

To: Ms. Kimberly Jones, College Council Chair

From: Dr. Charlene M. Dukes, Interim, President

Subject: **College Council Recommendation 21-01: Add Permanent Position to Operational Services Council**

Date: December 1, 2021

Thank you and all the members of the College's participatory governance system for your leadership in considering issues of importance to the Montgomery College community. I have reviewed the College Council's recommendation 21-01: Add Permanent Position to the Operational Services Council. The document presented to me by the College Council is attached.

On October 27, 2021, the College Council voted to move recommendation 21-01 forward to me. The recommendation addresses the need to include another key position on the Operational Services Council, the Director of Public Safety, Health, and Emergency Management, as a permanent member of the council. This person will provide updates and answer any questions or concerns coming to the Council that relate to public safety, health, and emergency management.

Based on my review, I am approving this recommendation. This recommendation will require a change in your constitution and bylaws. The College Council is assigned to take the necessary actions to complete its implementation. Any further questions concerning this recommendation should be directed to the Governance Director.

Thank you for your dedicated service to Montgomery College's governance system and all of the work you do to support Montgomery College's mission and vision. Please do not hesitate to contact me if you have further questions or concerns.

Attachment

cc: Senior Administrative Leadership Team
Governance Director



Governance Recommendation Form

Title: Add Another Permanent Position to the Operational Services Council: Director of Public Safety, Health, and Emergency Management
Council Name submitting the recommendation: Operational Services Council Chair: Ed Riggs
Date approved by the originating Council: September 9, 2021 Date recommendation approved by College Council: October 26, 2021 Recommendation presenter name: Ed Riggs
Part A: (Completed by the originating council)
Recommendation Issue or Concern: <i>(Provide background reasoning or justification and any research findings or supporting documentation for recommendation.)</i> Currently, the Director of Public Safety, Health, and Emergency Management has been invited to be a resource member of the Operational Services Council. Previously, Public Safety was the responsibility of the VP of Facilities and Security. However, due to the increased importance of health and safety at the institution a new position was developed to address these various safety concerns. The OSC is charged to examine and discuss the effectiveness of all College Services and make recommendations to the College Council. While this position is providing information to the Council, it does not have full membership and voting privileges in the current capacity as a resource person, which is the right of the other equivalent positions as "Permanent for Position" members (Collegewide Facilities, OIT, and Budgeting & Finance). Safety and Health is an equal key component of College operations that should be represented on this council with full voting rights. It should be noted that this proposed recommendation will require a constitutional and bylaw change. Procedures and timelines as outlined in the constitution will be adhered to as provided.
Resolution: <i>(Statement of desired outcome)</i> Resolve to make the Director of Public Safety, Health, and Emergency Management a "Permanent for Position" member of the Operational Services Council and to amend the Constitution and bylaws appropriately.
Student Impact: <i>(Explain the impact of this recommendation on MC students.)</i> Safety is of utmost importance to the well-being of our students, credit and non-credit. Examining MC's safety operations and being informed of the latest processes is needed to keep our students informed and to make recommendation of any needed changes to the College Council and therefore to the President.
Economic Impact: <i>(Explain cost factor or any economic impact of this recommendation. Council should work with Council Liaison to research the economic impact of the recommendation.)</i>

The economic impact is minimal because this position is a Montgomery College employee. Participating in the Operations Service Council aligns with the position's existing job description, duties, and functions.

Equity and Inclusion Impact: *(Council should contact the Office of Equity and Inclusion, Ms. Sharon Bland to ascertain a statement of diversity, equity, and inclusion impact.)*

It is important to have an equal voice of all key operations of the College as part of this council. The council wants to adhere to an all-inclusive stance of College operations represented.

Part B: (Completed by the College Council)

Proposed Motion: *(Statement of the Motion by College Council)*

The College Council voted unanimously to add the Director of Public Safety, Health, and Emergency Management as a permanent member of the Operational Services Council.

Final Disposition of Recommendation: *(Complete once decision is made by College Council)*

This recommendation moves forward to the President and the President approved the recommendation.

Participatory Constitution

Refer to: Article I: Section C.

3. Operational Services Council

Role: The Operational Services Council will examine and discuss the effectiveness of nonacademic College administrative, fiscal, and auxiliary support services and make recommendations to the College Council or other councils, as appropriate, for further consideration and/or action.

Membership:

- a. Three (3) staff members from different locations
 - b. Three (3) administrators (the Vice President of Facilities and Security, the Vice President of Instructional and Information Technology/Chief Information Officer, and the Vice President of Finance, or their successor positions as designated by the Senior Vice President of Administrative and Fiscal Services
 - c. Three (3) full-time faculty members (one from each campus)
 - d. Two (2) part-time faculty members
 - e. One (1) Workforce Development & Continuing Education representative
 - f. Two (2) students (from different locations)
- Convener of spring 2012 meeting and permanent resource member: Senior Vice President for Administrative & Fiscal Services

Governance Bylaws of Operational Services Council

C. Membership

VI: A quorum to conduct business shall be ~~eight~~ nine members.

Current Roster

Operational Services Council

Constituency Represented	Council Member Name	Council Term
Full-time Faculty	Edward Riggs	2020-2022
Full-time Faculty	Christine M. Devlin	2021-2023
Full-time Faculty	Wendy He	2021-2023
Part-time Faculty	Sally McClean	2020-2022
Part-time Faculty	Kam F. Yee	2021-2023
Student	Harvey Djo LaGuerre	2021-2022
Student	Andrea Nichole Campos	2021-2022
Staff	Joseph A. Marshall	2021-2023
Staff	Stacy Ford	2020-2022
Staff	Tykesha K. Reed	2021-2023
VP Facilities	Marvin Mills	Permanent for Job Title
VP/Chief Information Officer	Jane Ellen Miller	Permanent for Job Title
VP/Chief Financial Officer	Elizabeth (Liz) Greaney	Permanent for Job Title
WDCE	Chenequa Danielle Holland	2021-2023