

MC GOVERNANCE

OPERATIONAL SERVICES COUNCIL (OSC)

THURSDAY, FEBRUARY 10, 2022

2:00 PM – 3:30 PM

VIA ZOOM

ATTENDEES

Members Present: Ed Riggs (Chair), Stacy Ford, Chenequa Holland, Sally McClean, Kam Yee, Adam Reid, Liz Greaney, Jane-Ellen Miller, Marvin Mills, Tykesha Reed

Members Absent: Harvey LaGuerre, Wendy He, Andrea Campos

Guests: Sharon Wilder

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. Marvin Mills motioned to approve the agenda, and Jane-Ellen Miller seconded the motion. The motion passed.

January 20, 2022 MINUTES

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

CONSTITUENT CONCERNS

A concern was raised by a faculty member related to Adobe software in the College computer labs. The software in the labs does not match the latest version of the software available to students to use at home. This discrepancy is causing problems for students working on assignments at home. Jane-Ellen responded to the concern by stating that OIT is scrambling to update the classrooms being used in the Spring. The classes used in the Fall were updated, but we're now trying to update those classes newly used in the Spring. Ed agreed to forward the faculty request to Jane-Ellen so the specific classroom needs can be prioritized.

Sally McClean expressed a concern related to student complaints and the process involved with those complaints. Sally tied this concern to student retention, as the fear was that student retention was more important than valid student complaints. Liz responded that student retention was not a factor in student complaints. Ed recommended that Sally set up a meeting with Dr. Kelly to discuss the issue directly.

Equity and Inclusion Annual Report Update

We received a presentation from Sharon Wilder, Chief Equity and Inclusion Officer, on the current activities in their area. She covered numerous topics, including the anti-racism roadmap, badges for anti-racism, survey findings from the LGBTQIA+ assessment, racial equity, and the campus listening tour. Of these topics, Sharon explained that the assessment and listening tour both provided indications that

more work was still needed to support the LGBT community on our campuses. The future activities planned by the Office of Equity and Inclusion will be driven by the feedback received.

REGULAR UPDATES

Facilities

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

PROJECT MANAGEMENT

Takoma Park/Silver Spring Campus Projects

Leggett Math and Science Building

Sheeting and shoring installation has been completed. Contractor is routinely monitoring per agreement with Montgomery County DPS. Installation of structural steel is in progress and expected to be completed by the middle of February. Contractor to start pouring concrete floor decks in the middle of February. Project is on budget, but escalation costs recently submitted by subcontractors and suppliers will impact the project budget. The project is 6-8 months behind schedule due to permitting delays and unforeseen excavation issues.

Pavilion Four Fire Alarm Upgrade

QSS International, Inc., completed the installation at the end of December and the system was certified by the Montgomery County Fire Marshal on January 8th. The old system has been decommissioned and is being removed by the contractor.

Student Services and Health Science Center Boiler Replacements

Patapsco Mechanical, Inc., had ordered the three boilers for Student Services and the two boilers for the Health Science Center. Delivery is expected by the middle of February. A temporary boiler has been installed outside of HC to supply hot water to the building as the existing boilers had failed right after the contract was awarded. Once the boilers are delivered, work is anticipated to be completed in three to four weeks.

Student Services Pedestrian Bridge Repairs

Contract has been issued to Brawner Builders, Inc. Right of way access agreements are being negotiated by the College General Counsel's office with CSX and Maryland Parks and Planning. Work will start once these agreements are finalized.

East Garage Fire Alarm Upgrade

Construction documents are being prepared by BKM engineers. The project is expected to be bid in late spring with an award of contract anticipated for the June BOT meeting. The project will upgrade the fire alarm and mass notification system but will also include the installation security cameras and wireless access points in the garage.

P1/P2 HVAC Upgrades

Henley Construction Company, Inc., submitted a GMP on February 10th and the GMP was awarded at the February meeting of the BOT. Work is scheduled to start in March and be completed by the end of September.

Rockville Campus Projects

New Student Services Building (SV)

Furniture installation has been completed on all floors with only furniture punch list items remaining to be completed by MCE. Some punch list work was done in the middle of January. Remaining punch list work remains to be scheduled by MCE. The health department has identified additional work required for the MBI café to obtain a food service license. The College has contracted with CDCI to have this work completed by the end of February. Montgomery County Health Department will inspect the work and issue a license once the work has been completed.

RV MK Innovation Hub

Brawner Builders, Inc., has been contracted to renovate two classrooms in MK into the innovation Hub. Construction work is essentially complete with only graphic film remaining to be applied to the entrance glass, conference room glass, and exterior windows. The equipment for the hub has been ordered and is expected to be delivered in February. An opening ceremony being planned for some time in early 2022.

Macklin Tower MBI Finance Suite 100:

The MBI Finance Lab project is complete with only punch list items and project closeout procedures remaining. 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 are displaying real time stock market content.

RV Campus Loop Piping Replacement

Denver-Elek, Inc. is nearly complete with the work. Only replacement of the trench lids and installation of steel plates outside the Humanities plant remain. The steel plates will be removed, and concrete sidewalk installed when the stormwater project is done this coming summer.

RV MK CTE 2nd Floor Renovation

Contractor has completed all work on the second floor. Issues involving the rooftop HVAC equipment have been resolved and only commissioning activities remain which are expected to be concluded by the middle of February.

GU, MT, MU, and TC RTU Replacements

Jeffrey Brown Contracting was awarded the contract to replace the rooftop air handling units on GU, MT, MU, and TC. This is a HEERF funded project. The design team just completed design development drawings and have submitted equipment unit selections for each of the buildings to the College for review. It is anticipated the College will directly purchase the units at the end of February with HEERF funds. Contractor is putting together a construction schedule and GMP for award at the March BOT meeting. Construction is anticipated to start at the end of May and be completed by the end of September.

Theater Arts HVAC Upgrades

Brawner Builders was awarded the contract to be the Construction Manager at Risk (CMAR) for this project. The design team just completed design development drawings and have submitted equipment unit selections for the building to the College for review. It is anticipated the College will directly purchase the units at the end of February with HEERF funds. Contractor is putting together a construction schedule and GMP for award at the March BOT meeting. Construction is anticipated to start at the end of May and be completed by the end of September

Germantown Campus Projects

GT HT ADA Elevator Renovation

The project has been completed, but the College will replace the carpeting in the atrium as part of this project. The work will be scheduled either over spring break or during the summer depending on availability of materials.

BE Pepco Duct Bank

Pepco has scheduled the installation of the secondary feeders to the BE transformer for March 16th with a rain date of March 17th. The scheduled outage of the building is being coordinated by Campus Facilities with IT, staff, and faculty.

PLANNING, DESIGN AND ENGINEERING

FY23 Capital Budget and State Bond Bill

The County Executive recommended full funding for the FY23 capital budget, which is for 21 projects, and totals \$35.8 million. In addition, the County Executive also recommended \$500,000 in FY24 for planning for a fourth campus in the East County area. The Governor recommended full funding for the Takoma Park/Silver Spring Resource Center Library project construction, and furniture and equipment, and the total recommended amount is \$9 million. The next steps for the County will be work sessions with the Education and Culture Committee to advocate that the County fully funds the FY23 budget request.

COLLEGE ARCHITECT

Takoma Park/Silver Spring Campus Projects

1. FP22-031 RC Leaching Pits, PM is Mohammed Shamim
 - a. Met with civil engineer, Vika Capitol, on site last week. Vika to submit a proposal for feasibility study to understand the problem and provide a few possible solution concepts and approximate costs of each.

Rockville Campus Projects

1. FP21-028 PE Pool Stair 4 Replacement, PM is Yuling Mei
 - a. Construction is moving extremely slow due to delays on the contractor's part. The good news is that stair has been outfitted with temporary handrails, so the staircase can be used. Still waiting on final handrail and stair risers from the contractor.
2. FP19-066 PE Pool Filtration System, PM is Pok Sonetiot

- a. Project is almost complete. Contractor is completing punch list and pool inspection with the County need to be completed. Contractor is not responsive and taking a long time to complete punch list items.
3. FP22-039 SB 101 ATPA Office, PM is Jamie Karn
 - a. Architect's division is providing design and construction services to support this project. Mohammed is designing the new office suite and ARA will construct it.
4. FP22-016 Sidewalk Replacement, PM is Yuling Mei
 - a. Scope of work includes replacing sidewalk in between HU and MT, addressing clogged storm pipes, installing IT conduits and vault, and planting trees as required by the City of Rockville. Project is 95% designed. Construction will be procured using existing task order contracts, Finley Asphalt and possibly LMI.
5. FP22-049 Lot 10 Storm Drains, PM is Yuling Mei
 - a. Feasibility report is complete and reports that repairs are not urgent. Project has been deferred to next fiscal year due to budgetary constraints.
6. FP22-048 Dam Storm Drains, PM is Yuling Mei
 - a. Feasibility is complete and reports that repairs are not urgent. However, project will move forward. Sinking sidewalk associated with the storm drains under the State's authority will be repaired this summer. Construction services will be procured via an existing task order contract with Finley Asphalt.
7. FP21-067 AR HVAC Replacement
 - a. Project is under design with the goal to finish the design by June 2022 to have a "shovel ready" project should the deadline for HEERF grant funding be extended.
8. FP22-026 Campus Center Roof Replacement
 - a. Project is out to bid. Bid closes on 2/11 and within a week or two, we should be able to determine if we afford to replace the entire roof or just half of the roof. Kerry is providing support to relocate occupants during the summer construction. While the roof is being replaced and the building is closed, abatement of the fireproofing at the penthouse and 2nd floor ceiling will take place. ARA will install new finishes (ceiling, flooring) that abatement will require to be removed.
9. FP22-029 SV Point of Presence (POP)
 - a. Architect's Division is providing Design Review services to the IT department. 90% design drawings were received from IT. Yuling Mei to review for compliance with College Design Standards.

College-wide Projects

1. FP22-020 HyFlex Classrooms, PM is Yuling Mei
 - a. Facilities is providing support to the IT department to covert 19 existing classrooms to HyFlex classrooms. The ARA crew is providing power at various classrooms to support future AV equipment.
2. FP21-062 CT-GT-RV Exterior Door Replacement, PM is Yuling Mei

- a. Door hardware at CT has been replaced.
- b. Door and frames have been received by contractor.

TECHNICAL SERVICES

Takoma Park/Silver Spring Campus Projects

1. Leggett Equipment: Equipment Procurement/Began/Completed by July 1, 2022. Leggett special funding of \$1.5 million to procure Form G non-approved equipment has begun with the end users. Meetings are being organized to finalize the equipment to be purchased by the July 1, 2022, due to the funding source. Storage of this pre-purchased equipment will be in SN until the appropriate time to install and furnish the building.
2. Resource Center Library Renovation: Design/In Process/Expected Completion of Design is Mid-June. The A/E consultant, RRMM, will complete the design development (DD) phase of design by the first week of March. Construction Management at Risk bids are due back this week and a BOT approval expected in March.

Rockville Campus Projects

1. Theater Arts Part I & II: Programming/In Process/Due to State on May 1, 2022. A/E consultant, WRA, will have a draft of the Part I justification for the program of the renovation of the Theater Arts (TA) building completed in February. Initial programming and visioning meetings are complete, and they are developing the program.
2. WDCE moves into Mannakee: Moves/In Process/Completed by March. Moves are currently underway to relocate offices from Westfield to Mannakee. All move activities will be completed by the end of February.
3. Swing Space Planning for Occupants of Campus Center: Moves/Planning begin/Completed by Summer. Planning has begun with the occupants to relocate all necessary functions that will be impacted by the closure of this building this summer due to a roof replacement.

Germantown Campus Projects

1. High Technology Cyber/NWT Instructional Studio Classrooms: Completed/Waiting Technology Completion/March Completion. These two new classrooms, HT229 and HT320, have been fully furnished and are waiting for technology arrival and installation. The OIT has projected completion by mid-March.
2. PIC MC Signage at Middlebrook Road: Design/Expected Bidding in the Summer/Construction in the fall. The A/E consultant, HCM, is in the design development of the conceptual sign approved by MC and PIC MC.

College-wide Projects

1. CW Baby Changing Stations: Planning & Procurement/In Process/Completed this Fiscal Year. Planning is in process to identify the location of adding a baby changing station to

- campus facilities that do not have this service. Project will be completed by this summer.
2. CW Facilities Condition Assessment FY22: Assessment/In, Process/Completed by July 2022. Bureau Veritas is conducting surveys of all facilities and property items that require maintenance. This finished report will be utilized in the development of the Facilities Master Plan (FMP), which begins in July 2022.
 3. CW Banner Replacements: Maintenance/In Process/Spring Replacements. Survey of those original 2016 banners that have faded is in process. Last fall most faded banners along the roadways around and through campuses were replaced. This replacement cycle will focus on the faded pedestrian banners. Installation will be in early spring.

ENERGY MANAGEMENT AND SUSTAINABILITY

Takoma Park/Silver Spring Campus Summer 2022 Projects

N/A

Rockville Campus Summer 2022 Projects

N/A

Germantown Campus Summer 2022 Projects

1. PG/Controls Upgrade from Siemens to Reliable/ start May 2022/ end June 2022.
2. HS/PG/ Electrical sub-meter/ Start June 2022/ end July 2022.
3. HS/ HVAC upgrade, controls, and ice thermal storage design/ May 2022/ end TBD

College-wide Summer 2022 Projects

1. Collegewide Energy Benchmarking/ start May 1st 2022/ End May 31st 2022.
2. Energy Design Standards/ Start July 2022/ End Sept 2022
3. BTU Fault Detection Diagnostics/ Start June 2022/ end Aug 2022.

PARKING AND TRANSPORTATION OPERATIONS

1. Currently reviewing options for on-campus parking enforcement.
2. Summer planning for identification of parking spaces for expectant and nursing mothers, on each campus.

CAMPUS FACILITIES OPERATIONS

Takoma Park/Silver Spring Campus Projects and Operations

1. Continue to support Central Facilities and Bureau Veritas perform the building condition assessments.
2. Completed the storm drain line repairs for SN, Fenton Street side.
3. Preparing to make repairs to a glycol/chilled water heat exchanger at the CF central plant.

4. Completed the relocation of Faculty and Staff from P1/P2 for the upcoming buildings upgrades.
5. Supporting Central Facilities as needed with capital projects in various phases of design and construction.

Rockville Campus Projects and Operations

1. Continue to support Central Facilities and perform the building condition assessments.
2. Supporting Central Facilities as needed with capital projects in various phases of design and construction.
3. Completed the relocation of Faculty and Staff from P1/P2 for the upcoming buildings upgrades

Germantown Campus Projects and Operations

1. Continue to support Central Facilities and Bureau Veritas on the building condition update.
2. Support Central Facilities as required across the range of capital projects.
3. Begin the preparation phases for Green Cleaning / GS42 accreditation.
4. Continue the SWM storm water management maintenance of the various features on campus.
5. Continue with staff recruitment for Auto Technician and Building Services vacancies.

College-wide Projects and Operations

1. The yearly audit of “grant funded” items is complete. Effort is underway to inventory and tag a number of untagged items.

FACILITIES ADMINISTRATIVE SERVICES

1. The ongoing delay of transferring FY22 Banner financial data, covering the July-December period, is making it difficult to gauge where we stand overall on the YTD budget.

OFFICE OF THE VICE PRESIDENT OF FACILITIES

1. Planning is underway to coordinate Summer 2022 Campus Administration Operations (Academic, WDCE & Student Affairs) and OBS Operations (Food Service & Bookstore), with Office of Facilities Summer Projects (Capital, Campus-based, and Grant-funded)

Informational Technology

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

Jane-Ellen started by reminding everyone to not move their phones. The College phones are tied to E911 services, so moving the phones can cause problems with emergency response. It is also a law, so unapproved phone moves will put the College out of compliance with the law. All phone moves need to go through the proper process, which involves requesting the move through Facilities and OIT.

OIT completes monthly phishing tests to remind users to be vigilant when it comes to suspicious emails. The College, along with numerous other colleges and universities, were attacked in recent weeks. These attacks were looking to cause damage to College resources. Therefore, please be careful when you receive emails. Check to ensure that it is legitimate before opening any suspicious looking attachments or clicking on suspicious links. During the recent attack, IT security decided to temporarily block all Office attachments to limit the risk. Out of thousands of emailed attachments, only 13 were legitimate. The rest were attempted attacks.

Another recent IT Security trend is free USB drives. If you receive a free USB drive, be very suspicious and report it to IT Security. The FBI has been warning organizations that malicious attacks are happening in the form of USB drives containing malware. Users are receiving these free USB drives, plugging them into their computers, and infecting their machines with malware.

Kam Yee asked about laptops for part-time faculty. While this was done once in the past, there was no criteria for the distribution and there are no plans to do it again in the future. Laptop replacements are only for full-time faculty. However, the College will continue to replace shared faculty desktops used by part-time faculty in shared campus offices. These will remain desktop computers.

Fiscal Services

Liz Greaney presented the following Financial Services report:

The FY23 budget was approved on January 26th and has been submitted to the County. Next, the College will meet with the County executives to discuss the budget request and seek its approval.

There was a delay in the response to the MHEC audit. We hope to be done by the end of the month or early next month.

We are scheduling more open sessions related to Workday. There are lots of questions, so these sessions are designed to handle common questions. Finance is also in the process of uploading the budget data for the past two years. Once this data has been loaded into Workday, we'll be able to do more detailed budget checks going forward.

A question arose related to W2's in Workday. Since we were not in Workday last year, the W2's from last year are not in Workday. They can still be found in MyMC.

Public Safety

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

The number of calls to public safety has greatly increased with the start of the Spring semester. In January alone, they received 4046 calls for support or service.

In Public Health, the College received 20,000 KN95 masks. To date, approximately 75% of those have been handed out. College departments can bulk order masks through TMA. For example, Facilities just received their order.

The Germantown COVID testing and vaccination site is still operating. The testing is not as busy as expected, but they still receive 60 to 100 cars per day.

The College is scheduling Raptor Days on February 15th and 22nd for students or staff that need shots or boosters.

The College has stopped sending out regular COVID case results. Going forward, the case numbers are being captured on the College dashboard, but will not be emailed out. Thankfully, the case numbers have also drastically declined in recent weeks.

CHAIR'S REPORT

Due to time restraints, no report was given this month; documents from the College Council meetings were provided to all members of the OSC. Ed Riggs also reminded everyone to nominate yourself or nominate others for the upcoming governance year.

ADJOURNMENT

Marv Mills made the motion to adjourn the meeting, and Liz Greaney seconded the motion. The motion passed. The meeting was adjourned at 3:35 p.m.