



Operational Services Council  
13 September 2018  
Central Services S201  
2:30 to 4:00 pm.

### **ATTENDEES**

Members Present: Christina Marie Devlin, Chair; Angela Nissing, Vice-Chair; Laura Anna, Elizabeth Greaney, Sharon Kauffman, Jane-Ellen Miller, Marvin Mills, Mark Pace, Kristen Roe, Kimberly Robinson, David Sowards

Members Absent: Jean D. Yemba, Kathleen Hipkins

Substitutes Present: None

Guests: Brad Pabian, Governance Liaison

### **CALL TO ORDER**

Christina Devlin called the meeting to order at 2:30 pm. New and returning members introduced themselves to the group, sharing their positions and constituencies at the college.

### **AGENDA/MINUTES**

The agenda for the meeting was approved by consensus as presented by the members of the council. Meeting minutes from the 10 May 2018 meeting were also approved as presented by the members of the council.

### **OPEN COMMENTS**

There were no requests for open comments either prior to or at the meeting.

### **OLD BUSINESS**

None.

### **NEW BUSINESS**

Meeting Notes and Election of a Secretary

The Chair noted that the council needs a third officer to serve in the role of the secretary; however, that she would be happy to prepare minutes with help from either the governance council notetaker or members of the council. While there is a governance note taker, that note taker is at another meeting at the council's meeting time. The council agreed that notetaking duties would rotate, and the Chair volunteered that she would be happy to serve as the minutes-writer with help from these notes. Laura Anna volunteered to take notes for the 11 October meeting.

Student Members

The council needs to appoint one additional student member since Kathleen Hipkins, who was elected in the spring, is not a currently enrolled student. The Chair is working with the Student

Senate to locate a student willing to be appointed and hopes to have a new student member before the 11 October meeting.

#### Meeting Schedule Review

The Chair reviewed the planned 2018-2019 meeting schedule noting that meeting on second Thursdays of the month requires moving several meetings in the spring due to school breaks and the governance election process. The members agreed to the currently planned schedule of meetings, with the exception of the February meeting, which the council agreed to move to 14 February, with the proviso that heart-shaped cookies be served. The Chair noted that since operational activities take place on all campuses, that perhaps at least one meeting in the spring could be held at a different location to make it easier for visitors to attend.

#### 2018-2019 Goals

Members of the council efficiently located the approved goals from 2017-2018, and the members agreed to continue the goals to hear more about changes to improve campus safety and security; concerns about data security; and about improvements to information technology projects. The chair will put these goals into the document format requested and share that document for approval of goals at the 11 October meeting.

#### **ANNOUNCEMENTS**

Members provided written and oral updates about Business Services, Facilities and Information Technology projects:

**Business Services:** the audit processes for the 2017-2018 fiscal year are well underway and the unit has been able to fill several of its numerous empty positions. (Liz Greaney)

**Facilities:** Work continues on the new math and science center on the Takoma Park-Silver Spring campus with significant community involvement. Facilities workers helped the college recover from flooded buildings on several occasions this summer; many affected offices are permanently relocated to the Mannakee Building and other locations. In addition, the Counseling and Advising Building in Rockville will require significant repair and renovation in order to return to use. A more detailed written update was also provided.(Marvin Mills)

**IT:** Workday (administrative) and Banner 9 (student services) projects have new project plans and timelines that will enable us to take advantage of software to improve many of our institutional processes to better serve the entire Montgomery College community. Training schedules as well as project rollouts have been adjusted to match user needs. Reports on the computing needs consultations undertaken in the spring will be provided on each campus in October. (Jane-Ellen Miller).

#### **ADJOURNMENT**

The meeting adjourned at 4:00 pm. The next meeting will be on 11 October 2018, 2:30-4:00 pm in CT S201, to be chaired by Vice-Chair Angela Nissing.

Respectfully submitted by: Christina Marie Devlin, Chair