



**MARYLAND COMMUNITY COLLEGE
FACILITIES PLANNERS COUNCIL
February 10, 2023
MEETING MINUTES**

Members:

**9:30 Call to Order
Officer Reports**

- ❖ Chair – Greg Grey
 - ❖ Starting January 1st, 2024 – 1 ton of residual/organic waste will apply to your college.
 - ❖ Hotel information- 25 rooms blocked for June retreat.
- ❖ Vice Chair – Kerry Norberg
 - ❖ Listserv – Playing tag with CCBC IT Person – discussing possibility of a new host – let her know how she can help support it
 - ❖ Send requests to Gerry on who should be on the list. Gerry will request information on who is on the list.
 - ❖ Facpln-l@lists.ccbcmd.edu official listserv email address.
 - ❖ FPC will do a test email to listserv to confirm it is working.
- ❖ Secretary – Laura Dyson
 - ❖ Correction to February Meeting Minutes
- ❖ Best Practice Coordinators – John Anzinger & Lisa Aughenbaugh
 - ❖ 1:00 agenda today for best practice presentation.
- ❖ Treasurer – Travis Hopkins – Not Present
 - ❖ Kate volunteered to take over BBRC

Agency Reports

- ❖ DBM – Conrad Helms
 - The Legislative session is over. FY2024 programs are set. Significant FRG funding. Several programs are under review by DBM. Look for those soon. Within a few weeks – FY25 budget memo will be out. DBM will be reaching out for CBIS training – new to the process and capital budget CBIS will be required and strongly recommended for everyone else. Group training sessions available and individual sessions available for your institution. New employees request CBIS access as soon as possible. Always available to answer questions and provide guidance regarding capital projects.

- ❖ DGS – Craig Curtis
 - DGS is slowly knocking down the close out and payments for colleges. Great architects, firms and project teams are being selected. They are aligning well with Part I and Part II. The next major thing is to check documentation against Program I and Program II square footage numbers and review the design.
 - 23 outstanding projects to be closed out.
 - New Change Order form – Going through the backlog before creating new processes.

- ❖ MHEC – Dan Schuster
 - Please see attached state agency report.
 - FRG Funding is still there. \$15 million for all locally owned colleges. Submission by May 1st so that award letters can go out in May/June before the new fiscal year starts. Must spend FY23 money first. FY23 can go on FY24 list.
 - Survey – leases and disposal of property. Leases must be approved by MHEC and BPW. Space that the college owns and is leasing to others.
 - FRG Funding – FY23 should be sent by the end of June. Make sure you have valuable information about schedules for your projects.
 - CCTables and inventories – We are not counting non-credit hours. There will be issues if we are going to start counting those hours. Trade space and labs for trade spaces. Current guidelines.

- ❖ MACC – Monica Randall
 - Legislative session – we are happy with what happened on the operating and capital side. This was a good year.
 - SB92 DGS Energy Conserving Standards – This bill passed.
 - Not sure when to expect more information.
 - Effective date October 1, 2023.
 - SB84 Gender Inclusive Signs – Did not pass.
 - Climate Solutions Now Act – No additional information expected in June now.
 - SB614– Smoke & Damper - Did not pass
 - HB299 - Synthetic Turf Fields – Referred to committee.

11:00 Old Business

- ❖ FPC Website – Inaccessible & outdated information
 - Circle back to Kristina with Montgomery College

- ❖ Aligning FPC Goals with MACC’s FY22-FY23 Strategic Plan
 - Continue work aligning FPC goals.

10:30 New Business

❖ Roundtable Discussion & Listserv Topics

- Travis sent out an email about BBRC. We need to make sure we have everything ready before we get to that point. Kate Zurlage has volunteered to coordinate it and it will not count as a college representative. Gerry recommends original process – small, medium, and large representatives. Two from last year remain with one new person. It must be done by June 16th.
 - Small – Corey Layman, Lisa Aughenbaugh
 - Medium – Vacant (Frederick, Hagerstown? Harford, Howard)
 - Large - Don Pruitt, Gerry Kramer
- Workforce development/non-credit space usage
 - Wor-Wic: CT building will house both credit and non-credit, but there is another building that is all work force.
 - CCBC: Workforce is spread out through buildings
 - CSM: CT building is dedicated to the work force. There are additional off-site locations for credit free courses – if it is leased it should be in the inventory report.
 - Carroll: Workforce is spread out through buildings – dedicated to non-credit lab spaces
 - Garrett: Has Con Ed courses at satellite locations and CTTC.
 - MHEC: None of those scheduled activities count towards use.
 - Need to figure out how to capture the student contact hours for non-credit.
 - Discussion about program location challenges with multiple campuses/sites
- Keyless Systems – Miriam - who has them and who does not. What is your process and who you are working with?
 - Wor-Wic: Will be retrofitting the entire campus. Keyless card swipe system. Using Assa Abloy. Starting with exterior doors first and then working their way inside. Goal to lock down entire campus from central location. The new building will give them a sense of where to go. Currently reviewing proposals.
 - Carroll: Anticipates keyless system in future.
 - Discussion about safety concerns of students outside during a shelter in place emergency.
- Discussion about inventory, receiving, and fixed asset functions and the department/division that oversees those areas. Varied responses that include those areas reporting to Finance and Facilities.

❖ Discussed reviewing FPC FY23 Goals

- Goal 1: Determine best practices applicable to facility planners through the sharing of individual college practices, industry, and state agency presentations, etc. Have at least 1 session (presentation, roundtable, work group, etc.) per FPC meeting.
- Goal 2: Publish and update the community college capital projects website information to advocate for continued state funding.
- Goal 3: Monitor for changing mandates related to Maryland High Performance Building Standards and Net Zero Buildings by including an

agenda item at each FPC meeting to cover this topic, in addition to or covered under MACC's Agency Report, and react, as necessary.

- Goal 4: Monitor MACC Committee work group for the 'Climate Solution Now Act 2022' (SB528) for changing mandates. Respond to these mandates by reporting feedback as to their impact on community colleges.

12:00 – Lunch

11:50 and 1:00 – Best Practices Presentations Discussion

- ❖ Harford – May Presentation – Capital Construction @ 11:00 on May 12th
- ❖ Wor-Wic – Hazel Building – June 1st and 2nd
 - 1. MHEC – Dan Schuster – CPE Form & Processes
 - 2. CMMS – Asset Essentials
 - 3. Energy Performance Management - Energy Systems Group – Climate Solutions Act (Thursday)
 - 4. EV Charging Stations (Harford BGE)

Adjourned at 1:45

Upcoming Meetings:

- May 12, 2023 – Harford
- June 1-2, 2023 – Wor-Wic