



## MARYLAND COMMUNITY COLLEGE FACILITIES PLANNERS COUNCIL MEETING

Web Site – [www.montgomerycollege.edu/departments/fpc](http://www.montgomerycollege.edu/departments/fpc)

### Minutes for FPC Meeting Hagerstown Community College September 28, 2018

<u>ATTENDANCE</u>			
NAME	INSTITUTION	NAME	INSTITUTION
Christina Kilduff	Allegany	Trevor Jackson	Hagerstown
Terry Bowen	Carroll	Dawn Reed	Hagerstown
Lisa Aughenbaugh	Carroll	Louis Claypwle	Hartford
Jerry Kramer	CCBC	Travis Hopkins	Howard
David Beard	Cecil & CSM	Brad Phillips	MACC
Paul Renshaw	Chesapeake	Kerry Norberg	MC
Christina Perrotti	DBM	Kristina Schramm	MC
Phillip Fleischer	DBM	Cynthia Tims	MHEC
Clarence Felder	DGS	David Mosby	PGCC
Katy Potts	Frederick	Diedre Gibson	PGCC
John Anzinger	Frederick	Grey Gregory	WWCC
Kathy Meagher	Garrett		
Dawn Baker	Hagerstown		
Joh Metcalf	Hagerstown		

### **FPC Meeting Minutes**

1. **Continental Breakfast:** Thanks to Hagerstown Community College for providing a delicious breakfast.
2. **Call to Order:** Kristina Schramm called the meeting to order. Dr. Jim Klauber, President of Hagerstown Community College welcomed the Facilities Planners Council. Dr. Klauber pointed out that our meeting was in the newly renovated Facilities Offices.
3. **Officer Reports:**
  - A. **Chair Report (presented by Kristina Schramm):** Kristina opened up the meeting with asking for nominations for the Chair since the Chair nominated in the spring is no longer at that community college. Jerry Kramer attested to the value of this office and that you

do not need to 'know everything' to lead the council. Kristina asked for a co-chair but no one stepped forward. After our morning break, Kristina nominated herself as the Chair. The FPC voted Kristina in and thanked her for her willingness to Chair the FPC.

- B. Vice Chair Report (Jamie Karn): Jamie was absent. No report.
  
- C. Secretary Report (Kerry Norberg): Kerry Norberg reported on Goal #1, the Continuing Education (Con. Ed.) study that Jamie worked on over the summer. Recently Jamie, Kathy Meagher, Terry Bowen, Jim Taylor and Anne Arundel's VP of Con. Ed, Kathy Kunsman, Julie Yoder of Garrett College, the outgoing Chair of the Con. Ed Affinity group and Karen Merfle, VP of Con. Ed. & Training, conferenced and discussed this goal. The conclusion of this meeting was that the FPC does not have enough detail behind the request to study Con. Ed.; therefore, this goal is put on hold until a clear direction from MACC can be received. Depending on the scope, other affinity groups may be added to this task.

Brad Phillips stated that there are expanded conversations happening at the State about Con. Ed. Kathy Meagher asked if we would be looking at Con. Ed. as an additional funding piece or are we just looking at how the current funding pie is cut? Brad said it is probably how the funding pie is divided. Jerry Kramer added that it would be nice to get a framework for counting Con. Ed. as these programs do require space.

The FPC directory will be updated and distributed to the group before the next meeting along with the meeting minutes from today.

- D. Treasurer Report (Travis Hopkins): The FPC account was successfully transferred to Howard Community College. The balance is approximately \$1,969. We will look at dues later this year, but no action needed currently.

#### 4. **Agency Reports:**

- A. DBM Report (Phillip Fleischer):

The State hearing last Monday went well. DBM is preparing their recommendations.

- B. DGS Report (Clarence Felder):

Clarence summarized how DGS had to turn its attention to the public schools and are now just getting back to focusing on the community colleges. They were buried with paper and he has been busy streamlining submissions by switching over to electronic submissions. DGS just recently brought in additional help for him. Kelly Walker has been reassigned and is handling the CPE and she will be tracking items on SmartSheets for items related to project approvals and agenda items. DGS has just added Eden Jamal to our staff, she is an engineer. Eden will be reviewing project documents and will take on additional responsibilities as she is trained.

Now that DGS has switched over to electronic submissions, the reviewing of projects will be more streamlined and efficient. The Retention Policy has been changed so that DGS could let go of the paper project documentation. They are utilizing Google's

SmartSheets, an Excel compatible software that allows you to create spreadsheets that are easy to share. Free 30-day trails are available from Google. No more paper submissions are being accepted, an email will be sent out concerning submissions. DGS is utilizing Bluebeam to review projects. Close Out Procedures are currently being changed from paper to electronic submissions, utilizing Hartford's recent project as an example. Indefinite Quality Contracts (IQC), to piggyback contracts, will help projects although there have been some regional pricing issues associated with IQC. Clarence said that the DGS website is being updated to be similar to MHEC and frequently asked questions are being added to the site.

On October 17<sup>th</sup> Board of Public Works (BPW) items will go to the Secretary for payments. This action encumbers monies for projects.

Kristina Schramm asked where the Close Out for the BE is at? She had been working with Kelly Walker but has not received any update. Clarence said he would look up the project and get back to Kristina. Due to implementing multiple streamlining procedures, DGS is catching up with projects. Kristina also asked if CPEs (Certificate Project Expenditures) are being submitted electronically now. Clarence said they are not to that point of receiving CPEs electronically. He recommends that we submit CPE via Certified Mail since some mail has been slow getting to DGS.

C. MHEC Report (Cynthia Tims):

Cynthia thanked the colleges for their quick response to the deferred maintenance backlog question that was sent out with a two-day turn around. Currently MHEC is encumbering funds for projects. MHEC will be looking at funds not spent by projects with MACC and DGS.

Will the Community College Facility Renewal Grant (CCFRG) require matching funds? No. If a college puts in a request for the CCFRG can that project also go through the normal CIP process? Yes, that is the hope since the CCFRG will probably not fully fund a project. Will the CCFRG be prioritized? Yes, but it will not be as complicated a priority process as the CIP. Brad Phillips added that 8 colleges will receive funds the first year, and then the alternate 8 colleges will receive funds the following year and so on.

D. MACC Report (Brad Phillips):

For the CCFRG that was approved last year, once DGS funds CCFRG, then the Governor should begin the funding in FY20. The goal is to pull the CCFRC projects out of the CIP requests, but with the needs being as high as they are, projects can be submitted to both funding sources.

As MACC is working through their budget request, one main question from the State was what percentage of the community colleges budgets are put into deferred maintenance? Jerry Kramer said that CCBC has stopped asking for deferred maintenance funds from the County, as they historically are taken back for other needs. CCBC look for grants since deferred maintenance funds not in their operating budgets. CCBC also receives a Capital Renewal fund of \$3 million over two years but that does not keep up with their needs.

Clarence suggested that one way to cover some maintenance cost would be to add it to a project's contract to make it a project line item. Christina Perrotti, of DBM, stated that DBM would have to approve such a project cost and with the Governor, being budget minded, that would be unlikely.

Brad stated that from the State Bond Bill Hearings two project requests were removed from the CIP request. Phillip Fleischer confirmed that what was removed was the equipment funding for the FY20 request, since they are not needed until FY21. Brad will be talking with those two colleges. He added that there was a big discussion at the State about the split funding of the CIP. This was the first year that not all projects on the CIP will be funded. The CIP funding of \$60 million is supposed to be increased to \$80 million for FY21. In general, the State Bond Bill Hearings went well.

Jerry Kramer added that many renovation projects are delayed, thus resulting in taking deferred maintenance funds to keep these buildings viable. This is a waste of these deferred maintenance funds. Brad said that DBM is really analyzing space needs, since enrollment is down. The State is asking how we count space. This is why goal #1 is still important. Currently, it looks like the colleges do not have space needs. Jerry summarized that when the Priority Model was formulated the community colleges (cc) consisted of more students that are traditional. Now students are in their upper 20s. The age of students swings with the economy, older students to pick up new skills when the economy is suffering and these increases can be as large as 40%, the swing is not incremental. Brad added that from 2017 vs 2005 the State had the same enrollment in the cc but now the cc have more higher numbers of students completing their programs. Cynthia agreed that it is time to revisit the Space Guidelines.

The FPC is wondering how the Promise Scholarship Program will affect cc enrollments. With \$15 million for cc, Brad said it will influence cc enrollment. This program should bring in more cc students from the high schools; since the program was just passed last year, no data has been generated.

## 5. **Old Business:**

### Goal #1: Con. Ed. study

Kristina Schramm stated that Con. Ed. should be part of the space need evaluation. Cynthia Tims said that FY17-FY20 deficit requests would be coming out to each cc. As previously recorded, this goal will continue with more input and clarification from MACC. Jamie Karn is heading up this goal.

### Goal #2: Best Practices

Kathy Meagher has Tina Miller of KI coming to our October 26<sup>th</sup> meeting at Frederick Community College. Tina was extremely helpful as Garrett College was working with their furniture order with Maryland Correctional Enterprises (MCE).

There was a discussion about the State requirement for cc to utilize MCE for our furniture. The process has improved but it takes over a year from start, through production, receiving furniture from MCE. Key issues that cc have with MCE are:

- Consultant Construction Documents are re-drafted by MCE. CC pay the Consultant for this service that is then repeated by MCE as they draft up their own set of furniture documents.
- MCE's drafting time takes multiple reviews to correct the documents, thus adding time to the procurement of the furniture.
- The FFE through MCE affects the cash flow of a project. MCE requires full payment of the FFE prior to production; which is why a PO of committed funding is required a year in advance of needing the furniture.
- MCE does not come with a warranty; thus making the vendor source for furniture more favorable.
- MCE has no design support; whereas, a vendor does. Therefore, currently the Consultant for the project is paid for these services.
- Special pricing through a vendor is more cost effective for purchasing furniture over the MCE, which is at a premium cost.
- MCE will not come out for special site measurements.
- MCE cannot meet tight installation timelines or work longer days due to reporting into their facilities.
- MCE makes it difficult to get furniture waivers, for the pieces they cannot provide.
- MCE has insufficient warehouse space, therefore, trailers are utilized which can cause issues with the furniture.

Jerry added that the FPC did attend State hearings to try to remove the MCE requirement from State projects. This is when MCE improved their procedures to what they are today. *Jerry will get this historic information to Brad Phillips.*

Christina Perrotti asked how DBM could help this process. Jerry said if MCE could start their process without full payment that would help. Clarence Felder added perhaps just installation could be pulled from the MCE contract.

Kathy handed out a list of Best Practices for FPC to rank and add items of interest to the list. The current list included: maintenance, operations and staffing; preventive maintenance – software, inspections, records, frequencies etc.; Capital Planning and the FMP; RFPs for Design and Construction; Project Closeouts; Energy Solutions; Insurance; Sustainability; Inventory Reports; CC Tables; Space and Hegis Codes; and Contracts. *If you did not return this sheet to Kathy, please do so via the FPC listserve.*

Kathy asked if there were any guidelines for special speakers. There is not. Brad Phillips receives calls from vendors all the time and would like to be able to send them to the FPC.

### Goal #3: Promotion of CC – State Website Links

Shelly Bilello is heading up this goal. With her absence, there is no report. Travis will be working with Shelly on this goal.

### Goal #4: Agency Information

While Cynthia will be coordinating the Agencies, she cannot lead this goal since she is not a FPC member. Kathy Meagher offered to lead this goal, since it is closely related to many of the Best Practices identified for this year.

Goal #5: FPC Updated Website

Kristina pulled up the current FPC website onto the large video monitor. Montgomery College is changing their website format and she will be updating the FPC website to look like the new format. The format consists of more photos, drop down menus and will have a new look. The website update is due to be completed by April 2019.

She asked what the FPC members would like to see on the website. The group discussed embedding a link of a chart of Contracts and deadlines; IDIQ by Divisions; add DLLR (Department of Labor, Licensing and Regulation) wage rates; perhaps the site could post the past presentations by topic (now they are by meeting); and add the SmartSheet link (from Clarence). Members should look at the current FPC website and make recommendations for the update.

**6. New Business:**

The October 26<sup>th</sup> FPC meeting at Frederick Community College will meet at the Monroe Center, 3 miles from campus. It is a maker space and will be our meeting location.

- 7. **Lunch:** many thanks to Hagerstown Community College for providing a fabulous lunch for everyone.
- 8. **Tour:** Jon Metcalf led a group through the Learning Resource Center.
- 9. **Adjournment:** Meeting adjourned at approximately 2:00 p.m.

<b>Meeting Date</b>	<b>Meeting Location</b>
Friday, October 26, 2018	Frederick Community College
Friday, December 07, 2018	Chesapeake College
Friday, January 25, 2019	Carroll Community College
Friday, February 22, 2019	Prince George's Community College
Friday, April 26, 2019	Howard Community College
June 6-7, 2019	Garrett College