

MC GOVERNANCE

OPERATIONAL SERVICES COUNCIL

MEETING MINUTES

Thursday, April 11, 2024

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

Attendees

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

Absent: Gregory Sember, Michelle Agostini

Guests: Angie Moy, Josephine Trawick, and Anna Hamilton

Call to Order

There is a quorum to conduct business. The meeting was called to order at 2:02 pm by the chair.

Introduction (by Sherwin Collette) – Anna Hamilton, new VP of Technology / Chief Information Officer, started March 4, 2024; Terrific addition to the team. Will be joining the OSC in the future.

Approval of Agenda/Minutes

Ramon De La Cruz made a motion to approve the minutes. Chris Cusic seconded. The minutes were approved as written. The meeting was recorded for internal use only.

Constituent Concerns

Shuttle Service. “The shuttle buses should display whether they are headed to Germantown or Takoma Park on the front marquis. There should also be signage inside the bus.” *Referred to Terry Evelyn (Facilities) for future update.*

Charging Stations at CT. “There are no EV charging stations at CT.” *Referred to Terry Evelyn (Facilities) for future update.*

Chair’s Report (Christine Crefton)

Reminder of resources for information (Inside MC, HRSTM newsletter, Monday Minute). Governance elections end April 12. Required trainings due by June 30. Nobel Laureate Speaker, Dr. David Wineland, at Globe Hall on April 19; Equity week is next week (April 15-19). Mobile Markets, always looking for volunteers. Safe Zone Training on April 30; Mental Health & Wellness opportunities; Fitness opportunities; Inclusion by Design Summit April 12 (tomorrow); Sign up to volunteer for graduation.

Regular Updates

IT Report – Chris Cusic

- ECEC building is open. From OIT perspective, have installed modernized displays/technology for classroom.
- Leggett building – ongoing installation of technology for this building.

- Smaller ongoing projects: Takoma Park, RC building, library renovation; Rockville, MT, Writing, Reading, Language Center.
- Constituent Concern Follow Up – Process for IT Resource Management, no acknowledgment of receipt or response to follow up emails. Asked that process be reviewed. Chris reported that OIT is working on developing a new process in Workday that will create more clarity, transparency, and efficiency around the hardware/software request process.

Public Safety, Health, and Emergency Management – Adam Reid

- Last night, 2nd Narcan Training - at TPSS, partnered with Takoma Park Police Department, Councilmember Kate Stewart. Had a full house. About half students and half community. Montgomery County has simulated trailer for folks to walk through.
- Collegewide drill last week. Successful. Thankful for those who helped. Have been following up with certain areas to answer questions or identify different places and spaces for hiding. Added pre-drill meetings this time. People showed up, were engaged, asked a lot of questions. Will continue with those.
- Drug take back at CT, Wednesday, April 24; on campuses, Thursday, April 25. Information will be coming in a memo. Unused or expired prescriptions. National Day is Saturday, April 27.
- Clery Committee resumed and met in early March. Reevaluating key CSA positions to align a little better and drive out training for CSAs. Contribute to overall safety of the college.
- Campuses – wrapped up promotional process for corporals, assistant supervisors. This is a rank structure, a build out plan for upward mobility and opportunity for existing employees and officers. Step between officer and supervisor. Promoted 4 to assistant supervisors.
- Commencement – the planning continues.
- Question – should the prescription drugs be taken out of containers or wrappers when they are dropped off? Answer: The box is like a mail drop so large bottles will not fit through the slot. Might need to empty contents into the box but if it is smaller you can leave them in the containers or wrappers.

Facilities – Terry Evelyn

- Current version of report in the Teams folder.
- Wrapping up one of the largest HVAC projects in recent years. (4 buildings, RV; 2 buildings TPSS)
- Writing, Reading, Learning Center at Rockville, expect to be ready of Fall 2024
- ECEC up and running. Employed additional staff to help run that operation in Fall 2024.
- CT now has Dispatch Center, need to improve emergency generator in case of power outage, improve space conditioning this summer, then fall complete generator update when parts arrive
- Leggett building – several delays – Expect to receive substantial completion (conditional occupancy permit) by June of 2024. Expect occupancy for instructional purposes by Fall 2024.
- TPSS East Garage – did some temporary remedial work last year (for structural issues) – need to take garage partially out of service over the summer to repair it so it is ready for fall 2024.
- FMP approved by Board, sent to state in Feb. Now answering questions from the state. Will soon be ready to share and give presentations to the campuses.
- Replacing many of our tablet armchairs across the campuses, primarily at Rockville and Germantown, over the summer.
- Constituent concerns
 - Menstrual products not offered on all campuses – no official program to provide products. TPSS is a localized effort by VPP Office, not collegewide effort at this point.

Business and Financial Strategy – Liz Greaney

- ECEC – passed health inspection for kitchen today. Center looks great. Thanks to everyone working hard to get it up and running.
- Continuing FY25 budget advocacy with the County’s Education and Cultural Committee.
- FY24 kick off meeting with the auditors sometime this month.
- Monday Board meeting (April 15) – president to recommend no increase in tuition and fees (3 out of 4 years); MD Governor had proposed \$3 million reduction, Assembly restored \$1.8, still deficit of \$1.2. More to be done on that. How community colleges should be funded is a continued topic at the legislative body level.
- Will be bringing another audit for the Board’s approval in the May meeting.

Announcements/Final Thoughts (Christine Crefton)

- **Next meeting**, May 2, 2024, a week earlier than normal. Next month will be doing elections for chair, vice chair, and secretary for FY25.
- **Council Goal:** Need to do one more interview. Then share the group of four for the website and/or post to InsideMC.
- **Ribbon Cutting for ECEC** (Margarita reported) is taking place on April 20th at 10:30 am. RSVP on the East County website under the events section.

Adjourned

Liz Greaney made a motion to adjourn; Chris Cusic seconded. The meeting was adjourned at 2:46 pm.