TPSS Library expected completion date, April 2024
- Rockville Library renovations will begin soon.
- Design of new student services center on Germantown Campus to begin soon.
- Replacing the roof of HT over the summer (Germantown campus)
- ECEC – construction just about concluded. Occupancy expected around April 2024.
- Thinking about revising the type of report facilities provides. Asked for thoughts or suggestions. *Christine asked that all members look closely at the report and be prepared at the next meeting to provide feedback.*

Public Safety, Health, and Emergency Management – Adam Reid

- MoCo is creating a County Crisis Intervention Team (CTI) – officer and social worker. They have provided a one-week training for officers, connecting them with resources within the county. Adam attended meeting and has sent two MC supervisors to County training. The goal is to train all supervisors, then all officers by shift.
- Working with DSS to enhance evacuation plans for students/employees with disabilities. Looking at adding stair chairs to help evacuate people with mobility issues – possibly 2 stair chairs on each campus. Also pursuing ways to enhance communication with DSS students.
- Collegewide Drill is scheduled for March 22. There will be formal communications coming out. There will be an educational component before the actual drill. Mike Harding is coordinating this effort.

IT Report – Chris Cusic

- Have been focusing on the Leggett Building – 32 classrooms/offices/meeting spaces. Getting the technology ready for opening.
- Have been focusing on the East County Education Center - 16 classrooms. Setting up new educational/instructional technology. Wireless connection to a device, infinity white boards
- On campuses, continue to update classroom technology - modernize it (digital and mobile).
- Question: Can we have hands-free headphones? Yes. Microphones not typically in the classroom, but looking to build some of that into the AV as well.

Business and Financial Strategy – Liz Greaney

- Transmitted budget for FY25 to County Executive/County Council yesterday; modest increase in revenue and expenditures (1%); Area of real concern: people (faculty/staff/students). Unit increases could not be supported. Advocate FY25 budget for next couple of months; look to council to approve in May.

Announcements/Final Thoughts (Christine Crefton)

- Gregory Sember – The Spiffy Closet was opened today from 10am-2pm. They gave away more items in February than they did in all previous months combined. Gave away almost 500 items. Looking for donations any time. Bring to the Computer Science building 106/107 or to Professor Sember’s Office, CS104, or the Student Life Office on the Rockville Campus.
- Christine provide an update on OSC goal: Recorded Adam and Chris for fall; Need to record Liz and Terry this spring; Once all four are complete, we will find a way to share them and put them on the governance website.
- The March meeting was rescheduled to the first week of March because of spring break.
- Christine asked if anyone had any suggestions for speakers: Sokol Mato, new director of auxiliary services with Mike Humphries, POC of Metz. IgnITe Hub.

Adjourned

Liz made a motion to adjourn; Ramon seconded. The meeting was adjourned at 3:12 pm.