

# MC GOVERNANCE

## OPERATIONAL SERVICES COUNCIL (OSC)

THURSDAY, MARCH 10, 2022

2:00 PM – 3:30 PM

VIA ZOOM

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### ATTENDEES

**Members Present:** Ed Riggs (Chair), Stacy Ford, Joe Marshall, 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:** Stephanie Krasnoff

### 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.

### February 10, 2022 MINUTES

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

### CONSTITUENT CONCERNS

Stephanie Krasnoff raised the issue of electric car charging stations in campus garages. Marv responded to the question. The Germantown campus is getting charging stations installed this summer. The East Garage in TP will be installed next summer. The biggest problem is the CT location. We do not own that parking garage so we cannot retrofit or install the charging stations in the garage. We'll still hoping to work with the office complex on options in the future.

### 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

Concrete foundations are generally complete and contractor is in the process of systematically waterproofing foundation walls and backfilling the foundation. Erection of structural steel has been completed. Steel workers continue to detail the metal floor decking. Contractor is pouring concrete floor decks as steel detailing is completed on each level. 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.

In addition to the construction, procurement of equipment that is being purchased with a special fund from the Governor is progressing.

#### 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., received shipment of the five boilers at the end of February. The temporary boiler will continue to supply HC with hot water through the month of March. Installation of the new boilers 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.

#### RC Library Renovation

The A/E consultant of RRMM has completed the Design Development phase of the design of this renovation. Design detailing is continuing.

#### 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 10<sup>th</sup> and the GMP is to be awarded at the March meeting of the BOT. Work is scheduled to start at the beginning of April 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. Sound attenuators for variable air volume boxes above the lobby ceiling will be installed during spring break. A raised access floor is needed in the Finance Lab for better routing of power and data cable, and for future adaptation of data and power locations for student tables. Product options and costs are currently being investigated.

### RV Campus Loop Piping Replacement

Denver-Elek, Inc., is nearly complete with the work. Replacement of the trench lids and installation of steel plates outside the Humanities plant is in progress. The steel plates will remain until the concrete sidewalk is installed this summer when the stormwater project is done.

### 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 end of March.

### 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 construction documents for the project. Purchase orders have been placed with the manufacturer, Daikin. Units have an 8 to 10 weeks lead-time. Jeffrey Brown Contracting is currently bidding trade contract work and will submit a GMP to the college by the end of March. The GMP is schedule to be awarded at the April BOT meeting. Construction is anticipated to start at the end of May and be completed by the end of September.

### Theater Arts HVAC Upgrades

The design team is completing the construction documents associated with this project. However, construction associated with this project will not go forward this summer. The scope of the HVAC upgrade will be included in a future TA Building renovation which is currently being programmed

### Achieving the Promise Academy (ATPA)

The Design Phase for this project in the South Campus Instructional Building is underway. Facilities team is making strong progress design documents, in close coordination with the ATPA client team. Construction/renovation is anticipated to be completed in September.

### Student Health and Wellness Center (SHAW)

The Shaw center is to be constructed in the basement shell space of the new Student Services Center. Several Concept Floor Plans are to be reviewed with the SHAW team in a meeting on 3/3/22, and the design phase will proceed with the preferred floor plan or hybrid of floor plans.

#### Writing and Reading Learning Center Expansion (WRLC)

The WRLC expansion will renovate rooms MT 002 and MT 020. The end users have provided a thorough description of the activities to be housed, required adjacencies, and anticipated occupancy counts. Coordination with Quinn Evans Architects is underway. Programming and design work will commence in the near future.

#### Institute for Part-time Faculty Expansion (IPTF)

This project is scheduled to renovate the existing part time faculty area in Humanities. It will also expand into the WRLC area once that unit is move to the renovated and expanded area in MT. Work is scheduled to be done later in the year. Hord Coplan Macht has been notified of the imminent start of this project, and kickoff meeting will take place in near future.

#### BE Pepco Duct Bank

Pepco has scheduled the installation of the secondary feeders to the BE transformer for March 15<sup>th</sup> with a rain date of March 16<sup>th</sup>. The scheduled outage of the building is being coordinated by Campus Facilities with IT, staff, and faculty.

#### **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.
  - b. During site visit for this project, it was discovered that suite 342 in the HC building, on the TP campus, has many ADA violations. Meeting with Dean of Nursing Program is set up to discuss reconfiguration.
2. FP21-062 CT-GT-RV Exterior Door Replacement, PM is Yuling Mei
  - a. Door and frames have been received by contractor. Contractor is waiting on arrival of door hardware. Meeting with contractor is set up for next week for discuss schedule.

### **PLANNING, DESIGN AND ENGINEERING**

#### COLLEGE ARCHITECT

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

1. FP22-031 RC Leaching Pits, PM is Mohammed Shamim
  - a. Drain outside of RC backs up periodically causing water to backflow in the Reading and Writing Center. Vika Capital, civil engineering, has been engage to do a feasibility study. Proposal was received and requisition was submitted. Waiting on issuance of Purchase Order.

##### **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. Stair risers have arrived on site. Still waiting on final handrail to arrive. Contractor to install after receipt of materials.
2. FP19-066 PE Pool Filtration System, PM is Pok Sonetirot
  - a. Project is almost complete. Pool inspection with the County has been schedule for next week. Contractor is completing punch list.
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. Design is 95% complete.
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. 100% Construction Documents are due today, 3/4/2022. Finley Asphalt, one of our paving contractor on task order, declined to take on the project. Therefore, the project will be bid out.
5. 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 jurisdiction will be repaired this summer. Received proposal from civil engineers, AMT, and requisition has been made. Waiting on issuance of Purchase Order.
6. FP21-067 AR HVAC Replacement, , PM is Yuling Mei
  - a. Project is under design with the goal to finish up design by June 2022 to have a "shovel ready" project should the deadline for HEERF grant funding be extended. Schematic Design Report is expected within 2 weeks.
7. FP22-026 Campus Center Roof Replacement, , PM is Yuling Mei
  - a. Construction of this project has been deferred until Summer 2023, however, award of contract is moving forward in March 2022 BOT meeting. This will allow more time for contractor to deal with supply chain issues when securing roofing materials. Delaying the construction means Campus Center will remain open this summer.
8. FP22-029 SV Point of Presence (POP)
  - a. Architect's Division is providing Design Review services to the IT department. Design review is complete. Project has been turned over to Project Management during construction phase.

### **Germantown Campus Projects**

### **College-wide Projects**

3. FP22-020 HyFlex Classrooms, PM is Yuling Mei

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## PLANNING

### **TAKOMA PARK/SILVER SPRING CAMPUS**

#### TP/SS RC Library Renovation

The A/E consultant of RRMM has completed the Design Development phase of the design of this renovation. Design detailing is continuing.

#### Leggett Math and Science Building

In addition to the construction, procurement of equipment that is being purchased with a special fund from the Governor is progressing.

### **ROCKVILLE CAMPUS**

#### RV Theater Arts (TA) Part I & II

A/E consultant WRA will be submitting a draft of the Part I and meetings are set with the stakeholders to confirm the space analysis.

#### RV MK WDCE Westfield to Mannakee (MK) Move

The WDCE relocation from Westfield has recently been completed. The completion of the Center for Training Excellence, the MK building, is nearing completion with only a few spaces left to backfill.

#### SWING SPACE PLANNING for Campus Center (CC) building closure

The anticipated summer roofing project in CC, bids will be evaluated but the construction of the new roof will be scheduled for the summer of 2023. Planning for this building closure will begin in the fall of 2022.

#### SWING SPACE PLANNING for Summer 2022 HVAC Projects

The federal funded HVAC projects include the Technical Center (TC), and Music Building (MU), which will have to be fully closed. Planning has begun to address offices, classroom and special uses that will need swing space this summer. The HVAC work to be completed in Gudelsky Institute (GI) and in Macklin Tower (MT) will affect select areas of those facilities. Planning for these swing spaces has also begun.

### **GERMANTOWN CAMPUS**

### GT High Technology (HT) Backfill Project

Delayed technology should be set up in the 2 new instructional studios for Cyber and Security in HT229 and HT320 in March. The opening of these two classrooms will conclude Phase 3 of the HT Backfill Project.

### PIC MC Signage at Middlebrook Road

The A/E firm of HCM progressing with the design development of the conceptual sign that was approved by MC and PIC MC. This phase of design will be completed in April after stakeholder meetings confirm the design progression.

### **Collegewide-Wide Projects**

#### CW Facilities Conditions Assessment Report

Bureau Veritas is the consulting firm that is conducting this survey of all facilities and property items that require maintenance. The consultant has provided multiple draft facility reports that are in review.

#### CW Baby Changing Project

The Office of Facilities is in the planning stage of adding one baby changing table per facilities college wide.

#### CW Banner Replacements

Banners are being inspected and counted for the semi-annual maintenance and replacement of faded or missing banners.

## ENERGY MANAGEMENT AND SUSTAINABILITY

### **Takoma Park/Silver Spring Campus Summer 2022 Projects**

Facility/Type Project/Expected Start Date/Expected End Date/Important Notes

### **Rockville Campus Summer 2022 Projects**

Nothing to report

### **Germantown Campus Summer 2022 Projects**

Facility/Type Project/Expected Start Date/Expected End Date/Important Notes

1. PG/Controls: Replace the building's Siemen's legacy controls with reliable controls. The completion of this project will bring all buildings on campus up to a standard control system.
2. HS/PG/ Electrical sub-meter: Install an electricity sub-meter to accurately monitor PG's consumption.
3. HS/ HVAC-HT cooling tower and ice modules: This project will add cooling capacity to the campus to meet demand during the cooling season.

### **College-wide Summer 2022 Projects**

1. Collegewide Energy Benchmarking: The College is mandated to benchmark all its buildings on an annual basis.
2. Energy Design Standards: Update the current energy design guidelines for new buildings and renovations. The guidelines will establish energy design criteria for A/E teams.
3. BTU Fault Detection Diagnostics: develop and implement a fault detection diagnosis to evaluate the validity of the data being generated by BTU meters.

### **Parking & Transportation Operations**

Since January 1 employee data has not been exported to the parking database and for new employees to access the parking portal their information must be manually entered into T2Flex. IT is working to resolve this issue.

The shuttle ridership for the first six weeks of Spring Semester 2022 is averaging 135 riders per day compared to 63 riders during Fall Semester 2021.

## **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. Surveys completed. Currently reviewing reports.
2. Completed the storm drain line repairs for SN, Fenton Street side. For the vault section, and overflow outlet needs to be identified or added. Vault to be pumped and cleaned. Awaiting vendor proposal.
3. Preparing to make repairs to a glycol/chilled water heat exchanger at the CF central plant. Parts have been ordered. To be completed by end of March.
4. Completed the relocation of Faculty and Staff from P1/P2 for the upcoming buildings upgrades. Facilities staff to relocate on March 25.
5. Cafeteria kitchen steamer repair in progress.
6. Fire Alarm system modems have been received. Installation to be scheduled
7. BAS global controller upgrades being coordinated with MC Energy Manager and Pritchett Controls.
8. HC Chiller oil leaks repaired.
9. Drinking fountain upgrades in progress (various buildings).
10. Supporting Central Facilities as needed with capital projects in various phases of design and construction.

### **Rockville Campus Projects and Operations**

- 1) Working on a high-tension structural engineer for the NG garage maintenance.
- 2) Preparing to install back-flow preventers for the CT building. To be completed by May1st
- 3) Meetings with County to establish a food scrap recycle program
- 4) Work completed to PE Pool HVAC equipment. A/C and Heat is online for that area.
- 5) Repair of the MC sign facing Mannakee street, as result from vandalism



- 6) Install alarm for remote filling of the oil tanks at SC, NG
  - 7) Working on getting Emergency Action Plan signatures for RV Dam486 signed by April 1st
- Germantown Campus Projects and Operations**

1. Meetings continued with GPI consultants re HVAC renovation for the HS building;
2. Two new Jeep SUV vehicles arrived for Public Safety;
3. Published the 2021 Recycling return showing an overall 73.5% rate for MC.

### **College-wide Projects and Operations**

Warehouse Operations continue with no updates

Mail Operations continue with no updates

## **FACILITIES ADMINSTRATIVE SERVICES**

### **General Fund Operations and Updates**

General Counsel was notified of delinquent property tax bills from tax year 2010 and 2011 on the Goldenrod Lane/Peck Institute Building, due to the County refunding excessive amounts when the building was purchased. Approximately \$12k is due. OBS is processing payment at this time.

Senior Facilities Leadership is assisting PIC-MC on their 19710 Observation Drive Project, and two other projects in the development stage.

Senior Facilities Leadership is also assisting in the search for the proposed Fourth Campus/Center to be located in East Montgomery County.

Sally asked regarding the status of the new Germantown cafeteria. Marv responded that they had inspections the past week and found one issue that needed to be resolved. They're hoping that the issue can be resolved quickly, and then a new inspection would be scheduled soon. If all goes well, the cafeteria could open by the end of March.

### **Informational Technology**

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

IT Security is working on firewall replacements on each of the College campuses. The challenge is to block the bad traffic, while allowing the good traffic to flow through the system. There is plenty of both types of traffic, so it is a highly detailed project which involves numerous areas within OIT. The Germantown campus is done. Takoma Park is scheduled for two back-to-back weekends in April. The final phase will be Rockville in June or July. The timing of the Rockville campus will be based on the completion of the secondary data center in the SV building.

We are still waiting for hardware to install in the new HyFlex classrooms. Unfortunately, world-wide chip shortages are causing lengthy delivery delays. We're currently hoping for June delivery dates. These projects involve OIT, Facilities, and a 3<sup>rd</sup> party external vendor, so there is extensive coordination between these three groups to keep the projects moving. We're also seeing more and more on-campus classes, so the scheduling of work is becoming more challenging.

Jane-Ellen reminded the group to be careful with email security. The College is still seeing high levels of phishing attacks. At one point, the elevated number of Excel malware attacks prompted the IT Security group to temporarily block all Excel documents to ensure that the phishing attacks were unsuccessful. If you're unsure about the validity of an email or if you suspect phishing, please use the "Report Phishing" icon in Outlook. ITSG will review and notify you if the email is safe or not.

The College is moving toward two-factor authentication (2FA or MFA) for students in the Fall. The College has been using Duo for MFA on staff and faculty account for quite a while. Other schools in the area have implemented the same service for their students, and now Montgomery College is making that move. Students will be able to use their smart phones for MFA. If they do not have smart phones, the College will provide a hardware token. The first hardware token will be free. If students lose that token, they may have to pay for the second one.

### **Public Safety**

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

Adam provided a thorough presentation on the deployment of trauma boxes throughout campuses. Some highlights of the presentation include:

**Overview**  
Learning from tragedy

- American College of Surgeons Committee on Trauma introduced STOP THE BLEED®
- Military trauma medicine practice combined with lessons learned from Sandy Hook Elementary School shooting in 2012.
- Public awareness campaign in 2015 by the White House as a call to action.
- Multiple programs, same concept.

1 **MC** MONTGOMERY COLLEGE

## New for MC!

- 100 bags and cabinets received in early March 2022 at ZERO cost to MC.
- Partnership with Montgomery County Office of Emergency Management and The Maryland National Capitol Region Emergency Response System.
- Will be located on all campuses near AED locations.

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MC MONTGOMERY  
COLLEGE

## 5 kits per station/bag



5

MC MONTGOMERY  
COLLEGE

Public Safety is working with WDCE on a special police academy. This is a joint effort, which includes a group of 40 members. The academy will consist of both hybrid and in-person courses.

We are planning a test of MC Alert soon, so be on the look-out for the test messages.

Public Health – COVID numbers are looking good across campuses and the County. There have been low transmission rates. Since January, they have only received 200 calls for cases or questions. Hopefully this symbolize the light at the end of the tunnel.

Sally asked a question related to the College policy on wearing masks. The College is looking to revise our policy, but we still have the mask mandate. Please ask students to wear masks. Public safety can be

called to help with the situation. The upcoming policy changes are independent from MCPS and the County. Senior leadership (SALT) will make the final decision. They take CAT's advice, but they make final decision.

### **Fiscal Services**

Liz Greaney presented the following Financial Services report:

Dr. William's budget email was sent out last week. The next step of the budget process is to meet with County representatives. The budget request includes numerous key elements, including expanding the College footprint into the East County and raises for College employees. The County will issue their budget on March 15. Dr. Williams will issue another memo after that date explaining the County budget decisions, and whether or not it includes full or partial support of our budget requests.

We are also overseeing numerous grants of federal relief dollars, primarily focusing on Facilities (HVAC) and OIT needs related to the pandemic. Most of this is HEERF spending. The College is required to report HEERF spending on the website. The latest reports can be found here:

<https://www.montgomerycollege.edu/return-to-campus/heerf-grants/index.html>

We are actively validating information in Workday. Most recently, we loaded the last data set for grants so all data is now in Workday. This will allow us to fully build the budget in Workday and measure outcomes. Overall, we're all working to become more savvy users in Workday. We're now building better financial reports, and looking towards the new fiscal year.

Sally asked a question related to funding. Where does the funds come from? Liz answered. The College is funded by County, State, tuition, and rental fees. County funding is the biggest, then comes tuition and State aid. Federal grants are also included, but not as predictable.

Sally asked a follow-up question on enrollment since that is a big factor in our funding. The College is looking at moving to 75% on-campus classes in the Fall hoping to gain more enrollment. We are also installing HyFlex classrooms, which provides better availability to students, whether they're remote or on-campus. The College is hoping that this flexible format will also help with future enrollments.

### **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 that today was the last day to nominate yourself or someone else for governance.

### **ADJOURNMENT**

Jane-Ellen Miller made the motion to adjourn the meeting, and Liz Greaney seconded the motion. The motion passed. The meeting was adjourned at 3:19 p.m.