

# MC GOVERNANCE

## OPERATIONAL SERVICES COUNCIL (OSC)

THURSDAY, NOVEMBER 11, 2021

2:00 PM – 3:30 PM

VIA ZOOM

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### ATTENDEES

**Members Present:** Ed Riggs (Chair), Christina Devlin, Stacy Ford, Chenequa Holland, Joe Marshall, Sally McClean, Tykesha Reed, Kam Yee, Adam Reid, Marvin Mills, Liz Greaney, Andrea Campos, Jane Ellen Miller

**Members Absent:** Harvey LaGuerre, Wendy He

**Guests:** Tonya Baker, Liz Sepulveda, Nghi Nguyen

### CALL TO ORDER

Ed Riggs, Chair, called the meeting to order at 2:02 p.m.

### AGENDA

Ed Riggs requested comments or changes for the agenda. There were none, so the agenda was approved by unanimous consent.

### October 14, 2021 MINUTES

Ed Riggs requested comments or changes for the October minutes. There were none, so the minutes were approved by unanimous consent.

### CONSTITUENT CONCERNS

There were no new constituent concerns.

### WORKDAY DEMO

Jane-Ellen Miller provided an introduction to the demo by stating that the next steps in the Workday migration are coming in January. A blackout period for Workday will be starting around Thanksgiving and will run through the rest of the calendar year. It is critical for everyone to attend staff training through the rest of the year as non-exempt staff will need to enter timesheets in Workday starting the first week of January. Leave requests will also be done in Workday. This training, and more training, will be available via a Workday training site, since Workday and MC Learns will be down during the blackout period.

Tykesha Reed provided a demo of the upcoming Workday modules as well as some of the Workday related sites available on the College's webpage. Notable websites include:

Main Workday informational site:

<https://info.montgomerycollege.edu/offices/information-technology/workday/index.html>

Workday Frequently Asked Questions:

<https://info.montgomerycollege.edu/offices/information-technology/workday/frequently-asked-questions.html>

Workday Training:

<https://info.montgomerycollege.edu/offices/information-technology/workday/workday-training.html>

More training and information regarding training will be communicated throughout the rest of the year.

Tykesha then demoed more of the functionality and layout of the new features in Workday.

## **REGULAR UPDATES**

### **Facilities**

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

#### CAPITAL PROJECTS

##### **Takoma Park/Silver Spring Campus -**

Leggett Math and Science Building

- a. Site work continues (stormwater management and underground utilities)
- b. Excavation is in progress. Additional soil remediation was required due to unsuitable soil having been located below the old handball court in Falcon Hall. The unsuitable soil had to be removed and compacted gravel placed in the excavation to provide the required bearing for the new building foundations.
- c. Installation of concrete footings and foundations is in progress
- d. Project is on budget, but escalation costs recently submitted by subcontractors and suppliers will impact the project budget.
- e. The project is 6-8 months behind schedule due to permitting delays and unforeseen excavation issues - Barton Malow will do all it can to make up for the delays.

#### TP/SS LB FFE Procurement

To address the deadline of the special Governor's education grant for the FFE for LB, procurement is beginning for the expenditure of this \$1.5 million dollars to be spent by July 1, 2022.

#### 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 at the beginning of November and be completed in 4 to 6 weeks.

#### TP/SS RC Library Renovation

Program verification and schematic design will be completed by the end of this calendar year.

Several stakeholder groups are part of this process for the approval of the schematic design.

### **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 addressed. Contractor is coordinating all remediation work with campus facilities.
- d. All departments have moved into the new building, with only a few individuals remaining to have their office contents moved.

#### RV MK Innovation Hub

Brawner Builders, Inc., has been contracted to renovate two classrooms in MK into the innovation Hub. Work is progressing within budget, but there are delays in materials/equipment. An opening ceremony being planned for some time in 2022.

#### RV Campus Loop Piping Replacement

Denver-Elek, Inc., was awarded the contract for this project at the June BOT meeting. Work in progress and being coordinated with Campus Facilities. Work is expected to be completed by the end of November.

#### RV MK CTE 2nd Floor Renovation

Contractor is completing finishing work on the second floor. 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 HVAC work to complete. Project is expected to be complete by late November.

## **Germantown Campus**

### GT SA Renovation and Addition Phase 1

- a. Punch list 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 November and the reinspection is pending availability of the elevator inspector.

### BE Pepco Duct Bank

Electric Advantage, Inc., has completed the installation of the duct bank. Pepco has certified the duct bank and has referred the work to their construction department for the installation of the secondary feeders. This work will be coordinated between Pepco and GT Campus Facilities. This installation is anticipated occurring either during Thanksgiving or Winter breaks.

## **Takoma Park/Silver Spring Campus**

### HC Roof Replacement

Dynamic General Contracting started work on Friday, October 8. A crane has been deployed to lift materials and supplies, and to remove demolition debris. Substantial completion is anticipated by end of November.

### HC Boiler Replacement

Patapsco Mechanical has been selected as contractor. Approval at the October Board of Trustees Meeting. Contract issued and equipment ordered.

### EG Fire Alarm Upgrade

Plans are in the design stage. A schedule will be developed once plans are completed, a contractor selected, and a permit is issued.

### P4 HVAC Air Handling Unit (AHU) Replacement

BKM Engineers are performing pre-design surveys. Work is planned for Summer 2022. Project may qualify for HEERF funding.

### Pedestrian Bridge Repair

Work pending approvals from various stakeholders (CSX, Jessup Blair Park, etc.)

## **Rockville Campus**

RV PE Pool Office HVAC – The HVAC unit above the pool office needs a new coil. The recommendation from HVAC study recommends replacement of the entire unit as it is severely past its useful life expectancy. A Central Facilities project request was created to address the issue.

### RV PE Pool Renovation

- 1) Work on Stair 4 from pool down to basement continues. Steel framing is installed. Waiting on material to arrive for stair treads. Stainless steel railing is delayed, therefore a temporary railing will be installed until stainless steel railings arrives sometime in the spring.
- 2) Pool re-plastering is proceeding on schedule. Plaster work anticipated to be completed by 11/12/2021. Plan for end of plaster work, to filling up the pool, to starting up filtration equipment is coordinated amongst all parties.
- 3) Pool filtration equipment project – waiting on completion of plaster and pool fill up to start equipment.

RV HU – The cooling tower fan motor has grounded. Replacement is pending

### RV Lot 10 Storm Drains

Design has begun. Engineer has been engaged to start investigation of problems with storm drains

### RV Dam Storm Drains

Design has begun. Engineer has been engaged to start investigation of problems with storm drains

### RV Sidewalk Replacement Project

Design has begun. Engineer has completed survey of project site. IT Dept has been engaged to discuss scope of IT duct bank work to be included in the project.

### CB Vaccination and Testing Center

Montgomery County Vaccination and Testing Center is ongoing (*Vaccinations only on Wednesdays*)

## **Germantown Campus**

### Cafeteria Renovations

GT Cafeteria Renovation is proceeding according to plan. Contractor is working on installing drywalling, ceiling installation and flooring.

### Swipe Lock Replacement Project

Nearing Completion with funding being sought to include the GBTC WDCE building;

### HVAC Audits

HVAC audit for PK completed, PG, HS and HT to follow;

### BE Vaccination Center

MD State/County Mass Vaccination Center reestablished in BE

## **Capital Budget**

### FY23 – FY28 Capital Improvements Program

The College's FY23 capital budget request has 21 projects and totals \$35.8 million.

#### Major Requests:

- \$9.2 million for TP/SS Library Renovation Construction and FFE, with new elevator
- Upped Planned Life-Cycle Asset Replacement (PLAR) from \$2.9 to \$4.0 million
- Upped IT Capital Fund total from \$13.0 to \$15.05 million

The College's six-year CIP request for FY23 – FY28 equals \$346.7 million

- Includes RV Library Renovation Design, Construction and FFE, and GT Student Services Center Design and Construction
- Requires College commitment to address Climate Change in the CIP Justification
- Impact on Greenhouse Gas Emissions
- Increase use of renewable energy
- Increase the County's resiliency to withstand future impacts of climate change
- Indicate if the project conforms to LEED (Leadership in Energy and Environmental Design) certification for Silver, Gold, or Platinum certification.

## HEERF Projects.

The Office of Facilities is working with the HEERF Grants Team to contract for replacement AHUs (air handling units) on RV-GU, RV-TC, RV-MU, RV-MT, and HVAC system upgrades to TP-P1/P2, RV-TA and GT-HS. These projects will bring those facilities in compliance with CDC and ASHRAE guidelines.

## Informational Technology

Jane-Ellen Miller, CIO, presented the following OIT report:

The Innovation Hub in Manatee has been delayed a few months due to delays in hardware deliveries. The goal is to open in mid-March. Supply chain issues are causing delays in hardware for numerous portions of IT.

The College is using HEERF funds to move towards getting laptops and docking stations for all full-time staff and faculty. These funds are unavailable for classrooms, but the College is still working on 20 hyflex classrooms across all campuses. These hyflex classrooms will aid faculty in teaching hybrid courses simultaneously to both in-class and remote students.

Sally asked about loaner laptops for part-time faculty. These were previously purchased with CARE Act funds and will not be the norm going forward. However, there could be departmental exceptions if the department has regular part-time faculty who also help the department on other projects.

Students also raised concerns about classroom preparedness for the Spring. They hope that the classrooms will provide the same updated software that has been available during remote operations. Jane-Ellen reported that the College is engaging contractors to aid the IT department in refreshing and updating campus software before the Spring semester.

## Fiscal Services

Liz Greaney presented the following Financial Services report:

At 1pm today, a memo went out to all staff regarding the FY23 budget. There will be a companion memo sent to administrators and account managers with additional information.

Aside from the work related to the Workday migration, there are tax compliance preparations underway to ensure that Workday and Banner remain compliant and accurate after tax changes occur in December.

## **Public Safety**

Adam Reid, Director of Public Safety, presented the following Public Safety report:

The vaccination site in Germantown continues to operate. The site is currently open from 11am to 8pm for vaccinations, primarily to focus on the younger age groups. First, second, and booster shots are all available. They're also open 9am to 6pm for COVID testing. The hours are constantly changing so it's important to check with the County site before arriving.

The vaccination site in TP, in cooperation with Holy Cross, may be shutting down soon due to staffing challenges. They have a nearby clinic location, which may become the primary location in the area.

The College is in the middle of implementing its vaccination requirement for staff. The current compliance numbers are very good. Public Safety and HRSTM is working through the exemption requests and testing schedules. The next phase will be students, which begins in January of 2022. Thanks to HEERF funds, temporary staffing is being hired to help with the return of students in the Spring. Hiring has been challenging, but will continue in January after the hiring freeze.

Public Safety continues its training. All staff recently attended Title IX training. Public Safety is now working with Cynthia Morris in ELITE to develop a workshop series for staff, which will include management, leadership, technology, etc. This will start as a cohort in January. Active Shooter training is also being coordinated with the Maryland Department of Emergency Management.

Public Safety is working to get trauma boxes on each campus. These kits will be no cost to the College, and will be provided by the County. The kits will consist of numerous medical tools for response to medical incidents.

## **OSC Goals**

Ed gave the four permanent members a reminder that they need to document their improvements for the year. They are to document ways they were able to improve the organization, operationally, during the pandemic and remote work. They should also document changes made during the pandemic that will become permanent.

Ed, Stacy, and Joe have been meeting regularly to work through the new communication protocols. After the holidays, we hope to create a video to provide more information about the Operational Services Council.



### **Chair's Report**

Due to time restraints, no report was given this month.

### **ADJOURNMENT**

Marv Mills made the motion to end meeting, and Liz Greaney seconded the motion. The meeting was adjourned at 3:31 p.m.