



MARYLAND COMMUNITY COLLEGE FACILITIES PLANNERS COUNCIL MEETING

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

DATE: October 25, 2019

HOST: Frederick Community College

LOCATION and CAMPUS MAP:

The meeting will be held at Frederick Community College

Frederick Community College
Student Center (Building H)
7932 Opossumtown Pike, Frederick, MD 21702

Meet in: Student Center (Building H), H202/203
Park Information: Lot 1 - directly in front of the Student Center

Directions: <https://www.frederick.edu/about-fcc/directions,-maps-parking.aspx>
Campus Map: <https://www.frederick.edu/about-fcc/downloads/directions,-maps-parking/fcc-campus-map.aspx>

PARKING: No parking pass is required. Parking is open except for staff lot, which requires a swipe card.

TIME: 9:00 a.m. – 2:00 p.m. – **Call To Order at 9:30 am**

RSVP: **RSP TODAY** to Sharon Hammond and shammond@frederick.edu to have an accurate headcount for their planning of space and food.

CLOSINGS: In case of inclement weather, call 301.846.2400

AGENDA: Set cell phone to **VIBRATE**. No formal break is scheduled until lunch. Please quietly excuse yourself as needed.

1. 9:00 a.m. – Continental Breakfast
2. 9:30 a.m. – Call to Order/Introductions
3. 9:40 a.m. – Officer Reports
 - Chair – Kristina Schramm
 - Vice Chair – Jamie Karn

- Secretary – Kerry Norberg
 - Treasurer – Travis Hopkins
4. 9:50 a.m. – Agency Reports
 - DBM – Phillip Fleischer
 - DGS – Clarence Felder
 - MHEC – Geoffrey Newman
 - MACC – Brad Phillips
 5. 10:15 a.m. - Old Business
 - Update and discussion on FY20 goals
 - Goal #1: *Weekly Contact Hours approach for Continuing Education.* Jamie Karn and Kristina Schramm – new approach for space factor adjustment.
 - Goal #2: *Best Practices / Agency Information* – Kathy Meagher – discuss schedule.
 - Goal #3: *Promotion of CC – w/State Website Links* – Shelly Bilello heading up with Travis Hopkins – with CIP project info/CC.
 - Goal #4: *DGS interface* – no one assigned
 - FPC Website update – Kristina Schramm
 - Project Closeout update.
 6. 11:15 a.m. – New Business
 7. 12:00 p.m. – Lunch
 8. 12:30 p.m. – Best Practices Panel: Facilities Master Plan
 9. 1:30 p.m. – Jefferson Hall – Enrollment Services
 10. 2:00 p.m. – Adjourn