

Operational Services Council

Monthly Session | Meeting Minutes

Thursday, May 04th 2023
02:00 PM - 03:30 PM

Mr. Joe Marshall
Chair

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Dr. Christine Crefton
Vice Chair

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Rishi Nixon
Secretary

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HIGHLIGHTS

08 | NARCAN® Naloxone Overdose Prevention Kits Added to Emergency Response Kits on Campus

The Public Safety Office has been holding regular NARCAN® Naloxone overdose prevention kit trainings. MCPS has been doing similar programs in schools over the past few months—with the recent uptick in youth overdose deaths—and MC’s first hourlong event on this issue was very successful, with over 200 students, faculty, and staff in attendance. NARCAN® Naloxone overdose prevention kits will be added to Emergency Response Kits placed around campus.

09 | Facilities Master Planning Process Will Include Meetings on Each Campus

Facilities Master Plan meetings will happen for all three campuses, starting with TPSS, then GT, then RV. Faculty and staff are invited to provide input and especially students.

In June, there will be another collegewide meeting to start information gathering. The final draft of the plan will be shared around the September-October timeframe. It will go to the Board of Trustees for approval in around November-December.

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2022-23 TERM MEMBER ATTENDANCE

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

2023-24 TERM MEMBER ATTENDANCE

Representative	Constituency	Seat	Attendance
Terri Bailey	Full-Time Faculty	MEMBER	PRESENT
Rebecca Eggenschwiler	Full-Time Faculty	MEMBER	ABSENT
Michelle Agostini	Full-Time Faculty	MEMBER	ABSENT
Amanda Small	Part-Time Faculty	MEMBER	ABSENT
Barbara Wolff	Part-Time Faculty	MEMBER	ABSENT
Rishi Greg Nixon	Student	SECRETARY	PRESENT
Masuka Straton	Student	MEMBER	ABSENT
Ramon De La Cruz	Staff	CHAIR	PRESENT
Christine Crefton	Staff	VICE CHAIR	PRESENT
Tonya Addleman	Staff	MEMBER	PRESENT
Marv Mills	Facilities	PERMANENT	PRESENT
Adam Reid	Public Safety	PERMANENT	PRESENT
Chris Cusic	IT	DESIGNEE	PRESENT
Elizabeth (Liz) Greaney	Finance	PERMANENT	PRESENT
Margarita Silva	WD&CE	MEMBER	PRESENT

**Names in purple indicate new members*

GUEST ATTENDANCE

Attendee	Capacity	Reason for Attendance
Kay Ahmad	Associate Professor of ELAP, Linguistics, and Communication Studies	To bring several constituent concerns regarding Germantown Campus facilities.
Shakenna Adams-Gormley	Vice Chair of College Council	To visit the Operational Services Council meeting as a College Council officer.
Tilandra Rhyne	Member of College Council	To visit the Operational Services Council as a College Council member.

CONVENING

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.

Marvin Mills moved to approve the meeting's agenda and minutes and Dani Holland seconded the motion. The motion passed.
(Motion I)

Constituent Concerns

Professor Kay Ahmad, a faculty member in attendance, brought constituent concerns on two issues.

- **Classroom chairs on Germantown Campus**

Prof. Ahmad brought to the Council's attention that many chairs in Germantown campus classrooms were too low and unable to adjust. Prof. Ahmad emphasized that the issue was especially bad—comically so—in HT 137 and HS 236 (the Writing Center).

Marvin Mills, Vice President of Facilities, stepped in to address the concern—he noted that Facilities had been made aware of this and added that the Germantown Campus Facilities Director would address the issue over the summer. There is a fund for these purchases that they would dip into to replace the chairs. Margarita Silva suggested stationery chairs as a solution to prevent this from occurring in future.

- **Classroom access for faculty members and public safety (Germantown Campus)**

Prof. Ahmad narrated a recent event in which she needed to open a classroom other than her own on Germantown campus and her ID was not authorized to do so. She asked if this could be changed and emphasized its importance, especially in context of active shooter situations. Adam Reid, Director of Public Safety, noted that this was an important issue and told Prof. Ahmad that he would bring it up with Mike Harting, Emergency Services Manager.

Joe Marshall asked if faculty previously had access to other classrooms and, if so, why that had changed. Prof. Ahmad clarified that new locking systems for classrooms on campus had caused this issue.

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.

Mr. Reid started out by celebrating Montgomery College's recently-held Prescription Drug Takeback Day, which was highly successful. The Public Safety team is in the process of disposing the collected drugs, of which 45 lbs, in total, need to be disposed. He emphasized the initiative's excellent success as a community engagement initiative and that the Public Safety office would plan more of such events.

Mr. Reid thanked Tonya Addleman, new member of the Operational Services Council, for her work to help Public Safety with its opioid prevention initiatives. He thanked her and acknowledged other Office of the Provost officials on Germantown campus for their support on the NARCAN® Naloxone overdose prevention kit trainings. MCPS has been doing similar programs in schools over the past few months, and MC's first hourlong event on this issue was very successful. The attendance was fantastic, with over 200 students, faculty, and staff. He noted that NARCAN® overdose prevention kits will be added to Emergency Response Kits placed around campus.

Other initiatives Public Safety is managing in the upcoming weeks include the installation phase of Germantown Campus's security camera expansion—whereby exterior cameras will be placed on the campus for the first time—and upcoming preparations for Commencement in June.

Office of Facilities

Marvin Mills, Vice President for Facilities

Marvin Mills, VP for Facilities, gave a summary of his full report.

Germantown Campus

Signage on the intersection Middlebrook Road and Observation Drive in Germantown will be added to direct towards Montgomery College and the Pinkney Innovation Complex.

ADMINISTRATIVE BUSINESS

Rockville Campus

Authorization from the county and the state has been obtained for commencing renovation of the library at the base Macklin Tower. The existing library will be renovated for \$15M rather than building a new library for \$40M-80M.

Federal COVID grant money for the HVAC system renovations has been used to bring air conditioning to CDC standards. The project is nearly complete. The cutoff date to complete the project is June 30th—after which federal funding will expire—and Facilities is optimistic it will be complete on time.

Mr. Mills added that Facilities is also planning for and looking forward to commencement.

Takoma Park Campus

Construction of the new Leggett Math and Science building is about 65% complete. Nearly all electrical components have been installed. Painting has begun and the greenhouse has been assembled. Construction of the planetarium dome has also been completed.

The Resource Center has been completely gutted for its ongoing renovation. All the asbestos on the interior and exterior has been removed. A new elevator will be installed. New flooring and HVAC systems will also be put in. Anticipated opening will be spring semester 2024.

Tonya Addleman asked about Leggett's projected opening. Mr. Mills said that it would be mostly dependent on remaining electrical components, due to supply chain constraints, but Facilities is hoping spring semester 2024 as well.

Facilities Master Plan meetings will happen for all three campuses, starting with TPSS, then GT, then RV. Faculty and staff are invited to provide input and especially students. In June, there will be another collegewide meeting to start information gathering. The final draft of the plan will be shared in a September-October timeframe. It will go to the Board of Trustees for approval in around November-December. The summer project list will also be released later this month.

Margarita Silva asked about the HVAC system renovations. Mr. Mills had explained the significance of the renovation in COVID prevention and that there would be gauges to detect air quality. Ms. Silva asked whether the installation project was only for system gauges or for a whole new system that included gauges. Marvin Mills clarified that it was the latter.

Dani Holland brought up a facilities concern. They mentioned an issue with path sloping from Lot 5 to the sidewalk on Rockville campus as an accessibility concern. Marvin Mills said he would follow up for more details and address it ASAP.

ADMINISTRATIVE REPORTS

Office of Information Technology

Chris Cusic, Director of Instructional Technology

Mr. Cusic gave updates for his division's work over the past month centering mainly on HyFlex technology installation.

- HyFlex technology is rapidly being installed in classrooms—this is classroom technology that will allow for hybrid classes—hardware includes surround microphones, speakers, cameras that automatically move with the professor, digital whiteboards, and touchscreen displays.
- The HyFlex project is also receiving funds from federal COVID aid sources to retrofit these classrooms for online learning. Project completion needs to be forced through by June 30th due to the federal COVID funding deadline. There has been some stress on each campus surrounding this.

Coordinating on Leggett building and East County Education Center installation of HyFlex technology will occur mainly this summer with Facilities and IT. Faculty will need to be trained on the use of this technology.

Christine Crefton asked, pertaining to the HyFlex trainings, whether all the spaces were the same, or different in each classroom, and if they were different, whether the trainings would be different.

Mr. Cusic responded that OIT would work with faculty to get through the semester in the new classrooms for basic functionality. Once all the classrooms were complete, OIT will coordinate with ELITE and Academic Affairs to create a training that encompasses all classrooms. In addition, use of the classrooms will soon be restricted only to trained faculty. The classrooms are almost all the same, except for minor differences for WD&CE spaces.

Office of Business Services

Liz Greaney, Chief Business & Financial Strategy Officer

Liz Greaney, Chief Business & Financial Strategy Officer, made a brief report.

Finance is launching into the last quarter of FY23. County Council will take action on the College's budget by May 25th. On the 12th, MC is slated to meet with the Council regarding the budget.

Operating and Capital Budgets are posted on the website. Questions surrounding them can go to budget@montgomerycollege.edu. Finance is optimistic about the Council greenlighting all projects.

COUNCIL BUSINESS

Elections

Joe Marshall, Chair of the Operational Services Council

Joe Marshall, Chair of the Operational Services Council, presided over the Council's officer elections for the upcoming year.

Mr. Marshall announced that he would be stepping down as Chair of the Operational Services Council and leaving the governance system for the next term, creating a vacancy for the seat of Council Chair.

Election of Council Chair

Mr. Marshall opened the floor to nominations for Chair.

He began by nominating Christine Crefton, Staff Representative and incumbent Vice Chair. Ramon De La Cruz, Staff Representative, also submitted his nomination.

The two candidates made their statements. Anonymous ballots were submitted to Joe Marshall. Mr. Marshall announced that Christine Crefton won the election to be Chair of the Operational Services Council.

Election of Council Vice Chair

Mr. Marshall opened the floor to nominations for Vice Chair.

Rishi Nixon, Student Representative and incumbent Secretary, submitted his nomination. Marvin Mills also nominated Ramon De La Cruz. Mr. De La Cruz declined the nomination.

Rishi Nixon became Vice Chair of the Operational Services Council without opposition.

Election of Council Secretary

Mr. Marshall opened the floor to nominations for Secretary.

Christine Crefton nominated Tonya Addleman, Staff Representative. There were no further nominations.

Tonya Addleman became Secretary of the Operational Services Council without opposition.

ADJOURNMENT

Motion to Adjourn

Joe Marshall delivered closing remarks. The Council thanked Mr. Marshall for his service to the Operational Services Council and his leadership as Chair.

Chris Cusic moved to adjourn and Ramon De La Cruz seconded the motion. The motion passed. (Motion II)

The meeting adjourned at 02:57 PM.

MOTIONS

No.	Item	Sponsor	Second
I	Motion to approve meeting agenda and previous minutes	Marvin Mills	Dani Holland
II	Motion to adjourn the meeting	Chris Cusic	Ramon De La Cruz

Minutes authored:

RISHI NIXON
Secretary