

MC GOVERNANCE

OPERATIONAL SERVICES COUNCIL (OSC)

THURSDAY,

APRIL 14, 2022

2:00 PM – 3:30 PM

VIA ZOOM

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,

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

Guests: Clevette Ridguard, Victoria Lees

CALL TO ORDER

Ed Riggs, Chair, called the meeting to order at 2:05 p.m.

AGENDA

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

March 10, 2022 MINUTES

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

MEETING ADJUSTMENT

Due to scheduling issues with the upcoming College Council meeting, Ed requested that our next meeting be moved to May 5th. The Operational Services Council must select its new chair, vice chair, and secretary before the College Council meeting. The council unanimously agreed to make the change to the schedule.

GOVERNANCE

Ed Riggs provided a reminder related to the upcoming Governance 10th Anniversary Celebration on April 26th at noon. Clevette Ridguard was in attendance, and provided an explanation of the event and encouraged all governance members to attend.

CONSTITUENT CONCERNS

Victoria Lees presented a constituent concern related to the impact of Workday on the Office of Business Services (OBS). Victoria was also attending as a member of the Employee Services Council. The Employee Services Council had a goal to support those who helped with the migration of Workday. The original goal was to help with easing the transition. However, they have chosen to rethink the goal, as they were unable to do the training they planned. Instead, they chose to be a repository of concerns. The goal was refocused to "provide concerns to leadership." They then surveyed staff and got feedback from 100+ employees. How the OSC is handling these concerns?

Jane-Ellen was the first to respond. The typical adjustment period for a new ERP is 8 to 12 months. That’s how long it takes to get used to a new system. The Service Desk handles all Workday-related calls, and then sends to relevant areas. Going forward, the College is re-engaging the implementation partner to help resolve some of the current challenges quicker. The goal is to prioritize the resolution of these issues. It’s also important to realize that new processes are tied into the Workday roll-out but are not 100% related to Workday implementation. This adds complexity to the changes.

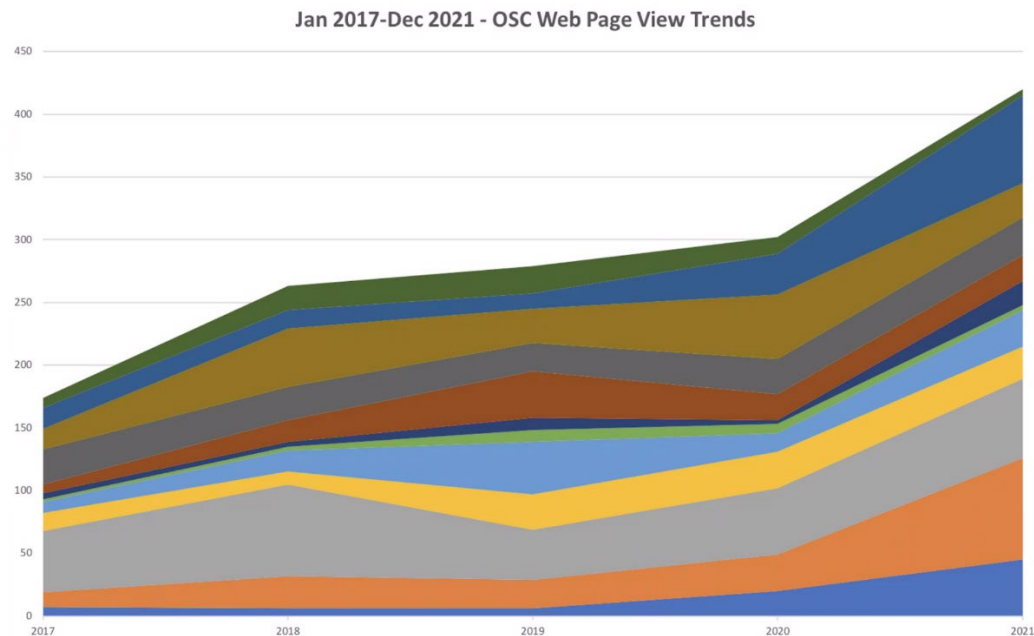
Updates to Workday training material are also in progress. As there were numerous changes to processes, and regular changes to Workday, much of the College’s training material needs to be updated. OIT is working hard on those updates.

Victoria Lees recommend Workday topics for professional week. While Workday would be a challenging topic, we could potentially find focused sessions that cover the top three or four topics.

Marv reminded the Council that there is lots of training offered, and training is ongoing. If you need Workday training, take it. As much of the training is readily available, please take the initiative to seek and take the training on the modules that you need.

OSC GOALS

Ed gave a quick review of the Operational Services goals. Everyone's Goal #2 information was submitted, so thanks for that. Goal #1 was also presented, and Stacy showed the increase in traffic to the OSC website. The communication we’ve been doing has clearly been working due to the numbers:



REGULAR UPDATES

Facilities

Marvin Mills, Vice President of Facilities, presented the following Facilities report:

PROJECT MANAGEMENT (K. Redinger)

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.

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 April. Installation of the new boilers is in progress and is anticipated to be completed by the end of April.

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.

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 10th and the GMP was awarded at the March meeting of the BOT. A Notice to Proceed was issued on April 1st. All of the furniture was removed from the buildings by the end of March and floor protection installed on all floors in both buildings. Asbestos abatement work started the first week of April. The rooftop units are scheduled to be delivered to the site by the end of May, and the project is scheduled to be completed by the end of September.

Resource Center Library Interior Renovation

Construction Manager at Risk (CMAR) to be approved by the BOT May 16. A/E team is in design development, County mandatory referral review and exterior envelop details until the CMAR is under contract.

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. Remaining punch list work remains to be scheduled by MCE. The health department certified the MBI café for a food service license at the end of March, and the café opened for business on March 28th.

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 furniture was installed the last week of March, and temporary equipment has been placed in the Hub for an opening event scheduled in the middle of April.

Macklin Tower MBI Finance Suite 100

The MBI Finance Lab project is complete with only punch list items and project closeout procedures remaining. *Installation of sound attenuators for the variable air volume boxes above the classroom and lobby ceilings is scheduled for the month of May.* Installation of a raised access floor in the Finance Lab *to accommodate* 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 remain. Steel plates have been placed over the trench outside the Humanities plant. 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 April.

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 submitted a GMP for the contract work at the end of March. The GMP is scheduled 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.

The Office of Facilities is planning office swing spaces for those faculty and staff remaining on campus during building operational down times. Together with campus Facilities and the Office of Technology, pre-construction preparations to protect classroom equipment is being planned.

MK WDCE SUITE 235 Move from Westfield

WDCE's move to MK has been completed. The completion of the Center for Training Excellence, the MK building, is nearing completion with only a few backfill spaces yet to be completed.

Theater Arts Part I & II Program

WRA has reviewed the conceptual space adjacencies with the stakeholders and will submit the technical Part II for review by the Office of Facilities this month. This Program will be submitted to the State on May 1, 2022 for approval.

Germantown Campus Projects

BE Pepco Duct Bank

Pepco has rescheduled the installation of the secondary feeders to the BE transformer for May 23rd with a rain date of May 24th. The scheduled outage of the building is being coordinated by Campus Facilities with IT, staff, and faculty.

Humanities and Social Sciences HVAC Upgrades

This is a HEERF funded project. Design work is in progress by Greenman-Pedersen, Inc. Construction documents are expected to be complete by the middle of June. Brawner Builders have been engaged as the CMAR for the project and is developing project costs and a construction schedule. Brawner anticipates submitting a GMP for the project by the middle of May so that the Board of Trustees can award the GMP at their June meeting. It is anticipated building permits will be obtained by the middle of August. The College will need to relocate occupants and remove furniture from the building prior to the commencement of construction work. The project is anticipated to be complete by the beginning of the fall semester 2023.

MC & PIC MC Signage at Middlebrook and Observation Roads

Hord Coplan Macht (HCM) is in design development and as their consultants prepare the required permit submissions for this sign that will be located within the right of way and will serve as a joint gateway sign for the College and PIC MC.

High Technology Backfill Project

The two new instructional studios for cyber security and networking is completed and waiting the A/V deliveries. OIT is monitoring the global equipment delays and will proceed upon deliver sometime after June.

Collegewide Projects

Facility Condition Assessment Report

Bureau Veritas is completing site visits this week. Draft facility reports are in review in April and final reports will be completed in May.

Baby Changing Project

This student assistant project will add one baby changing station to non-gender restrooms in buildings that do not have a station. The goal is to have every student facility equipped with a baby changing station that can be assessible by either parent. This project will be completed by the end of this fiscal year.

Banner Replacements

The semi-annual banner maintenance this spring will replace the original banners of 2016 that have faded with weathering and age. This will refresh each campus and bring the banners up to the current standard of a better mesh material that is more wind and fade resistant.

HEERF Projects Overview

For reference, the timelines for the HEERF funding for HVAC Projects is provided:

- A. Rockville Campus - RTU Replacements (GU, MT, MU, TC) – total GMP is \$ 4,569,157- Plan is to have BOT Award the GMP at their April 2022 meeting
- B. TP/SS Campus - Pavilion 1/Pavilion 2 - total GEP is 3,553,227 - BOT awarded the GMP at March 2022 meeting
- C. Rockville Campus - Art Building – GMP is circa \$ 2,200,000. Plan is to have BOT award the GMP at their September 2022 meeting
- D. Rockville Campus - Counseling and Advising Building- total GMP is \$4,125,000. Plan is for have BOT award the GMP at their September 2022t meeting
- E. Germantown Campus – Humanities and Social Sciences Building – GMP is circa \$6,600,000. Plan is to have BOT award of the GMP at their June 2022 meeting

Other HEERF projects that Facilities has completed are:

- A. HVAC Studies of selected older facilities \$ 86,502
- B. Additional HVAC Studies for selected buildings \$ 139,850
- C. Recommissioning of Buildings HVAC Systems \$ 352,393

PLANNING, DESIGN AND ENGINEERING (Kristina Schramm)

COLLEGE ARCHITECT (Yuling Mei)

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, visited the site on 4/4/2022 to investigate and take field measurements for the feasibility study.

Rockville Campus Projects

- 1. FP21-028 PE Pool Stair 4 Replacement, PM is Yuling Mei
 - a. Final stainless-steel handrails have been received by the contractor. Installation of handrails in taking place currently.
- 2. FP19-066 PE Pool Filtration System, PM is Pok Sonetirot a. Project is almost complete. Pool passed inspection with the County. Pool is currently in use. Contractor still has punch list items to complete.
- 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 complete. Construction has started.

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. Project is out to bid. Bids will close on 4/14.
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. Civil Engineer is currently work on design drawings.
6. FP21-067 AR HVAC Replacement, PM is Yuling Mei a. This project is planned as a HEERF funded project. Now that HEERF funding deadline has been extended to June 2023, Facilities will request for funding for this project. Schematic Design report is complete. Recommendation is replacing the HVAC system in-kind. Next step to develop construction drawings (CD). Waiting on proposal from MEP engineer for CDs. This project will only move forward if HEERF funding is granted.
7. FP22-026 Campus Center Roof Replacement, PM is Yuling Mei a. Contract was awarded to CitiRoof in the March BOT meeting. Kick-off meeting with contractor to be scheduled for next week.
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

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. 16 out of the 19 classrooms has been prepped for power for new 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. Met with Dean of Nursing Program to discuss reconfiguration. A floorplan of the new configuration will be drawn up.
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. Door hardware is expected to arrive on 4/18.
3. FP21-001 Collegewide Food Services, PM is Yuling Mei a. RV Cafeteria is open for business.
 - b. TP Cafeteria is open for business. i. (2) Reach in coolers at TP cafeteria have been replaced.
 - c. GT Cafeteria i. Final building inspection was approved. The dining area of the cafeteria can be opened to the public if that is desired.
 - ii. Passed Health Department re-inspection. Cafeteria can open for business. Cafeteria has been turned over to Campus Facilities for operations.
 - iii. Final sneeze guards to replace the temporary ones are expected to arrive on 4/18.

4. FP20-065 ADA Self-Evaluation and Transition Plan, PM is Yuling Mei a. ADA consultant has survey most of RV campus and some of GT and TP campus. During the summer, when occupancy is at its lowest, survey will resume. This project is being completed in collaboration with the Office of Disability, specifically Kristen Roe.

ENERGY MANAGEMENT AND SUSTAINABILITY (Daniel Dalgo)

Takoma Park/Silver Spring Campus Summer 2022 Projects

- Same as previous report 3/9/22

Rockville Campus Summer 2022 Projects

1. Humanities Chilled Water Plant

- The plant’s Direct Digital Controls (DDC) were replaced to Reliable BACnet products allowing the campus to coordinate the operations of the three plants under one system.

Germantown Campus Summer 2022 Projects

1. Physical Education

- Pritchet Controls is upgrading the Direct Digital Controls (DDC) in the building. The project is expected to be completed by April 15th.

PARKING & TRANSPORTATION OPERATIONS (Mark Pace)

We will not be contracting enforcement until after July and all other systems are working as expected.

CAPITAL PROJECT FUNDING INFORMATION/UPDATES (Kristina Schramm)

The General Assembly approved all capital funding requested by the College. With the adoption of the capital budget last Thursday, the College will receive the funds requested to renovate the library at TPSS, and all the funds requested for the Leggett Building (LB) —including the additional funds for the cost escalations. When notified in February, our delegation worked hard to get that additional \$2.9m to help cover the escalations.

On a related note, the county council has tentatively approved another \$2.9 for LB to achieve the almost \$6 million needed to pay for the cost escalations. The Leggett Building total cost is now \$93 million.

CAMPUS FACILITIES OPERATIONS (Terry Evelyn)

Takoma Park/Silver Spring Campus Projects and Operations (Ali Fadl)

1. Capital Projects- Support Central Facilities with design review and construction administration of the Leggett Building, the P1/P2 HVAC System Renovation, the ST/HC Boiler Replacement, EG Fire Alarm System Upgrade, the RC Library Renovation and the CW Facilities Conditions Assessment projects
2. Summer Projects- Planning in progress for ST flagpoles and Campus sign, ST/MP/NP green space landscaping, W1 parking lot landscaping, EG power washing and signage, Georgia Avenue bollard/boulder installation, concrete sidewalk repairs and others.

3. BAS Controller Upgrades- Procurement in progress for parts & labor (Pritchett Controls). Work to begin once parts are received.
4. ST/CU Chilled & Hot Water Line/vault Repairs- Will engage consultant (Mike Whitcomb) to assist with the required planning.
5. CF Ice Module Replacement- Will engage consultant (Mike Whitcomb) to assist with the required planning.
6. CF Central Plant Glycol/chilled Water Heat Exchanger Repairs- Parts in route. Installation week of April 11.
7. Fire Alarm System Modem Installation- Pending. (Vendor delays.)
8. CU Building, BAS global controller upgrades- Proposal received at \$75K. Will defer project to future date.
9. Drinking Fountain Upgrades- Seven units received and will be installed in CF, CU, RC and NP. With this, all drinking fountains in all buildings will have bottle fillers.
10. UPS Battery Replacement- In progress for Public Safety office and HC central unit.
11. Airflow Monitoring Stations- Procurement in progress for (3) units, to be installed in P3 and RC buildings once parts are received.
12. HC Supply Trunk Line Repairs- Contractor scheduled for Saturday, 4/23 and 4/24. Work will require System shutdown, and work to be coordinated with class schedule.
13. SN Storm Water Vault- PO issued to contractor to pump out and power wash.
14. EG Signage- Re-anchoring of fallen signs scheduled for Saturday, 4/9. X-raying already completed and re-bar locations identified

Rockville Campus Projects and Operations (James Gillis)

Nothing to report.

Germantown Campus Projects and Operations (Maurice McCambley)

1. Meetings continued with GPI consultants re HVAC renovation for the HS building;
2. Upgrading drinking fountains in all buildings to include bottle filling options;
3. Preparations for an extensive list of summer projects .

College-wide Projects and Operations (Terry Evelyn)

Warehouse Operations – Nothing to Report

Mail Operations – Nothing to Report

FACILITIES ADMINSTRATIVE SERVICES

General Fund Operations and Updates (Russ Peterson)

May bond payments for the Central Services Building, Peck Institute at Germantown, Cafritz Arts Center and West Garage on the Takoma Park/Silver Spring, and North Garage on the Rockville Campus were received and processed for payment.

Informational Technology

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

Jane-Ellen provided an update on two upcoming projects in OIT, Quottly and DegreeWorks. Quottly, formerly known as ArtSYS, is focused on the transfer of our students to other institutions. ArtSYS is no longer being supported, and Maryland colleges have chosen Quottly as the replacement. The servers, single sign-on, and the integration with our Banner databases have been configured by OIT. The implementation will go live in the Fall. DegreeWorks is a graduation tool to help students understand their requirements for graduation. The servers for this project have also been built. Beyond the servers, OIT has cleaned up a lot of course data in the course catalog. The goal is to go live in October.

Public Safety

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

Public Safety completed a shelter in place drill last Friday. The message of the drill was hide, run, fight. The drill generated lots of conversations, which is the goal of these drills. The emergency systems worked as expected with minor exceptions on the message boards. Those are being addresses. Public Safety also identified changes with maps to meet ADA requirements.

The annual Clery report is coming up. Those numbers will be presented at the May OSC meeting, which will be a preview of the final report.

More students will be back in the Fall. The College is aiming toward 75% of classes back on campus. COVID reporting has been working well this semester. Public Safety has been providing guidance on those COVID calls, and will continue with this model through the Fall and Spring of 2023. The Fall will bring both flu as well as COVID vaccination recommendations to keep everyone healthy. The recommendations will be based on CDC and other local recommendations.

The College received 2,000 rapid home kits from the County, and will provide to those that need one. We're looking at doing the same thing next semester.

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.

ADJOURNMENT

Jane-Ellen Miller made the motion to adjourn the meeting, and Marv Mills seconded the motion. The motion passed. The meeting was adjourned at 3:26 p.m.