

# Operational Services Council

Monthly Session | Meeting Minutes

Thursday, Apr 27th 2023  
02:00 PM - 03:30 PM

**Mr. Joe Marshall**  
Chair

[joe.marshall@montgomerycollege.edu](mailto:joe.marshall@montgomerycollege.edu)

**Dr. Christine Crefton**  
Vice Chair

[christine.crefton@montgomerycollege.edu](mailto:christine.crefton@montgomerycollege.edu)

**Rishi Nixon**  
Secretary

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## **HIGHLIGHTS**

### **09 | New Employee Assistance Program Provides a Variety of New Benefits**

MC Cares is a new employee assistance program to replace F-STAP: the Faculty & Staff Assistance Program.

**Mental Health Benefits:**

- Employees and immediate family members get six free therapist sessions per subject
  - Sessions are on-demand by phone or scheduled in advance in-person or virtual
  - Specific inquiries can be directly routed through the ComPsych (MC's 3rd-party contractor) website

**Household Benefits:**

- Airline bereavement or compassionate fares
- Planning a family vacation
- Home-buying tips and home maintenance
- Car buying and car maintenance
- Pet insurance
- TurboTax

**Counseling:**

- Career development
- Graduate school and undergraduate admission information
- Relationships
- Parenting, childcare, and elder care

### **12 | Capital Improvements Budget Submitted to County Council, Construction of Germantown Student Services Building Axed**

Marvin Mills, VP for Facilities, noted his disappointment on funding that the County Council has authorized. Concerns about revenue among councilmembers has meant cuts and the casualty of those cuts in MC's budgets has been the Germantown Student Services Building. The construction project on the building on Germantown campus was slated to start this fiscal year with design and planning, but will be postponed. However, Macklin Tower's library renovation will continue as planned and have a ticket price of \$10M, the Council also authorized additional funds to research the student population for the East County Education Center as well as another \$5M in capital funding for FY24.

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## **MEMBER ATTENDANCE**

<b>Representative</b>	<b>Constituency</b>	<b>Seat</b>	<b>Attendance</b>
<b>Terri Bailey</b>	Full-Time Faculty	MEMBER	<b>PRESENT</b>
<b>Jill Kronstadt</b>	Full-Time Faculty	MEMBER	<b>PRESENT</b>
<b>Wendy He</b>	Full-Time Faculty	MEMBER	ABSENT
<b>Mohammad Ahmed</b>	Part-Time Faculty	MEMBER	ABSENT
<b>Kam F. Yee</b>	Part-Time Faculty	MEMBER	<b>PRESENT</b>
<b>Rishi Greg Nixon</b>	Student	SECRETARY	<b>PRESENT</b>
<b>Ana L. Gonzalez Nolasco</b>	Student	MEMBER	ABSENT
<b>Joseph A. Marshall</b>	Staff	CHAIR	<b>PRESENT</b>
<b>Christine Crefton</b>	Staff	VICE CHAIR	<b>PRESENT</b>
<b>Tykesha K. Reed</b>	Staff	MEMBER	<b>PRESENT</b>
<b>Marv Mills</b>	Facilities	PERMANENT	<b>PRESENT</b>
<b>Adam Reid</b>	Public Safety	PERMANENT	<b>PRESENT</b>
<b>Chris Cusic</b>	IT	DESIGNEE	<b>PRESENT</b>
<b>Elizabeth (Liz) Greaney</b>	Finance	PERMANENT	<b>PRESENT</b>
<b>Dani Holland</b>	WD&CE	MEMBER	<b>PRESENT</b>

## **GUEST ATTENDANCE**

<b>Attendee</b>	<b>Capacity</b>	<b>Reason for Attendance</b>
<b>Carla Ammerman</b>	Employee Development and Engagement Manager, Office of HR	To present on the rebranding of F-STAP (Faculty & Staff Assistance Program) to MC Cares.

## **CONVENING**

### **Quorum**

Eleven voting members of the Council were present, constituting a full quorum to proceed with business.

### **Call to Order**

Joe Marshall, Chair, called the meeting to order at 02:04 PM.

### **Motion for Approval**

Mr. Marshall asked if everyone had reviewed the meeting's agenda and previous meeting minutes. He asked the council for a motion to approve the agenda and previous minutes.

Liz Greaney moved to approve the meeting's agenda and minutes and Adam Reid seconded the motion. The motion passed. (Motion I)

### **Constituent Concerns**

Mr. Marshall brought up a constituent concern that had been shared with him by some faculty during the last Run, Hide, Fight drill about windows and using them in a safety drill to prepare for an emergency scenario.

Adam Reid said he would direct them to reach out to him or Mike Harting, Emergency Services Manager, to draw up a plan for their department.

Mr. Reid explained that there are many options, such as venetian blinds or easy-to-open windows, to use in such a scenario. Apart from solid glass windows, Public Safety can work with the Office of Facilities to adapt almost any existing spaces to safety requests.

## COUNCIL BUSINESS

### Chair Report

Joe Marshall, Chair of the Operational Services Council

Chair Joe Marshall began the Chair's Report for the meeting.

Mr. Marshall covered the following points:

- Employee trainings are available in Workday, they must be completed by Jun 30 2023.
- FY23 Annual Reviews are coming up, goal planning is also available in workday.
- MC is celebrating Mental Health Awareness Month in May with a series of collegewide events.
- Facilities is holding public meetings on the Facilities Master Plan.
- The roster for new OSC members is in, it is as follows:

Operational Services Council		
Constituency Represented	Council Member Name	Council Term
Full-time Faculty	Terri Bailey	2022-2024
Full-time Faculty	Rebecca Eggenschwiler	2023-2025
Full-time Faculty	Michelle Agostini	2023-2025
Part-time Faculty	Amanda Small	2022-2024
Part-time Faculty	Barbara Wolff	2023-2025
Student	Rishi Greg Nixon	2023-2024
Student	Masuka Straton	2023-2024
Staff	Ramon De La Cruz	2023-2025
Staff	Christine Crefton	2022-2024
Staff	Tonya Addleman	2023-2025
VP Facilities	Marvin Mills	Permanent for Job Title
Director of Public Safety, Health & Emergency Management	Adam Reid	Permanent for Job Title
VPI/Chief Information Officer	Chris Cusic	Permanent for Job Title
VP/Chief Financial Officer	Elizabeth (Liz) Greaney	Permanent for Job Title
WDCE	Margarita Silva	2023-2025

- Next meeting, elections will be held for Chair, Vice Chair, and Secretary.

Vice Chair Christine Crefton asked to add to the Chair Report:

- Chief Strategy Officer Stephen Cain made closing comments on the Strategic Plan Refresh at the previous College Council meeting. Constituents of the College Council are asked to fill out a survey on supporting strategies for FY24.
- May 4 is the deadline to complete [the form](#) on this.

## **ADMINISTRATIVE REPORTS**

### **Office of Business Services**

Liz Greaney, Chief Business & Financial Strategy Officer

Liz Greaney, Chief Business & Financial Strategy Officer, began her report.

She said that her office was optimistic that the FY24 operating budget would be approved by the County Council. She said she anticipates 3-0 Education & Culture committee approval to advance the budget to the full Council. And since none of MC's line items are on the reconciliation list, where over-budget items go for re-evaluation, they are optimistic everything will pass. All the councilmembers have expressed their excitement for the East County Education Center and serving students in the area.

Ms. Greaney added that apart from that, Finance is getting ready to close down the fiscal year and completing final Workday updates.



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## **SPECIAL REPORTS**

### **Office of Human Resources**

Carla Ammerman, Employee Development & Engagement Manager

Carla Ammerman, the new Employee Development and Engagement Lead in HR, arrived to present on her new role and working with MC Cares.

#### **Five Pillars of the Common Employee Experience:**

1. Start Smart
2. Positive, Healthy Workspace and Environment
3. Provide and Maintain Foundations of Support
4. Get Connected and Build Community
5. Encourage Growth, Success, Recognition, Lifelong Learning

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**Disclosure**

By law, ComPsych is required to send the College usage reports for mental health services, however, all benefit users remain confidential and the numbers just assist the College in selecting the right plans for its employees.

The MC Cares site on the MC website has a landing page to the ComPsych website. ComPsych, as the College's third-party mental health service provider, has additional contact methods available. For additional support, contact Rowena D'Souza, Employee Development/Engagement's Risk Management Coordinator.

## **ADMINISTRATIVE REPORTS**

### **Office of Public Safety**

Adam Reid, Director of Public Safety, Health, & Emergency Management

Adam Reid, Director of Public Safety, presented on his office's activities over the past month.

The most recent drill was successful. Germantown had excellent participation, Rockville worse, Takoma Park, somewhat better. The response from faculty and staff was excellent as well. For the fall and spring in the next academic year, Public Safety is looking to do two more drills. As per state regulation, an Active Assailant drill is required, but Public Safety is also thinking about other types of drills, like Inclement Weather.

This month, the drug overdose and response initiatives will be a main focus for the office. Yesterday was the prescription drug take-back day. Mr. Reid said the response was excellent and that Public Safety intends to make it a regular fixture of the Office's initiatives. Tonight will be the first Narcan and Naxalone overdose prevention kit community trainings for the College and wider community. Fortunately, here at Montgomery College, there have been zero overdoses, but the intention is to serve the community and promote awareness. Councilmember Albornoz and officials from the Montgomery County Department of Health and Human Services will also be there. That is 6:00 PM Thursday, April 27th at Globe Hall on Germantown Campus.

Recruitment has been a problem at large uniformed services agencies – Public Safety is meeting with MCPS and the College's criminal justice departments to talk about internships to support hiring of public safety officers. Public Safety has also been focusing on student engagement and building comfort with approaching officers. From handing out Peeps and offering donuts, the goal has been to support a friendly environment with students and campus officers.

Mr. Reid announced that Sharmila Pradhan, the Environmental Health & Safety Manager has left MC to moved on to work for the federal government. Environmental Health & Safety is being currently overseen by Chevelle Glymph, Director of Public Health while the search for Ms. Pradhan's successor begins.

### **Office of Facilities**

Marvin Mills, Vice President for Facilities

Marvin Mills, VP for Facilities, provided his report for the past few months.

Construction of the Leggett Science Building on the Takoma Park/Silver Spring campus is progressing well. There have been a few technical issues recently, but they will be closed up soon.

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## **ADMINISTRATIVE BUSINESS**

The Library and Resource Center renovation on TPSS is going well, Facilities is doing a comprehensive refresh of the building, starting with utilities. All of the asbestos that was discovered has been removed from all areas of the building and work has started on the plumbing. The building's exterior renovations will progress soon. Mr. Mills noted that the building and its entrances would have a complete exterior redesign to fit the style of the rest of the campus. HVAC renovations on Pavillions 1 and 2 on TPSS are in progress as well as garage repairs as previously mentioned. Facilities has noted some concerning wear and tear on the pedestrian bridge above the rail line at Takoma Park. The office will coordinate with rail firms to schedule renovation of the structure.

Mr. Mills moved on to results of the Capital Improvements Budget discussions with the County Council. While, as Ms. Greaney noted, the Operating Budget request went over well with the Council, unfortunately the Capital Budget has not. Mr. Mills noted his disappointment about funding that the County Council has authorized. Concerns about revenue among councilmembers has meant cuts and the casualty of those cuts in MC's budgets has been the Germantown Student Services Building. The construction project on the building on Germantown campus was slated to start this fiscal year with design and planning, but will be pushed to next, with project completion inching upon FY29. However, Macklin Tower's library renovation will continue as planned and have a ticket price of \$10M, the Council also authorized additional funds to research the student population for the East County Education Center as well as another \$5M in capital funding for FY24.

The Office of Facilities has scheduled public meetings with the college community to discuss the Facilities Master Plan, a guiding document of renovations for the next decade or so. He requested OSC members to spread the word about the event to draw in more people. The East County Education Center on 2221 Broadbirch Ave., in Silver Spring has been MC's most exciting new initiative in the community, recently. MC put a lease on the building – one-story, and with 55,000 square feet of space. Renovation, adapting the building for classroom use, will begin soon. It is meant to house 4 computer labs, 4 nursing labs, 6 - 7 additional classrooms, a library and resource center, community spaces and meeting rooms, as well as offices for community-based organizations such as Workforce Montgomery.

### **Office of IT**

#### **Chris Cusic, Director of Instructional Technology**

Chris Cusic, Director of Instructional Technology, provided a brief report for the council this month. He noted that all installation of HyFlex technology (hybrid-flexible classrooms designed for virtual learning) will have to complete across all campuses this semester. The deadline for installation is June 30 2023 because of the use of HEERF funding (pandemic relief aid). OIT is working with Michael Mills, VP of e-Learning, Innovation, and Teaching Excellence for a required training program for faculty in use of the new technology.

## **ADJOURNMENT**

### **Motion to Adjourn**

Joe Marshall delivered closing remarks and asked for a motion to adjourn.

Liz Greaney moved to adjourn and Chris Cusic seconded the motion. The motion passed. (Motion II)

The meeting adjourned at 03:16 PM.

## MOTIONS

<b>No.</b>	<b>Item</b>	<b>Sponsor</b>	<b>Second</b>
I	Motion to approve meeting agenda and previous minutes	Liz Greaney	Adam Reid
II	Motion to adjourn the meeting	Liz Greaney	Chris Cusic

Minutes authored,

**RISHI NIXON**  
Secretary