

AFS UPDATE

December 2016

Safety and Security Enhancements and Training

Carlo Sanchez, Public Safety Training Officer, continues to train College employees in “active shooter” preparedness which is designed to provide strategies to ensure a safe campus environment for everyone. Public safety officers are in the process of being crossed trained by HRSTM to process IDs for new employees, faculty and staff. It is anticipated that security will begin the transition on the other campuses beginning in the spring of 2017. In order to assess security needs on the Rockville Campus and the Mannakee Building, develop a relationship with local law enforcement, train our officers on emergency preparedness and the collaborative effort needed in the event of an emergency, a walkthrough was held with the Montgomery County Police Department on September 27th. We are currently working on scheduling additional walkthroughs that would include the Germantown Campus and the Takoma Park/Silver Spring Campus.

Bookstores Campus Designs

MC Books and More stores, managed by Follett, are being renovated which will take approximately four weeks to complete. During this time, the bookstore will remain open and will carry limited items such as course materials for late starting classes, school supplies, snacks and over the counter medications. Listed below is the planned renovation schedule:

Campus	Start Date
Rockville	Completed
Germantown	In progress
Takoma Park/Silver Spring	Date is being finalized

Food Services and Catering Assessments

In a memo dated July 29, 2016, the College community was informed of proposed changes and improvements to our food services program. After reviewing prior assessments of our program and receiving input from Governance Councils, the decision was made to complete a more thorough assessment. During the week of September 19, a consultant visited the campuses and spoke to campus vice presidents/provosts, three student life directors, the Employee Services Council and students. As a result of those meetings, the following assessments were discussed:

- Creation of a food services advisory group composed of students, faculty, and staff, to examine various aspects of our food services program including the dining atmosphere and hours of operation.
- Gather additional stakeholder input, including meetings with Governance Councils and utilizing surveys.
- Develop an action plan for improving food service operations and student and employee satisfaction.
- Our current food services contract ends June 30, 2017. A request for information will be done in the spring 2017 to guide our thinking and strategy for the request for proposal that will be released to the vendor community in the summer of 2017.

New Buildings and Major Renovations

North Garage

Mechanical, electrical and telecommunications work in the North Garage is in progress and installation of the exterior wall panels has been completed, except on the west side of the garage. Installation of the curtain wall around the elevators on the southwest corner of the building is nearly complete, and installation of the elevators are in progress. Work on the bio-retention areas at the east end of the PE building at the west side of the garage has been completed. The contractor anticipates that this project will be completed by December, and the garage will be available for parking by the spring semester.



Science West

Curtain wall and glazing on the bridge area between Science West and Science Center is in the final stages of completion. Installation of terrazzo flooring in the bridge is in progress as well as work on all three floors, including electrical, plumbing and HVAC finish work. Installation of flooring has been completed on the second and third floors. The College is working with Maryland Correctional Enterprises on furniture layout and procurement, with the expectation that furniture will be delivered to the jobsite soon. The contractor anticipates that the building will be open for the spring 2017 semester.

The construction documents set on the new Student Services Center Building has been submitted to the City of Rockville's Office of Inspection Services for review for construction permitting. The project is currently being bid, with price proposals due in December 2016. Construction is expected to start in early April 2017.



Germantown Campus

On the Germantown Campus, renovation on the north side of the Science and Applied Studies Building Phase Zero is essentially complete and all departments have been relocated to the north side of the building. Hess Construction + Engineering Services is currently mobilizing the Science and Applied Studies Building Phase One site and is installing construction fencing to isolate their work area from the campus. They have also started installing sediment and erosion control measures to comply with Montgomery County regulations. Hess expects to begin demolition in the south side of the building towards the end of October.

Banner Replacement Project

We are making great progress in transitioning our finance and human resources systems to Workday and ahead of schedule. Progress to date reflects that:

- The planning phase is almost complete
- Workday Delivery Assurance project review was completed
- Finalized plans for Architect phase and the calendar will be distributed to custodial units during the week of October 3rd.
- The change management plans have been outlined

Other phases to be completed in the spring include testing and deployment. We will continue to share more details about Workday and the implementation project with you via our project website at:

<http://workday.montgomerycollege.edu>

Redesign of Classification and Compensation Program for Staff, Department Chairs, and Administrators

As referenced in the September 16th HRSTM Fiscal Update for 2017, we are now in the structure redesign phase, which requires a new base pay structure that is current and relevant to today's job market. The new salary structure will align with field and industry standards. In addition to ensuring that our salaries are fair and appropriate to field and industry standards, a transition to a market-based pay system will allow more flexibility in administering College compensation programs.

Listed below are activities that have been implemented or are in progress during FY17:

- Update market pricing of benchmark jobs
- Refine structure design and job assignments
- Conduct cost impact analysis
- Develop and refine policies
- Develop compensation administration guide

AON Hewitt, our consultant will be on site through December to facilitate Compensation 101 guidance. Look for a schedule that will be published soon.

Looking forward, our efforts to redesign the program are expected to take place over the next three fiscal years. As we conclude FY17 activities mentioned above, in FY18 and FY19, we will implement the following action items:

FY18:

- develop a strategy for communication and training
- develop communication and training materials

FY19:

- conduct ongoing communication and follow-up
- provide additional training as identified
- evaluate program effectiveness

Please continue to email questions you may have to the HRSTM classification and compensation at CompProgramQuestions@montgomerycollege.edu.

Next Generation Wellness at MC

During the month of October, three kick-off events were held on the Germantown, Rockville and Takoma Park/Silver Spring campuses to recognize the partnership between Montgomery College and Holy Cross Health as we launch the College's Next Generation Wellness Program. Activities at the event included learning more about additional health promotion programs, getting your flu shot, staying fit, participating in a fun walk, stretching and relaxing your muscles.



We will also be providing education and outreach for the Affordable Care Act (ACA) geared towards part-time faculty and students who may not have health insurance. Open enrollment for the 2017 ACA Health Plans starts on November 1, 2016 and, the last day to enroll in or change a 2017 health plan is January 31, 2017. Holy Cross Health and Montgomery College will be hosting informational sessions on all three campuses as listed on [InsideMC](#).

Finally, the wellness committee will be designing and implementing a survey to help determine and address your wellness needs and the appropriate programs to address them. Stay tuned for more information in the near future.

FY18 Budget Development

As indicated in the July 28 email to all administrators, we have just completed phase 1 and 2 of the budget development process which covered July 27 through August 19 and from August 22 through September 19. Listed below is the final budget development phase that will be implemented:

Phase 3 – September 20 through January 2017 - the senior administrator leadership team (SALT) is reviewing all requests and will determine which requests will be included in the proposed budget. The President will recommend the final budget to the Board of Trustees. The budget will be shared with governance councils during this period. After the Board of Trustees approval, the proposed budget will be transmitted to the County. It is anticipated that the Board of Trustees will approve the FY18 budget at its meeting in January 2017.

If you have any questions regarding the process, please contact the budget staff at either linda.hickey@montgomerycollege.edu or helen.dong@montgomerycollege.edu.

Relocation of the Central Services Building

Employees moving into the new Central Services Building had the opportunity to preview the collaborative space design and furniture options and provide feedback during late August and early September. Feedback received thus far has been considered and some modifications (color, style, fabrics) were made accordingly.

Demolition stage of the project has been completed. You can see updated pictures of the progress here.



As you know, the key to a successful move is planning. Many of us in Central Services have acquired a lot of items and we will need sufficient time before the move to sort, shred, or scan before the Facilities Office delivers packing crates prior to the beginning of 2017. Although we are about five months away from the move, please do not wait until the last minute to begin the packing process. We want to make sure that this transition is as stress free as possible. It is anticipated that our first group of employees will begin moving to the new building in February of 2017.

To stay up to date with information regarding central services please access the New Space 2017 website at: <http://mcblogs.montgomerycollege.edu/itprojects/newspace2017/>. As Dr. Pollard indicated in her video message, the Central Services Consolidation will benefit the College by allowing more space on the Rockville Campus for teaching and learning, create efficiencies and provide cost savings for the College, and ensure better alignment and coordination among our Central Services teams.

You may continue to submit your questions to newspace2017@montgomerycollege.edu.

Sustainable Energy Project at Germantown

As communicated in Dr. DeRionne Pollard's September 22, 2016, email to the College community, in 2015 Governor Larry Hogan signed a two-year agreement between the Maryland Department of Business and Economic Development and South Korea's Small and Medium Business Administration (SMBA) to promote trade and strengthen economic ties, most especially in the life sciences industry. This project proposal identified Montgomery College as a possible implementation partner and, earlier this month, the College accepted the offer of the Department of Commerce to enter into an international partnership project with Korea Electric Power Corporation (KEPCO), Inc., and the LSIS, Co., Ltd., for the purpose of establishing an electricity-generating grid on the Germantown Campus. This demonstration project will give the College insight into emerging energy solutions which has gained significant interest over the past several years and will help us to better understand if a microgrid will be a viable solution to help the College reduce energy costs using the renewal energy certificate, tax credits, and case study for students. In addition to the expectation that the microgrid will reduce the cost of electricity on campus by 10 percent (about \$100,000 savings per year), it will provide opportunities for our students and offers the potential to develop credit and noncredit curriculum and internships in a cutting edge energy management and smart grids.

Research has shown that the community colleges listed below have microgrid projects or programs:

- Santa Fe Community College - <https://santafeinnovate.org/>
- UC Santa Cruz and Hartnell College - <http://news.ucsc.edu/2012/01/stem-pipeline.html>
- Illinois Institute of Technology - <http://www.iitmico-grid.net/education.aspx>
- Las Positas Community College - <http://insights.wsp-pb.com/articles/environment/micro-grid-offers-reliable-renewable-energy-network>

Workplace Violence Advisory Committee

On Wednesday, September 14, members on this committee met to discuss recommendations regarding changes to our policy and procedure. This committee of the Staff Council is working in conjunction with HRSTM to review, benchmark and recommend changes to College policy and procedure 31011-Prevention of Workplace Violence.