

MC GOVERNANCE

OPERATIONAL SERVICES COUNCIL (OSC)

THURSDAY, JANUARY 20, 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, Terrence Evelyn (on behalf of Marvin Mills)

Members Absent: Harvey LaGuerre, Wendy He, Tykesha Reed, Marvin Mills, Andrea Campos

Guests: None

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.

DECEMBER 9, 2021 MINUTES

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

CONSTITUENT CONCERNS

Sally McClean expressed a concern related to potential drop in enrollment due to the vaccination requirements. As of today, the students without proper reporting are scheduled to be dropped from their enrolled courses. It was discussed that students will be dropped, similar to drops for other reasons, but they would be able to submit their vaccination paperwork and re-enroll in the courses. Time is limited, but there are late start classes, which give students more time to submit their paperwork and receive approval.

MEMBERSHIP CHANGE

Christina Devlin is unable to fill the rest of her term on the Council. Ed Riggs nominated Stacy Ford to replace Christina as the vice chair of the Council. Ed then asked for other nominations from the floor. None were made, and the vote to approve Stacy as vice chair was approved unanimously.

REGULAR UPDATES

Facilities

Terrence Evelyn, Director of College-wide Facilities Operation, presented the following Facilities report:

Takoma Park/Silver Spring Campus -

Leggett Math and Science Building

In addition to the construction, planning is beginning with the end users for the procurement of equipment that is being purchased with a special fund from the Governor. Installation of structural steel is in progress on the north side of the building.

TP/SS Library Renovation

The A/E consultant of RRMM has completed the Schematic Design phase and is beginning the Design Development phase of the design of this renovation. Meetings are scheduled for additional input from the library stakeholders, MC AV/IT and other departments.

Pavilions 1 and 2 HVAC Air Handling Unit (AHU) Replacement

BKM are preparing schematic design drawings. Work is planned for Spring 2022, with completion by Fall 2022. During construction, buildings cannot be occupied. Alternate work locations/accommodations will have to be made for all building occupants.

Pavilion 4 Fire Alarm Upgrade

QSS selected as General contractor. Rough-in work is in progress. Projected completion is January 30, 2022. The contractor 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

Three boilers are being replaced in Student Services and two boilers are being replaced in the Health Science Center. 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. The new boilers have been ordered and are expected to be installed in the middle of February.

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

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. Punch list work has been scheduled to be completed by the end of January.
- b. Contractor is coordinating all remediation work with campus facilities.
- c. 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. Montgomery County Health Department will inspect the work and issue a license once the work has been completed.

RV MK 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.

RV Campus Loop Piping Replacement

All hydronic piping has been installed and the contractor is completing the installation of future IT conduits in the trench. Work is scheduled to be completed by the end of January.

RV MK CTE 2nd Floor Renovation

Issues involving the rooftop HVAC equipment have been resolved and only commissioning activities remain.

RV Theater Arts (TA) Part I & II

A/E consultant WRA has had an initial Facilities meeting and conducted a detailed site visit with campus Facilities and the key Theater personnel. Vision Meetings begin this week to begin the programming of this renovation.

RV MK WDCE Westfield to MK Move

Planning will continue through the month of January and into February. WDCE will be relocated from Westfield to MK in two moves in February, dates are still being finalized.

SWING SPACE PLANNING for Campus Center (CC) building closure

Due to the anticipated summer roofing project in CC, meetings are being conducted with the end users of CC to determine space accommodations. The building will be closed to all MC employees, with limited exceptions to the campus Facilities staff. Bookstore and cafeteria vendors are evaluating how they will offer services.

Germantown Campus

GT HT ADA Elevator Renovation

The final building inspection was completed by Montgomery County Department of Permitting Services on January 12th and the project is complete.

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.

GT HT Backfill Project

Phase 2 and 3 of this backfill project is completed except for the technology set up in the 2 new instructional studios for Cyber and Security in HT229 and HT320. The new spaces within HT are the Serenity Room (HT326), Lab Support to the Cyber classrooms (HT320A), Staff workroom (HT316), new staff small meeting room (HT410) and a new medium size meeting room HT408).

SA Telescope Site

Three True North Piers have been placed in a concrete plaza at the end of the sidewalk at parking Lot 4, close to the Landscape Departments' nursery. This will be the site for the Astronomy Department to mount their telescopes for night time classes.

PIC MC Signage at Middlebrook Road

The A/E firm of HCM is finishing the site survey and then will begin the design development of the conceptual sign that was approved by MC.

Takoma Park/Silver Spring Campus

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.

HC Roof Replacement

Final crane lift took place on 12/02/21. Dynamic General Contracting to complete metal flashing installation by 12/09/21. Punchlist and demobilization to be completed by mid-December.

HC/ST Boiler Replacement

Notice to Proceed was issued on November 3, 2021 to Patapsco Mechanical Contractors. A temporary boiler will be installed as back-up to the existing HC building units. Submittal process in progress. Work to start upon receipt of new boilers. Exact completion date is TBD

HEERF Projects.

The design teams are currently producing construction documents and a Construction Manager at Risk has been awarded by the Board of Trustees for each project. The Construction Managers are reviewing the initial schematic design documents with an expectation for them to submit cost estimates and construction schedules to the College for each project by the middle of February.

Informational Technology

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

OIT is working to wrap up work in the Innovation Lab on the Rockville campus. However, supply chain delays are impacting the completion date. We are still waiting for hardware deliveries from numerous vendors to complete the space. This is unfortunately the case industry wide. This will not affect the start of the Spring semester, as OIT has been very busy getting the classrooms and computer labs updated and ready for the Spring.

Workday went live on January 3rd. It has been going very well since the go-live date. The Service Desk is taking questions and directing them to the appropriate personnel in OIT. As everyone is learning, you are now more empowered to complete tasks yourself versus working with Finance or HRSTM. The most critical new piece of Workday is timesheets. For non-exempt staff, timesheets must be submitted for those employees to be paid. Therefore, please remind non-exempt staff to get those completed as needed.

OIT is rolling out laptops for all staff. Sally quickly asked if that means “all staff”, including part-time faculty. Jane-Ellen clarified that part-time faculty are not included in the roll-out, unless their chair or dean assigned them other roles with the department. Otherwise, all other staff will be moving from desktops to a laptop and docking station configuration as their primary workspace.

Fiscal Services

Liz Greaney presented the following Financial Services report:

We are all learning Workday together, so please be patient with one another. Workday is a fundamental change from Banner, as it provides more power to more users. This reduces paperwork and streamlines processes. It also changed a lot of business processes, so everyone is learning how to work within Workday. We’re only in our third week, so it’s going slow, but everyone is quickly progressing as they become more familiar with the new processes.

The College is also preparing for FY23 and wrapping up a HEERF audit. The HEERF audit is a new requirement, as it is federal funding related to the pandemic.

Public Safety

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

The County is working to open a mass testing sites, similar to the mass vaccination sites they previously operated. They are opening one of those new test sites on our Germantown Campus. It will be drive-through testing, and they will also supply KN95 masks to those that come by for testing.

The County is still offering testing in Rockville Campus and vaccinations in the BE Building on the Germantown campus. The vaccination site in Germantown may close in March, but discussions are still ongoing with the County.

The College had 14 cases so far in January, and are only accepting positive PCR results in those testing numbers. If an employee tests positive with a home test, Public Safety is recommending that they get a PCR test.

KN95 masks are on order, but the College does have cloth/surgical masks in stock. Double-masking is an option for the non-KN95 masks. Public Safety will have masks available next week during the start of classes.

Public Safety hired three new officers and is working on a new onboarding process to expedite the process.

There are planned camera updates on the Rockville campus. We are adding cameras to uncovered areas. We're currently waiting for budget approvals for Rockville. Takoma Park was already done. Once Rockville is completed, Germantown will be the next to get camera updates.

Dispatch is working with County's emergency response and 911 to develop geomapping information to ensure that MC receives critical information in the area of the campuses. This will automate critical notifications to the campus dispatch team for any known issues on or near the College campuses.

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.

OSC GOALS

Ed Riggs reminded permanent members of the OSC that their paragraph for Goal #2 was required soon. It was discussed and determined that the paragraph submittals will be due prior to the March meeting of the OSC.

ADJOURNMENT

The meeting was adjourned at 3:16 p.m.