

MC GOVERNANCE

OPERATIONAL SERVICES COUNCIL (OSC)

THURSDAY, SEPTEMBER 9, 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, Jane Ellen Miller, Tykesha Reed, Kam Yee, Adam Reid, Marvin Mills, Bradley Bridges (for Liz Greaney)

Members Absent: Liz Greaney, Andrea Campos, Harvey LaGuerre, Wendy He

Guests: Clevette Ridguard, Kimberly Jones

CALL TO ORDER

Ed Riggs, Chair, called the meeting to order at 2:03 p.m.

AGENDA

Marvin made a motion to approve the agenda, and Stacy seconded the motion. The agenda was unanimously approved.

May 13, 2021 MINUTES

Marvin made a motion to approve the May 13th minutes, and Stacy seconded the motion. The minutes were unanimously approved.

CONSTITUENT CONCERNS

Tim Kirkner submitted a constituent concern via the OCS Survey link:

In a time when people are concerned with Global Warming and lessening our Carbon Footprint I am at a loss to understand why the new SS building in Rockville has paper towels and flushable urinals in the restroom. That is a specific concern that ties into a larger one about what MC is doing to ensure we are keeping our use of resources in mind. When the science center was built MC was crowing about the environmental sustainability of that building. Where are we now on this issue and how is it being studied and communicated. Is there someone at the college who is appointed to have oversight of this issue?

Marvin Mills addressed the concern at the meeting:

The design of the building followed Montgomery County requirements as well as LEED requirements. The use of paper towels was surveyed and reviewed. The decision was that air dryers were not the best choice and used excessive amounts of electricity. More recently, they have been shown to not be safe with COVID. The College also uses recycled paper for their paper towels.

Non-flushing urinals were reviewed as well. The College found problems with cleanliness and odor with these products, so traditional low-water urinals were selected. Again, these products fully meet LEED and County requirements, as well as other building codes.

The Facilities team vowed to develop a better communication plan going forward to communicate these and other sustainability plans to the College community.

Clevette Ridguard presented a constituent concern related to Student IDs:

Students are having difficulties getting their ID cards in a timely fashion. They register for classes and attempt to get an ID but are told that they're not in the system.

Adam Reid addressed the concern at the meeting:

The student names are not loaded into the system until 24/48 hours after registration. This is a limitation of the IT system that handles the communication between Banner and the Student ID system. There is no easy fix from Campus Safety or IT, but it is in the long-term planning stage.

Clevette Ridguard presented a constituent concern related to the open student space in the new Student Services building (SV) on the Rockville Campus.

The Student Service area on the Rockville Campus is not complete. When will the furniture arrive to fully furnish this space?

Marvin Mills addressed the concern at the meeting:

The College is waiting for furniture to finish the space. The furniture supplier is currently eight months behind on furniture deliveries due to COVID. The College had to focus their initial deliveries on classroom spaces, so this particular area was lower on the priority list. The furniture will be arriving during the Fall semester to finalize this project.

CHANGE OF MEMBERSHIP

A proposal to add Adam Reid as a permanent member to the Council was presented by Ed Riggs. Adam is currently a resource member to the Council but should be changed to a permanent member based on the reorganization at the College. All of Sherwin Collette's other direct reports are permanent members, except for Adam.

This change requires a change to the Council's constitution via College Council. It will not be on the agenda for the next meeting but will have to wait for the following meeting due to procedural requirements.

Christina made a motion to approve the proposal as presented, and Marvin seconded the motion. The proposal was unanimously approved.

REGULAR UPDATES

Facilities

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

Marvin started off by reminding the Council that they are "Always on campus. Rockin' and rollin'."

No cancellations for on-campus classes due to COVID. Facilities has performed extra cleaning of bathrooms and shared spaces throughout the pandemic. Additional disinfection wipes have been placed across campus. If any areas need more, please ask for them and more will be provided.

Even if there was an infection, classes would simply move online.

CAPITAL PROJECTS INFORMATION

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.

GT BE Pepco Duct Bank



RV SV Phase 4 and 5 Site Work



RV SV 2nd Floor Furniture



Leggett Building Site Work



IT

Wireless access is now available in a majority of the campus parking lots, as long as the parking lots are close to a building. A point of clarification, these WiFi upgrades do NOT include 5G or cell service in or out of building. This 5G technology is cost prohibitive at the College.

OIT created a one-page resource for students. This was requested from students, and Jane- Ellen promised to provide the document for the Fall. The PDF is shown below:



WELCOME TO IT@MC!

IT Service Desk

We are here to support you **24 hours a day, 7 days a week, 365 days a year!**

 240-567-7222  itservicedesk@montgomerycollege.edu 

MyMC

Login to **MyMC** to gain access to College technology resources:

- Email
- Blackboard
- Grades
- Registration
- Class schedule
- Pay bills
- Counseling appointments
- LinkedIn Learning
- Parking Permits
- Calendar
- Student IDs Cards

 **Expanded wireless network coverage** is now available on each campus! Look for the WiFi icon in parking lots and common areas to access the new [MC-Public wireless network](#).

 **Hardware Baseline Specifications** will help prepare you for online learning and ensure that all systems used will function properly. Visit the [Hardware Specifications for Students website](#) for more information.

2FA

Connect and Protect with Two-Factor Authentication (2FA)!

All MC students are encouraged to enroll in 2FA to protect against account compromise. Even if a hacker gains access to your MyMC ID and password, 2FA will help protect your email and Office 365 accounts and allows you to use your smartphone, cell phone, tablet, or landline phone to easily confirm login requests.

Visit the [2FA Enrollment Website](#) for the tips, FAQs, and the enrollment guide.

Low-Cost Internet Access

Cable service providers in the Montgomery County area (Comcast, RCN, and Verizon) are offering low-cost monthly internet service options to low income residents.

For eligibility requirements and additional information visit [Low-Cost Home Internet Access](#).



Protect your information!

- MC will **never** send you an email or any other communication asking for your password. If you are unsure about an email you have received, please contact the IT Service Desk.
- **Never** share your MyMC password with **anyone**.
- When you are done visiting a website that requires your MyMC ID and password, be sure to log out completely, especially if you are on a public computer.

Connect with us:     

More Workday modules are going live soon. However, many functions are already in Workday. For example, professional development is in Workday Learn. 1,800 staff members have already used training in Workday. Tykesha is the lead on building training in Workday. Talent and

Performance are also live in Workday. Staff can enter goals into Workday now. HRSTM have been emailing staff about it in their newsletter.

OIT is working to improve Zoom functionality. One major update coming is guidance on how to pre-load additional hosts and co-hosts. Those instructions will be communicated soon.

Fiscal Services

No update submitted from Liz.

Public Safety

Chevelle Glymph, Director of Public Health and Environmental Safety, started with the College on July 26th. Chevelle has a background in public health and epidemiology, which has been very helpful during the pandemic. Her initial focus has been on COVID planning and environmental safety.

In regard to COVID cases and response, Montgomery College and Montgomery County are on par with neighboring counties and the State. While Montgomery College is doing very well, there could be additional challenges with MCPS returning.

The College has had no major issues with return to campus. Public Safety staff have had to give reminders about masks but have received no resistance. During the month of August, the College reported three employee cases and one student case of COVID. As of today, the College has received three new COVID cases this month.

The College is actively exploring vaccination mandates, offering boosters, assisting with the 3-11 age group, and partnering with County on providing the needed services. Rockville is still operating 7 days a week, as a vaccination and testing site. Vaccinations are also offered every Thursday in TP/SS, partnering with Holy Cross. We are working with Holy Cross to increase vaccination rates in the TP/SS area.

Public Safety - All officers attended mental health first aid as well as implicit bias training.

Crime data was very low last year. Lower numbers were pandemic related, but it's still good to see the lower numbers.

It is National Preparedness Month, so messaging is being displayed on digital signage on all campuses.

How many officers on each campus? The College has a hybrid staff, with a mix of public safety offices and campus police officers. There are two of each scheduled during three unique shifts throughout the day for full 24-hour coverage.

OSC GOALS

Ed Riggs tabled the goals discussion as Stacy had to leave the meeting early. Email communications will go on the topic during the month, and the full discussion will be held at the next scheduled OSC meeting.

ADJOURNMENT

Marvin made the motion to end meeting, and Jane-Ellen seconded the motion. The meeting was adjourned at 3:26 p.m.