



MARYLAND COMMUNITY COLLEGE FACILITIES PLANNERS COUNCIL MEETING

FPC Web Site – www.montgomerycollege.edu/departments/fpc

FPC Meeting Minutes Zoom Meeting September 25, 2020

Attendees:

Lisa Aughenbaugh	Carroll CC
Dawn Baker	Hagerstown CC
David Beard	Cecil and CSM
Louis Claypoole	Harford CC
Miriam Collins	Chesapeake CC
Laura Dyson	CSM
Phil Fleischer	DBM
Greg Grey	WorWic CC
Travis Hopkins	Howard CC
Jamie Karn	Montgomery College
Gerry Kramer	CCBC
Kim Dong-Min	MC
Korey Layman	ACM
Kathy Meagher	Garrett College
Justin Megonnell	Carroll County Gov.
Adam Mott	CCBC
Chuck Nightingale	Howard CC
Kerry Norberg	MC
Kristina Schramm	MC
Dan Schuster	MHEC

1. Officer Reports

a. Chair – Kerry Norberg

- i. Last week the Maryland Association of Community College Executive Committee Presidents / Affinity Group Chairs meeting was held, and we were tasked with identifying 1 to 3 goals to include in the overall Strategic Planning Renewal document. This document includes the current goals of all the MD affinity groups. These goals need to be submitted by MACC by October 15.

We had drafted 7 proposed goals for FY21. See attached FPC Chair Report 092520. After discussion, it was determined goal 6 will be our

number one goal. Goals 2, 5, and 7 will be combined for our second goal, and goals 3 and 4 will be combined for our third goal. The original first goal will be deferred. The following will be submitted to MACC prior to October 15:

FY 2021 Goals

- Goal 1: Advocate for reinstatement of the state funding for the FY20 Facilities Renewal Grant and future years.
 - Goal 2: Determine best practices for facility planners, including state processes and pandemic/COVID-19 safety protocols, through the sharing of individual college practices, industry and state agency presentations, etc.
 - Goal 3: Create a website where community college capital projects are recognized for advocacy of continued state funding.
- b. Vice Chair – Kristina Schramm - No report
- c. Secretary – Kathy Meagher
- i. No comments were received for the July Meeting Minutes.
 - ii. Members were asked to submit any agenda topics for October’s meeting.
- d. Treasurer – Travis Hopkins
- i. FPC funds will be remitted back to the individual community colleges equally, excluding BCCC since they are welcome to participate but don’t pay dues. Several options were discussed on how to proceed if the FPC has an expense, although we have not had any expenses in the last several years. One option is for one college to accumulate expenses until a certain amount was reached. Then all of the other colleges will reimburse that college through equal shares.

2. Agency Reports

a. DBM – Phillip Fleischer

i. Budget Update

- Thanks to the colleges who attended and submitted information for the Construction Grant Program Hearing yesterday.
- Phil will be reaching out to the colleges for updated cash flow, project schedules, etc. next month.
- The Governor’s budget will be introduced mid-January for next fiscal year.
- The state is looking for ways to fund the Facility Renewal Grant Program, but there probably will not be a potential solution until July 2021.
- At this point. there has been no more talk of additional funding cuts. Revenues are looking better than anticipated, as reported by the Comptroller.
- Budget cuts are occurring primarily on the operating side, but capital funds can be used to support the operating side.
- When looking at FY2022, Phil is developing multiple recommendations.

- The state revenue estimates will be key.
- ii. Form G
- A working group of stakeholders was created to discuss changes to the equipment funding process and approval. Community colleges were represented on the team.
 - DBM would like to get away from reviewing individual equipment lists and move towards a system where funding amount is based on a percentage of the net square footage structure cost, excluding some costs (demolition, etc.). This would lead to equipment being funded at a percentage of that construction cost. 29% for 4-year institutions and 23% for 2-year institutions.
 - If the college thinks the project warrants are larger percentage/more equipment funding, then it could submit a form G for review.
 - The team delved into different types of buildings to try to find a correlation between building type and equipment costs, but they could not find any direct correlations.
 - This change, which is intended to save time and resources, is targeted to be implemented by FY2023.
 - Kristina sent the Equipment Cost Study Brief to the FPC ListServ. More information is included in the Brief.
- b. DGS – Clarence Felder - Not present
- c. MHEC – Daniel Schuster
- i. Next week 1st Quarter FY2021 Cash Flow Report request will be sent.
 - ii. The state is working on closing out projects to determine reversions. Colleges that have sent project close-out paperwork to DGS are asked to send estimates of reversions ASAP. This will help the State more accurately estimate the available program fund balance, which could then potentially be re-directed to new projects and/or restoring cuts to the Facilities Renewal Grant program.
 - iii. The Facilities Renewal Projects Master List submitted to MHEC totaled 480 projects from the 16 colleges for a total expense of \$106,350,000. This was much less than expected since the previous list was \$600M. Dan speculated the previous list included major renovations that have since become capital budget requests. This will continue to be an annual request to show the need for the funds. If we are successful getting the funding in the future, the funding source could change to capital / General Obligation (GO) Bonds, which would have conditions on which types of projects could be funded.
- d. MACC – Brad Phillips - Not present

3. New Business

- a. Meeting Times: It was suggested to change meeting start time to 9:00, and try to conclude by 3:00 or 3:30. This change will be implemented for next month.
- b. COVID Discussion: Challenges/solutions; Expectations vs. Reality; Outlook for Facilities

- i. Lisa reported Carroll has had no staff Covid cases and 2 student cases, but the students were not on campus. They have approximately 25% classes on campus with approximately 50% staffing.
 - ii. What is considered “exposed” to a positive case varies among colleges. Lou reported Harford abides by their county’s criteria which indicates that persons are unmasked, within 6’, for more than 15 minutes then s/he is considered exposed.
 - iii. MC requires daily self-assessment. A positive case prompts a shutdown of the occupied classrooms for 2 weeks before a deep clean is done. The students could be masked and socially distanced, but are still considered exposed.
 - iv. ACM does deep cleaning of effected areas after a confirmed case.
 - v. Harford does temperature checks with daily self-assessments.
 - vi. Some colleges have closed down every-other fixture in the restrooms.
 - vii. Chesapeake’s library is scheduled to open October 15, and students will reserve a spot and be assigned a seat. Chesapeake is tracking who is at the college and taking temperatures. Each building has one way in and one way out. Instructors share maps with the students to let them know which doors to enter / exit the buildings. Furniture has been removed for social distancing.
 - viii. WorWic is using foggers at night while wearing PPE, primarily for classrooms. Custodial staff is cleaning common areas throughout the day. See attached for information on Foggers and sprayers.
 - ix. Harford is changing to next phase in the spring which will allow a few more events and a few more classes.
 - c. Class Terms: Several colleges are looking at shorter term (7 weeks or similar) classes. Chesapeake has incorporated this already.
4. Presentation: Ted Dutcher, CTO, Michael Sousa, Account Manager and Andy Hicks of Energy Optimization Services (EOS) presented “Non-UV Anti-Microbial LED Lighting”
- a. 25% energy savings from normal fluorescents, but not as efficient as LEDs
 - b. Costs 50-75% more than LED counterparts
 - c. Kerry to send the presentation documents to the FPC ListServ.
5. Post Presentation Discussion
6. New Business cont’d
- a. COVID discussion: HVAC
 - i. Some colleges increased HVAC filter changeout frequency: quarterly versus semi-annually
 - ii. Some colleges looked at increasing quality of filters but must consider ability of HVAC system
 - iii. Some also adjusting HVAC systems to increase exterior air intake, but still monitoring with respect to outside humidity and temperatures to control interior air quality and associated energy costs

7. Adjournment – Meeting adjourned at approximately 3:30

Upcoming Meetings:

October 23, 2020 Zoom
December 4, 2020 Zoom
January 22, 2021 TBD
February 26, 2021 TBD
April 23, 2021 TBD
June 3-4, 2021 TBD