

# Operational Services Council

Monthly Session | Meeting Minutes

Thursday, Mar 09th 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 | Your Voice, Your MC Survey Now Open to Faculty and Staff**

All except student interns, temporary employees, and those employed after Oct 31 2022 are allowed to take the Your Voice, Your MC employee survey. The survey is completely confidential and responses are all anonymous. It is administered by a reputed 3rd-party organization: ModernThink. The data is not owned by MC and does not pass through any College servers. ModernThink is a reputable higher education survey analytics company and will only provide a summary and overview of specific results to the College without any identifying information.

Taking the biennial survey greatly helps the college understand employee satisfaction and will advise its strategic direction.

### **09 | Fall Semester Enrollment Shows Promising Numbers**

While enrollment has been on a downward trend, the numbers are stabilizing, as of last semester. Part-time enrollment continues to be high because of the pandemic, and it makes up nearly 2/3rds of the official numbers, a share that has been consistently increasing.

90% of spring semester students are continuing, with only a fraction being new students coming in. However, programs like dual enrollment and MC's increased certifications are bringing in enough new students to see the decline flatten out.

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## MEMBER ATTENDANCE

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

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## **GUEST ATTENDANCE**

<b>Attendee</b>	<b>Capacity</b>	<b>Reason for Attendance</b>
<b>Kimberly Robinson</b>	Proxy staff representative for Christine Crefton	To represent the staff constituency on the council as a proxy.
<b>Miho Shimizu</b>	Proxy WD&CE representative for Dani Holland	To represent the WD&CE constituency on the council as proxy.
<b>Terrence Evelyn</b>	Takoma Park Campus Director of Facilities	To deliver VP for Facilities, Marvin Mills' office report for the month and represent him on the council as proxy.
<b>Clevette Ridguard</b>	Director of Governance	To oversee the council meeting.
<b>Yvette Taylor</b>	Executive Associate	To oversee the council meeting with Clevette Ridguard.

## **CONVENING**

### **Quorum**

Twelve voting members of the Council were present, constituting a full quorum to proceed with business.

### **Call to Order**

Joe Marshall, Chair, called the meeting to order at 02:03 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.

Chris Cusic moved to approve the meeting's agenda and Adam Reid seconded the motion. The motion passed.  
(Motion I)

### **Constituent Concerns**

Mr. Marshall brought up constituent concerns that had been submitted to him since last meeting. Tim Kirkner, who was unable to attend, wrote to the council with the following two concerns.

#### 1. Water Fountains

Prof. Kirkner asked that with the easing of mask mandates and COVID policy, collegewide, that the locks placed upon public water fountains be removed. Mr. Marshall asked Terrence Evelyn, proxy representative from Facilities, to address this concern so that he could draft a response to Prof. Kirkner.

Mr. Evelyn said that it was an important question and that Marvin Mills, VP for Facilities, had just instructed the campus facilities directors to remove the locks. As a sidenote, he added that it was Facilities' long term goal to replace all water fountains with bottle fillers on campus.

## **Constituent Concerns...**

### 2. Fire doors in the Duong Student Services Building on Rockville campus

Prof. Kirkner's second concern was that the external fire doors at the SV building on Rockville campus are not shut and do not shut automatically.

Mr. Evelyn clarified that Student Services didn't have fire doors – those are the doors that remain open between buildings, like the Science Center and Ackerman Tutorial Center, and would close to prevent a fire from spreading. What SV has are fire-rated doors that are external and are intended to lock only in the case of a fire, containing it. The doors are supposed to remain open, but Mr. Evelyn said that they would check if they wouldn't close.

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## **COUNCIL BUSINESS**

### **Chair Report**

Joe Marshall, Chair of the Operational Services Council

Chair Joe Marshall began the chair's report for the meeting. He started by thanking Christine Crefton, Vice Chair, for assuming the duties of the chair in his absence at the previous meeting. Mr. Marshall reminded all members that governance nominations were open once again. According to Dr. Ridguard, nomination numbers are excellent. Elections will be Mar 29 to Apr 07 2023. Mr. Marshall encouraged members to nominate themselves to continue in governance.

He went over the following points:

#### **Events**

- Antiracism Training is in mid-March
- Staff Enrichment Day on Mar 15 2023
- Montgomery College Foundation's Innovation Grant applications due Mar 21 2023
- MC's Got Talent Show will be held on Rockville Campus in CC155 on Mar 23 2023 at 06:00 PM
- The AAPI Heritage Month Kickoff will be held in the end of March
- Commencement is going back to the old format on Rockville Campus
- The Department of Women's & Gender Studies are beginning for Women's History Month
- MC is hosting Mass Casualty Training Exercises in association with the county

#### **Notices**

- The College contracts translations services for classes and events. Contact Karla Silvestre in Community Engagement for more.
- Montgomery College Foundation is looking for several student members of the Board of Directors. Applications are due April 3rd.
- College Council is seeking student panelists for the strategic plan and student success.
- College Council has invited Metz Catering to its next meeting to provide updates. Constituents are welcome to listen.



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## **ADMINISTRATIVE BUSINESS**

### **Office of Facilities Report**

Terrence Evelyn, Takoma Park Campus Director of Facilities

Terrence Evelyn, Takoma Park Campus Director of Facilities, delivered the Facilities report for VP of Facilities Marvin Mills. He went over the following points:

#### **Takoma Park Campus**

The Leggett Math & Science Building's construction at Takoma Park is Facilities' biggest project. Construction is back on track and substantial completion is projected for Nov 27 2023. Substantial completion means that basic construction is done, but full completion – with furnishing and occupation – is projected for Feb 2024. Chris Cusic asked when classes would start in the Leggett building, specifically whether it would be summer or fall. Mr. Evelyn said that it was really only contingent upon when the county would issue the building an occupancy permit. He said that they expected it to be ready for Fall 2024 classes.

The Resource Center at Takoma Park has now been prepared for renovation. Offices will be removed from the building, and the interior will be refurbished. Rather than rebuilding it from the ground, Facilities will gut it and make it brand new from the inside, although it will look similar. It costs significantly less to upgrade it this way.

Takoma Park's parking garage is over 40 years old and requires serious renovation. Large pieces of concrete are falling. The other day, Mr. Evelyn said, a concrete slab fell on a car. Luckily, no one was hurt. A structural engineer has been called in to assess which sections need the most work.

As for other renovations, some nursing labs on campus will be renovated there soon as well.

#### **Rockville Campus**

Next, Mr. Evelyn said that Macklin Tower's HVAC system would be upgraded soon. During COVID, the HEERF-funded HVAC upgrades – paid for by federal COVID relief funds for higher education – were one of Facilities' biggest challenges. Macklin Tower is one of the last projects and its system will be gutted completely and replaced with new filters.

The Campus Center's roof replacement will occur after commencement, which Facilities tries to do for major projects because of convenience.

## **Office of Facilities Report cont...**

### **Collegewide**

The ten-year Facilities master plan, which aligns with other offices at MC, will go to the Board of Trustees for approval upon its completion. It is still in the process of being drafted, with input from students, faculty, and staff. The plan will focus on infrastructure renovation, incorporating stakeholder input, and focusing on long-term thinking, post-COVID.

Additionally, the Central Services building, which is in municipal Rockville, but only a few minutes away from Rockville campus, will be administratively provisioned as part of Rockville campus for facilities purposes.

Collegewide, as mentioned in constituent concerns, Facilities aims to do a drinking fountain overhaul. Takoma Park campus has had the most progress in that area.

## **Office of Information Technology Report**

### **Chris Cusic, Director of Instructional Technology**

Chris Cusic, Director of Instructional Technology, delivered OIT's report as the Chief Information Officer's permanent designee.

18 classrooms will incorporate HyFlex technology. The upgrade is HEERF-funded as part of the structured remote instruction plan. This summer, maintenance and replacement of classroom tech will occur on a large scale and that's what the office is focusing on.

Kimberly Robinson asked where the 18 classrooms were. Mr. Cusic said there were 5 classrooms on each campus, additionally, nursing, simulation labs, and the Germantown Child Care Center.

## **Office of Public Safety Report**

### **Adam Reid, Director of Public Safety, Health, and Emergency Management**

Adam Reid, Director of Public Safety, Health, and Emergency Management delivered a monthly report for his office. The Public Health & Environmental Safety Division is working on transitioning community vaccination and testing services. Rockville campus is still hosting them, but federal funding is ending and it is up to the county on whether to continue.

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## **Office of Public Safety Report cont...**

Given recent local developments, the opioid epidemic has become a major focus of public health. As a result, the division has also been implementing robust Naxalone training requirements for public safety officers to deal with overdoses. The county and MC are looking to do community forums and trainings to deal with these issues. Training opportunities will be available soon in these areas. Joanna Kilby and Mr. Reid are creating an informal committee for creating and promoting Narcan anti-overdose training certifications. In April, MC will be partnering with the county to host a Prescription Drug Tickback Day, where people can arrive safely dispose of old medications.

For the public safety and emergency management divisions, things are going well.

On Mar 10 2023, a collegewide memo will go out for a date for active attacker drills. This will need to be done for Clery Act compliance, and it is good to keep the information relevant. Mike Harting, Emergency Services Manager, has gone around speaking to people and delivering training to many different groups, departments, and divisions. Community CPR, AED, and Naxalone trainings will soon be available.

Germantown camera services are collaborating with IT to get full camera coverage in outdoor spaces. Rockville implemented full coverage last year which resulted in the resolution of several traffic violations. Public Safety will also go to Takoma Park campus to cover some gaps and add cameras for the new building as well. Takoma Park has been covered for some time, but the process is ongoing as spaces change and buildings change.

## **Office of Budget Report**

### **Liz Greaney, Chief Business & Financial Strategy Officer**

Liz Greaney, Chief Business & Financial Strategy Officer, delivered her monthly report for the Office of Budget.

The Board of Trustees has approved Memoranda of Understanding with the three employee unions to go forward. The FY24 budget will be finalized early in the month and will go forward in the second week of March. Ms. Greaney has met with the County Executive's office and they have agreed to approve it. The County Council will review the budget through May.

MC will soon do a review of the Workday software it has been using to look for updates. The system will be down this weekend for scheduled upgrades.

This year, Montgomery College received a congressional earmark in special funding for training in nursing (including labs and equipment) and 5G installers.

**Office of Budget Report cont...**

Terrence Evelyn asked about the status on the HEERF (federal pandemic aid) funding closeout. Ms. Greaney said that the deadlines to get invoices in had been extended – that said, no new charges can be added.

## **COUNCIL BUSINESS**

### **Constituent Concern Review**

Joe Marshall, Chair of the Operational Services Council

Joe Marshall closed out the meeting with previous constituent concerns.

Mr. Marshall asked Terrence Evelyn about a previous constituent concern – parking enforcement. There is a lot of revenue tied to parking enforcement, but it has not been enforced officially for the past three years as aid for COVID. Mr. Evelyn made clear that it was not one of Facilities' priorities right now. They will need to have a discussion with Sherwin Collette, SVP for administrative and fiscal affairs to continue enforcing it.

### **Council Goals**

Joe Marshall, Chair of the Operational Services Council

Mr. Marshall said has tried to schedule a meeting with Paul Miller, Chair of the Employee Services Council, to discuss PressBooks as a tool to implement the operational services resources goals and that there would be an update on that at the next meeting.

Tykesha Reed has created a Word document of relevant links in the IT website. She asked to clarify the usage, whether it would be students or employees? Mr. Marshall said that it was initially geared toward students but they were thinking of faculty resources as well. Ms. Reed said that she had created sections for both.

Mr. Marshall added that the council would try to get it done by May, but that was not a hard deadline.

Miho Shimizu, who is also on staff council, is proxying for Dani Holland as a WD&CE member. She asked about the council's goal to gain context on functional councils. Mr. Marshall said that the loose focus of the goal is to develop a resource for mental health, IT, and public safety information. Ms. Shimizu added that MC Cares was a good resource. MC Cares is the new name replacing the F-STAP (Faculty & Staff Assistance) program for its restructuring – which she said the council should take into account. Terri Bailey added that Behavioral Intervention is also moving into MC Cares, so there would need to be a need to spread the word about the change and what will be part of the new resource.

Mr. Marshall said he would think about bringing Karla Silvestre from Community Engagement into the next meeting to discuss it.

## **ADJOURNMENT**

### **Motion to Adjourn**

Joe Marshall asked for a motion to adjourn.

Kimberly Robinson moved to adjourn and Chris Cusic seconded the motion. The motion passed. (Motion II)

The meeting adjourned at 03:12 PM.

## **MOTIONS**

<b>No.</b>	<b>Item</b>	<b>Sponsor</b>	<b>Second</b>
I	Motion to approve meeting agenda and previous minutes	Chris Cusic	Adam Reid
II	Motion to adjourn the meeting	Kimberly Robinson	Chris Cusic

Authored,

**RISHI NIXON**  
Secretary