



Operational Services Council

14 November 2019

Central Services S108

2:30-4:00 pm

ATTENDEES

Members Present: Ed Riggs, Chair; Christina Devlin, Elizabeth Greaney, Alice Langholt ; Jane-Ellen Miller, Mark Pace, David Sowards; via teleconference: Kristen Roe

Members Absent: Keissy Alfaro, Raquel Bunai, Anjel Jaxsen, Marvin Mills, Rebecca Rahman

Guests: Emily Schmidt, Marketing

CALL TO ORDER

Ed Riggs, Chair, called the meeting to order at 2:44 pm.

AGENDA/MINUTES

The agenda was approved by a voice vote. The minutes of the September 12, 2019 meeting were also approved by a voice vote as to their content with emendations as necessary to correct small typographical errors.

OPEN COMMENTS

There were no open comments at this meeting from constituents. Alice Langholt mentioned an issue related to misaligned sensor lighting in one of her classrooms; the group agreed that it might be useful if a phone contact for facilities was posted more prominently in the classroom buildings.

SPECIAL GUEST: MARKETING AND THE OSC

Emily Schmidt, Marketing and Digital Media Director, visited the meeting at the request of the chair to help us share ideas about how we can let Members of the college community know how the OSC can help them. Many of the suggestions coalesced around the idea that the OSC is forward-looking and interested in improving overall operations at the college with input from constituents. Some of the ideas that came out of the discussion included:

- Advertising meetings of the OSC on notice boards and possibly via employee email lists.
- Updating the OSC governance webpage with items such as
 - Information about the kinds of broad ranging operational concerns that can be brought to the group (with examples from different areas: for example, a concern about parking policy versus “I got a parking ticket.”)

- Information about OSC accomplishments
- Information about OSC members so that constituents know who to ask for help and know that issues related to operations and policies related to operations can go through the OSC to the College Council.

CHAIR REPORT

Chair Ed Riggs noted that because the public safety area has been moved from Facilities to the VP for Administration, the OSC will have a representative from public safety available to join future meetings. The College Council goals were reviewed at a recent meeting. College Council goals also relate to communicating the availability of governance bodies to help members of the college improve the institution.

REGULAR UPDATES

Facilities

The written facilities report provided by Dr Marvin Mills highlighted:

1. The renovated and expanded SA building on the Germantwon campus should be “people-ready” by Spring 2020 semester.
2. The Rockville Student Services building is anticipated to be “people-ready” by summer 2020.
3. The Leggett Science Center in Takoma Park-Silver Spring is progressing with continuing review of the plans for the new building; there was also a contract modification for the demolition of Falcon and Science South due to the need for air monitoring and asbestos abatement.

Information Technology

Jane-Ellen Miller gave an IT update that included the following items:

- She is hopeful that an agreement for using Adobe Creative Cloud software without individual named users (for students) can be reached by the summer.
- As many users as possible will be moving away from Windows 7 due to the fines being imposed by Microsoft, which is ending support for both Windows 7 and Internet Explorer. She noted that if anyone has an urgent or particular use that requires IE that someone should contact IT as soon as possible. Chrome and Firefox will be the recommended and installed browsers. Microsoft’s Edge browser is part of Windows 10.

Business Services

Liz Greaney gave an overview of current projects:

1. The college operating budget for 2021 will be presented to the Board of Trustees as a preview at its December meeting; it is a two-year budget for fiscal years 2021 and 2022.
2. The capital budget will be reviewed and approved at the December Board of Trustees meeting as well.
3. Federal grant audits are in still in process, but the issues that remain with these audits are few and continuing to be resolved.
4. Preparations for using Workday are going well via the many planning groups working on analyzing and streamlining business processes that will migrate to Workday.

ANNOUNCEMENTS AND ADJOURNMENT

Kristen Roe moved to adjourn the meeting at 4:00 pm and this motion was seconded by Mark Pace and approved by all. Ed Riggs thanked the group for their participation and the meeting was adjourned.

The next meeting of the Operational Services Council will take place on December 12, 2019 in Central Services from 2:30-4:00 pm.