



MARYLAND COMMUNITY COLLEGE FACILITIES PLANNERS COUNCIL MEETING

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

FPC Meeting Minutes Zoom Meeting October 23, 2020

Attendees:

John Anzinger	FCC
Lisa Aughenbaugh	Carroll CC
Lou Claypoole	Harford CC
Miriam Collins	Chesapeake CC
Laura Dyson	CSM
Phil Fleischer	DBM (though Agency report only)
Greg Grey	WorWic CC
Jamie Karn	Montgomery College
Kim Dong-Min	MC
Korey Layman	ACM
Kathy Meagher	Garrett College
Chris Mills	Cecil
Adam Mott	CCBC
Kerry Norberg	MC
Brad Phillips	MACC
Kristina Schramm	MC
Dan Schuster	MHEC
Will Waugh	CCBC

1. Officer Reports

- Chair – Kerry Norberg – no report
- Vice Chair – Kristina Schramm – no report
- Secretary – Kathy Meagher – September 25, 2020 meeting minutes were sent via email October 2, 2020.
- Treasurer – Travis Hopkins – not present

2. Agency Reports

- DBM – Phillip Fleischer
 - Please inform State agencies (DBM, DGS, MHEC) of any project changes (schedule, cash flow, scope, etc.) as soon as possible.
 - FY 2022 capital budget recommendations are currently being formulated.

- DGS – Clarence Felder – not present
- MHEC – Daniel Schuster
 - A. FY2021 First Quarter Cash Flow Reports (Form P) due to MHEC October 30, 2020
 - a. Reminder for projects that have close-outs pending with DGS, colleges should indicate the following on the project status tabs:
 - i. Date the close-out paperwork was sent to DGS
 - ii. Estimate of the amount of encumbered state funds to be reverted upon close-out of the project
 - b. This info will help the State determine a better estimate for the fund balance in the Community College Construction Grant Program
 - c. This may assist colleges if that fund balance can then be re-directed to new projects and/or the Facilities Renewal Grant program
 - B. Updates to Facilities Master Plan will be due to MHEC February 1, 2021 as stipulated in COMAR 13B.07.04.02
 - a. Updates should include any major changes approved in the past year related to the role and mission statements or in other plan components which have significant facilities implications
 - b. This year MHEC will be particularly interested in knowing whether or not the colleges have re-visited any aspects of their current plans in light of the pandemic
 - i. It is not a requirement that colleges do re-visit anything, rather the February update should include a statement indicating whether or not the college did so yet
 - C. At December meeting MHEC will distribute the 2021 calendar of important dates
 - D. MHEC has provided initial comments all but one of the submitted Part I's & Part II's. DBM has 2-3 remaining to provide initial comments on.
 - E. MHEC believes that the most straight forward solution to the problems caused by the FY20 and FY21 cuts to the Facilities Renewal Grant Program would be to have the following funding including in the FY22 capital budget:
 - a. \$2.8M for FY20
 - b. \$4M for FY21
 - c. \$4M for FY22
 - F. DBM is exploring possibilities to provide that funding in the FY22 budget without the need for changes in the FRG legislation.
 - G. If the funding comes through the capital budget, it will be subject to capital budget requirements (15-year life, etc.) Dan has reviewed the college's plans, and believes everyone has enough projects on their FRG list that meet these criteria.
- MACC – Brad Phillips
 - Upcoming legislative session is foggy. It will most likely be online, but that is uncertain.
 - Several health concerns among the legislators
 - May be opportunity to advocate for the community colleges
 - Pandemic has hit revenues hard
 - Terry Garraty originally reported \$3.4-4.6 billion shortfall in operating, but it is now anticipated to be less than that.
 - A federal stimulus package may be released to help

- All requested increases in operating dollars were reduced to flat funding equal to last year's funding levels
- Expecting 25% tie to 4-year institutions
- There continues to be inequity between 4-year and community college institutions
- The Community College Capital Improvement Program budget was released by DBM; Most of which is preauthorized. \$48M in new requests. Brad is optimistic that the new capital programs will be added.
- Getting the FY20 FRG funding restored is the 1st priority. The way the grant is structured in law poses complications.
- Working to streamline the transfer process for students from our institutions to the 4-year institutions
- Working to get students to apply for FAFSA while they are in high school to help students see the real price tag for higher education, and the advantages of community colleges.
- DBM is trying to move away from line-by-line approvals of FFE. Brad asked if there was a difference between what is approved for 4-years versus 2-year since the new system proposes a different percentage of funding for FFE for the 4-year institutions than the 2-year. There was discussion that 4-year colleges tend to have more research and scientific equipment which drives their FFE costs higher.

3. Old Business

- FY21 Goals
 - Goal 1: Advocate for reinstatement of the state funding for the FY20 Facilities Renewal Grant and future years.
 1. Dan Schuster will reach out to the individual colleges that have projects pending close-out if he does not have an estimate for any balance/reversion for that project.
 - 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.
 1. Covid issues will continue to be a focus
 2. Inventory Report & Data Management
 3. How Covid is affecting our FMPs – for December's meeting
 - a. Mechanical/HVAC systems
 - b. PPE, Sanitizing Stations
 - Goal 3: Create a website where community college capital projects are recognized for advocacy of continued state funding.

4. New Business

- COVID Issues
 - Lou reported there is confusion over the recent guidelines released for athletics and there have been discussions between college leadership,

county, Juco, local health department, and state to try to resolve these issues.

- At ACM the café vendor and college made accommodations for the students in quarantine and isolation in their Resident Halls
- Wor-Wic has about 1/3 of students on campus. They have had positive cases and those with close contact are notified and required to quarantine for 14 days. Hired additional security guards to do check points to enter campus.
- Harford had several cases in their Electrical Apprenticeship Program, so that program went entirely on-line.
- Harford uses employees who cannot work remotely to do their screening stations.
- Wor-Wic implemented furloughs for about 2 months. Employees were required to take leave when they were not working. Housekeeping, building attendants were affected.
- MC had positive cases in Nursing Program. Health Dept does their contract tracing. Facilities and public safety employees are working. Most building are locked down. Self-Assessment must be sent to Public Safety, then they will unlock and let employee on campus. Only trade-based classes are in-person. Offices have minimum staff with staggering coverage.
- Wor-Wic will start spring semester 1 week later with no spring break.
- For the spring term, MC is doing online classes until spring break, then they will reevaluate for bringing students to face-to-face classes.
- Enrollment
 - Several colleges reported their enrollment is down 5-10%
- FFE Approval Changes
 - With the new proposed approval protocols, waiting for approval of items until the time of purchase could be detrimental to the project.
 - It was reported that during one of the FFE discussions, it was mentioned that electronic equipment may not be approved equipment. This was and is a concern. Electronic equipment is now necessary for learning environments, unlike several years ago. Miriam shared some history on previous work to try to change the assessment of “electronics” in the FFE approval process. This should be revisited so necessary electronic equipment is approved for projects.
- Contract Approvals
 - We discussed how different colleges manage to move a project forward without the DGS contract approval. Some colleges’ leadership approve to move projects as long as the encumbrance letter has been received.

5. Industry Presentation: ARCADIS, Deferred Maintenance. See attached presentation.

Sam Emara, PE, Project Executive
David Dalo
Sean Sweeney, Leader for Higher Education

Upcoming Meetings:

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