

Operational Services Council

Monthly Session | Meeting Minutes

Thursday, December 08 2022

02:00 PM - 03:30 PM

Mr Joe Marshall
Chair

joe.marshall@montgomerycollege.edu

Dr Christine Crefton
Vice Chair

christine.crefton@montgomerycollege.edu

Rishi Nixon
Secretary

rnixon8@montgomerycollege.edu

CONTENTS

Item	Member	Page
HIGHLIGHTS		04
MEMBER ATTENDANCE		05
GUEST ATTENDANCE		06
CONVENING		07
ACTING CHAIR'S REPORT	Christine Crefton Council Vice Chair	08
SPECIAL REPORT: PRESIDENT'S STRATEGIC PLAN REFRESH	Jermaine Williams President, Montgomery College	10
ADMINISTRATIVE REPORT: FACILITIES	Marvin Mills Vice President, Facilities	11
SPECIAL REPORT: EQUITY & INCLUSION INITIATIVES	Sharon Wilder Chief Equity & Inclusion Officer	12
ADMINISTRATIVE REPORT: PUBLIC SAFETY	Adam Reid, Director of Public Safety	16
ADMINISTRATIVE REPORT: IT	Chris Cusic, Director, Instructional Technology	17
ADMINISTRATIVE REPORT: FINANCE	Liz Greaney, Chief Business & Financial Strategy Officer	18

CONTENTS

Item	Member	Page
COUNCIL GOALS REPORT	Christine Crefton, Council Vice Chair	19
ADJOURNMENT		20
PASSED MOTIONS		21

HIGHLIGHTS

09 | **Montgomery College Foundation Innovation Grants Open to Students, Faculty, and Staff**

The Foundation has allocated \$40k to the Innovation grants and the theme for proposals is "*transforming our future for our students, college, and community.*" The grant submission deadline is Mar 21 2023 and projects must conclude by May 31 2024.

For more information, visit the Innovation Works page on the MC website [here](#).

10 | **President Williams Announces MC 2023-28 Strategic Plan Update**

President Williams visited the Operational Services Council to make an update on the College's strategic plan, post-COVID and with new equity considerations.

The plan refresh will consist of the following steps:

- Revised admission statements
- Advising from the college community (i.e., the Presidential Transition Advisory Committee, MC governance system, and student engagement survey)
- Reviewing existing planning documents (i.e., DEI, management, and academic plans.

The Strategic Plan Refresh Committee be chaired by Dr Stephen Cain, Chief Strategy Officer. The College Council will play a lead role in forming the committee and the Board of Trustees will vote on it as of Apr 17 2023.

16 | **New Emergency Services Manager Available for Demonstrations**

Michael Harting, Montgomery College's new Emergency Services Manager has delivering emergency preparedness demonstrations throughout the College for crime, severe weather, bomb threat, and fire situations. He is available to be booked in-person or virtually and can even take classes for Stop the Bleed and AED operations. Contact him at the Public Safety office for more information.

MEMBER ATTENDANCE

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

GUEST ATTENDANCE

Attendee	Capacity	Reason for Attendance
Alejandra Isaia	Program Manager, Office of the President	To advance for President Williams' report to the council.
Clevette Ridguard	Director of Governance	To observe President Williams' report to the council.
Jermaine Williams	President, Montgomery College	To update the governance councils on the 2028 strategic plan refresh initiative, post-COVID.
Michael Harting	Emergency Services Manager, Public Safety Department	Invited by permanent member Adam Reid as part of the Public Safety update.
Yvette Taylor	Executive Associate	To observe the council meeting on behalf of the Governance division.

CONVENING

Quorum

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

Call to Order

Due to Chair Joe Marshall's absence, Christine Crefton, Vice Chair, called the meeting to order at 02:05 PM as Acting Chair.

Meeting Agenda

Dr Crefton asked if everyone had reviewed the meeting's agenda, sent out one day prior (see Dec 2022), and asked the members to approve it. Most members affirmed.

Previous Minutes

Dr Crefton asked for any amendments to the previous session minutes for November 2022 (see Nov 2022).

Approval

Adam Reid moved to approve the meeting's agenda and the November 2022 minutes and Marvin Mills seconded the motion. The motion passed.
(Motion I)

COUNCIL REPORT

Council Business Updates Acting Chair of the Operational Services Council

Vice Chair Christine Crefton delivered a report on college updates as acting chair. See Dec 2022 Agenda for more information.

Dr Crefton went over the following:

1. **Data is the Sweet Spot Podcast**
2. **December SHAW events include:**
 - Stress Relief Activities
 - Mind-Body Medicine
 - Mindful Eating

For more information, visit Inside MC.

3. **The College Council received a presentation from Megan Cooperman, SHAW's new Employee Wellness Specialist.**

Previously a contracted role, Ms Cooperman has been brought on as an employee wellness staff member at SHAW. She covered the new employee wellness programs, from in-person offerings, fitness (which is open to employees through the P.E. Labs again), and the wellness funds available.

To enroll in the Employee Wellness Program, register on the MC site [here](#).

Important Reminders:

- Last day to use off days before rollover is Dec 23 2022
 - Last day to complete accessibility survey in email is Dec 09 2022
4. **March 15 2023 is Staff Enrichment Day at the Takoma Park campus**
 - Nominations for the Distinguished Staff Award are open until Feb 23 2022.
 - See more information and nominate a staff member on the Enrichment Day website [here](#).
 5. **Mobile Market**
 - Mobile Food Market Volunteer Days
 - Rockville Campus (Outside North Garage)
 - Dec 07 2022
 - Takoma Park Campus
 - Dec 14 2022

COUNCIL REPORT

Council Business Updates cont...

6. Montgomery College Foundation Innovation Grants

The grants are open to students, staff members, and faculty. Grants are up to \$40k, and the theme is "*Transforming our future for our students, college, and community.*" The grant submission deadline is Mar 21 2023 and projects must conclude by May 31 2024. For more information, visit the Innovation Works page on the MC website [here](#).

7. Equity

- Equity Week at MC is April 03 - 07.
- The deadline for submitting program proposals is Jan 31 2023

8. Outstanding Staff Awards

- Awards are considered in four categories
 - Performance
 - Customer Service
 - Innovation
 - Serving Students
- Nominations are due Mar 01 2023

9. Outstanding Faculty Awards

- Awards are considered for both full-time and part-time members
- A committee of faculty and administrators from each campus and central services will consider the awards this spring
- Nominations are due Mar 01 2023

10. Antiracism

- Trainings are available from the Office of Equity & Inclusion
 - Register on Workday
 - For the virtual session [here](#)
 - For the in-person session [here](#)

SPECIAL REPORT

Strategic Plan Refresh Update President of Montgomery College

Dr Jermaine Williams, President of Montgomery College, addressed the Operational Services Council to address the College's new strategic plan update for 2023-28.

Dr Williams joined the meeting, greeted the council, and commended the work that it does. He introduced the basis for the strategic plan update. While MC2025 is great, after the COVID-19 pandemic, with input from the college community, increasing educational inequity, and with Dr Williams' new presidency, MC needs an updated guiding document for 2023-28. The 5-year period is also relevant, as it aligns with the College's accreditation cycle.

The plan refresh will consist of the following steps:

- Revised admission statements
- Advising from the college community (i.e., the Presidential Transition Advisory Committee, MC governance system, and student engagement survey)
- Reviewing existing planning documents (i.e., DEI, management, and academic plans).

The Strategic Plan Refresh Committee be chaired by Dr Stephen Cain, Chief Strategy Officer. The College Council will play a lead role in forming the committee and the Board of Trustees will vote on it as of Apr 17 2023.

Dr Williams acknowledged the well-planned collaborative process that led to the creation of MC2025, and pledged to uphold the same standards for this refresh.

Christine Crefton asked Dr Williams about his top priorities with the refresh. He highlighted the fact that it would be a students-first approach with deeper conversations about success and new considerations for equity. Chris Cusic added that he appreciated the work that the President was doing on this project and that it would be good for Montgomery College.

ADMINISTRATIVE REPORT

Facilities Update Vice President for Facilities

Marvin Mills, VP for Facilities, shared drone footage of the Leggett Science Building's construction site on Takoma Park campus. The Leggett Building will contain a new planetarium and science labs, rain garden, and greenhouse. Progress on the Leggett Building has been hampered for quite some time due to supply chain constraints and labor issues, but they have been resolved and Facilities is still on track with the timeline. Aiming to open in Spring 2024, the draft report will go to the Board of Trustees, County, and then State within a year.

Mr Mills said that the funding granted for the project was pretty good, but not all that Facilities asked for. However, quite sufficient for the completion of the project. Facilities will hear from the County Executive on what he will recommend to the County Council, and the new Governor about plans for next year. Mr Mills highlighted that Facilities has been very conscious of the ADA (Americans with Disabilities Act), and encouraged everyone to complete the accessibility survey.

As a final note, Mr Mills noted progress on the student parent support initiative he mentioned at a previous meeting. 53 changing stations have been installed across the College, 4 lactation pods added, with 4-5 more set to be installed before the end of the winter semester, and Facilities has been working with the department of transportation to install family-friendly parking spots on campus.

SPECIAL REPORT

Equity & Inclusion Update Chief Equity & Inclusion Officer

Sharon Wilder, Chief Equity & Inclusion Officer, came to talk about the College's diversity initiatives. Ms Wilder went over the work of the Office of Equity & Inclusion. The two banner goals of OEI are to foster a sense of belonging for students and employees of the college and for its initiatives to permeate all areas of the college.

OEI has created a Framework Toward Change in connection with the College's antiracism initiatives. The Office's microcredentials provide a detailed outline of its antiracism education.

Framework Towards Change



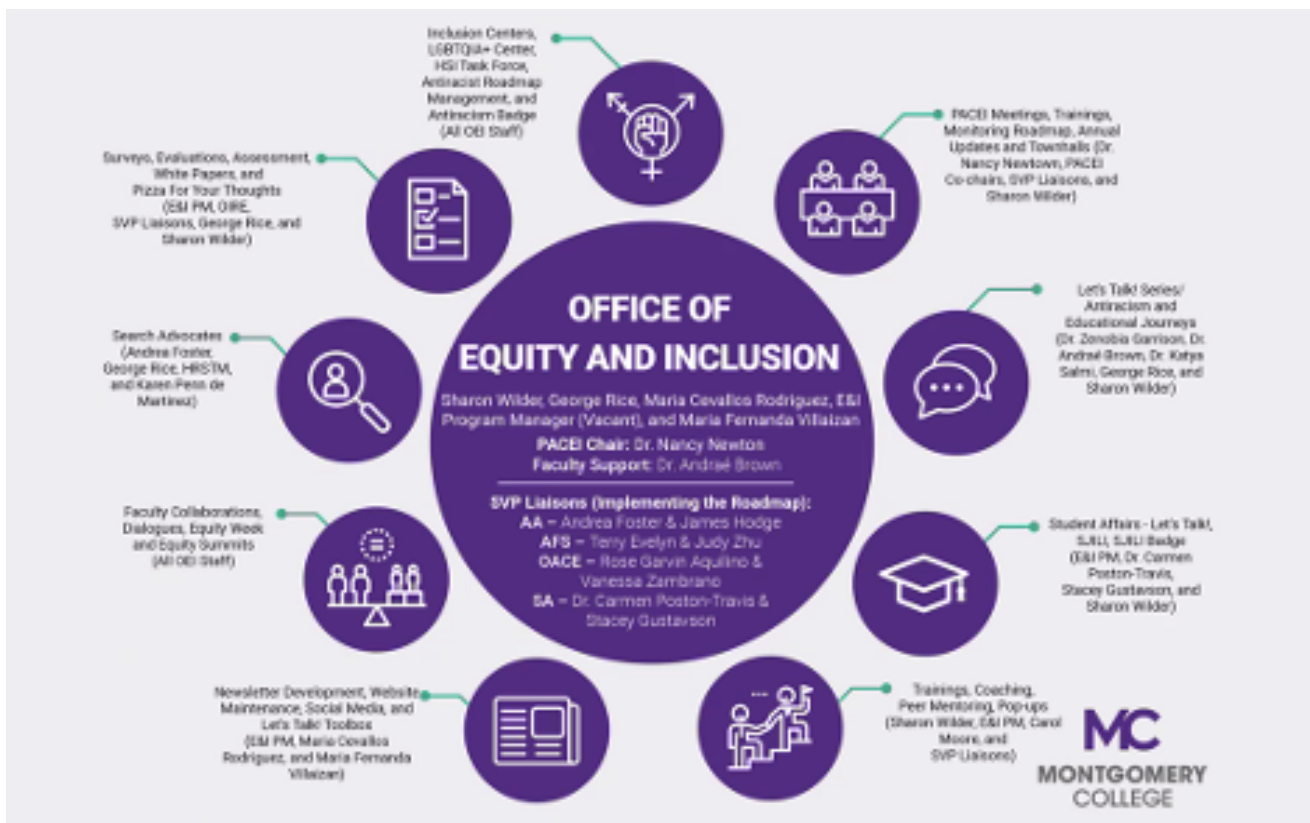
- AWARENESS**
Acquire knowledge of a situation and facts, listen, recognize inequities, ask questions, participate in equity and inclusion programming and events
- UNDERSTANDING**
Perceive the meaning of equitable and inclusive actions, practice being mindful of them; dialogue with others; seek knowledge and training; do research
- EMBRACING**
Acknowledge inequities and social justice issues exist and decide to adopt and wholeheartedly accept that equity and inclusion work is paramount
- COMMITMENT**
Get involved; do the work necessary to eradicate inequities and create inclusive environments; be accountable; be dedicated
- ACTION**
Identify and execute plans to continually drive equity and inclusion inside and outside of the classroom and within communities
- CHANGE**
Review policies, practices, and action plans to continually contribute to being a more equitable and inclusive community, document, evaluate, and strengthen outcomes

SPECIAL REPORT

Equity & Inclusion Update cont...

Ms Wilder went over the Office of Equity & Inclusion's programs throughout its activity:

- Spaces: Inclusion Centers
- Leadership: The President's Advisory Committee on Equity and Inclusion
- Dialogue: The Let's Talk! seminar series
- Student Affairs: Trainings, Coaching, Peer Mentoring
- Online Presence: Newsletter, Web, Social Media, etc.
- Faculty Collaboration: Equity Week
- Feedback: Surveys, Evaluation, and Assessment



SPECIAL REPORT

Equity & Inclusion Update cont...

This year, the Board of Trustees reaffirmed last year's goal to nail down an Antiracism Strategy for the College. Below is a timeline of OEI's antiracism initiatives since 2020.

Actions In Furtherance Of MC's Antiracist Work

- February 11, 2020
 - Spring Equity Dialogue with focus on white fragility (200 participants in person)
- June 1, 2020
 - Presidential Memo "Reactions To Calls For Justice"
- June 2, 2020
 - Created and held first Let's Talk! Discussion on the American subjugation of the Black community following the death of Mr. George Floyd
- June 3, 2020
 - Ad-hoc Antiracism work group formed
- June 8, 2020
 - First meeting of Leadership Montgomery Racial Equity Leadership Program cohort including 7 MC employees
 - First meeting of Antiracism work group
- June 15, 2020
 - Presidential Memo "Let's Keep Talking About Racial Justice"
- September 11, 2020
 - CEIO's antiracism presentation to Board of Trustees
- October 7, 2020
 - MC BOT developed an Institutional Goal for FY'21 that **"MC will develop a strategy to become an antiracist institution in policy, practice, and promise."**
- Work groups and cohorts continue to meet to strategize and develop an antiracism plan
- LM Cohort completes program with a strategy for advancing racial equity and antiracism
- March 2020
 - Finalized antiracism strategy
- June 2020
 - Board of Trustees adopted antiracism strategy
 - CEIO develops plan to socialize the terms antiracism and racial equity throughout the college community
- August 2020 – May 2021
 - Began socialization and implementation of antiracism strategy; Senior Leadership and Board read "How to be an Antiracist"
 - OEI launched First Fridays Book Discussion for the college community: "How to be an Antiracist"
- February 2021– May 2021
 - Launched first cohort of Social Justice Inclusive Leadership Institute for students with antiracist practices as a core teaching
- May 14, 2021
 - MC BOT Retreat Presentation on Antiracism Strategy (BOT's Intent to Embrace a Journey)
- June 21, 2021
 - MC BOT Approved Antiracism Strategy and Roadmap

WHAT HAS CONTRIBUTED TO THE PROGRESS OF THE DESIRED OUTCOME?

- Implementing the Antiracism Strategy



SPECIAL REPORT

Equity & Inclusion Update cont...

Ms Wilder noted that one of OEI's main initiatives for the coming year is to establish an inclusion center on Rockville campus to create a safe space for diverse student and employee populations. Christine Crefton asked about when Ms Wilder was asked to deliver these presentations. Ms Wilder said it was first due to a request from Student Affairs and after her initial talk there, which was well-received, requests came from other parts of the College.

Chris Cusic asked about how awareness could be spread. Ms Wilder said that attending available trainings and obtaining the antiracism microcredential offered by OEI were great first steps. As a leader in the College, scheduling trainings with your staff would be excellent for OEI and internally. Ms Wilder elaborated that antiracism trainings were available both at the department level and collegewide, in-person and virtually. The antiracism badge is the only badge in MC's microcredentialing system available to both employees and students.

Dr Crefton thanked Ms Wilder for her presentation and wished her a good afternoon.

ADMINISTRATIVE REPORTS

Public Safety Update

Director of Public Safety, Health, & Emergency Management

Adam Reid, Director of Public Safety, Health, & Emergency Management presented his update next. He provided the following reports.

1. CCTV Cameras throughout campus

Public Safety has acquired 40 cameras for the Germantown Campus to achieve full exterior coverage. Rockville's expansion was completed in summer, and since the full coverage has since resulted in two solved traffic crimes against students.

2. Emergency Services Manager

Michael Harting, Montgomery College's new Emergency Services Manager was invited to this meeting by Mr Reid to provide an update about the emergency preparedness initiatives he has worked on so far.

Mr Harting has, so far, completed several emergency preparedness presentations for crime, severe weather, bomb threat, and fire situations. He is available to be booked in-person or virtually and can even take classes for Stop the Bleed and AED operations. So far, he has been responsible for training 90 public safety employees, ELITE (E-Learning, Innovation, & Teaching Excellence) staff, the counseling department, librarians, and will proceed to the WD&CE faculty.

He will also be creating an emergency plan for each office at Montgomery College and identifying locations for AED, Stop the Bleed kits, and other information in conjunction with Student Disability Services.

Kam Yee asked about the cameras and the emergency lights. Blue lights with emergency phones at their bases are placed in MC's parking lots. Mr Yee asked whether the CCTVs placed outside were specifically trained on these phones in case of emergency. Mr Reid clarified that while they were not, the cameras are manually controlled so they can be trained to hit those areas, and that there are often cameras placed atop the blue light phone structure as they are a good location to cover the whole area.

ADMINISTRATIVE REPORTS

IT Update

Director of Instructional Technology

Chris Cusic, Director of Instructional Technology, provided his administrative report for OIT.

- Renovation-related office moves on Rockville campus will begin Dec 19.
- This month, the College will begin upgrading from Windows 7 to Windows 10.
- Ongoing projects include refreshing academic areas in hardware, software, bringing in new equipment.

IT is focusing on those three priorities.

Kam Yee, part-time faculty representative, asked specifically about computers in part-time offices undergoing the Windows upgrade. Since the offices are not generally used consistently by faculty members, they are not maintained. Mr Yee wanted to clarify whether office upgrades would reach these areas. Mr Cusic acknowledged that this was an excellent concern and that OIT was working with the Eric Swanson from the Part-Time Faculty Institute to address that and track all tech in adjunct offices. He assured Mr Yee that it would be taken care of.

ADMINISTRATIVE REPORTS

Finance Update

Chief Business & Financial Strategy Officer

Liz Greaney, Chief Business and Financial Strategy Officer for the College, provided her administrative report for the Finance office.

Ms Greaney said that annual financial statements for FY22 would be presented to the Board of Trustees Monday evening (Dec 12 2022). She added that the College has had strong financial performance this fiscal year.

Finance is completing two bond reviews this year for several facilities within our footprint. The College's borrowings for the TP/SS parking garages (as mentioned in a previous meeting), Paul Peck Humanities Building, Central Services Building, and Cultural arts at TP/SS are paid for with bonds.

Ms Greaney says that the outlook on MC's bond rating is good and auditors recognize the College's strong performance and support from the county.

Montgomery College is also being subject to a federal audit on spending of grant money, due Dec 31st. Because of the regulations around expenditures of federal grant funding, MC needs to provide a detailed statement of compliance with requirements.

COUNCIL REPORT

Council Goal Update **Acting Chair of the Operational Services Council**

Christine Crefton, Vice Chair of the OSC, reviewed the council's goal assignments.

First, on Mental Health Awareness, we have seen some progress. Mr Marshall has gotten IT to update website search results for mental health services, and elevated the SHaW center to the top of the list (after hearing from Stephanie Will, Mental Health Services Program Manager at the last meeting). Going forward with the council's goal of creating a repository of information, Dr Crefton sought volunteers in determining the best mental health links to include in the reference sheet. Dani Holland and Chris Cusic volunteered.

Second, on the College services reference sheets project for OIT and Public Safety, Dr Crefton sought volunteers on gathering information for the list. Tykesha Reed and Adam Reid volunteered. Dr Crefton also sought volunteers to manage communications for the reference sheet project and preparing documents. She, Kam Yee, and Rishi Nixon volunteered. Dr Crefton also mentioned that the Employee Services Council is creating a reference sheet, and that she would ask Mr Marshall to contact Paul Miller, Chair of that council, to send over his template so that there would be unified communication coming out of governance.

ADJOURNMENT

End of Meeting

Liz Greaney moved to adjourn the meeting at 03:20 PM, Marvin Mills seconded the motion. The motion passed.
(Motion II)

PASSED MOTIONS

No.	Item	Sponsor	Second
I	Motion to approve the previous minutes (see Nov 2022) & present meeting agenda (see Dec 2022)	Adam Reid	Marvin Mills
II	Motion to adjourn the November 2022 session	Liz Greaney	Marvin Mills

Minutes submitted,
Secretary of the Operational Services Council



RISHI NIXON

MINUTES APPROVED BY COUNCIL VOTE
OSC MOTION I, DECEMBER 2022 SESSION.