



MARYLAND COMMUNITY COLLEGE FACILITIES PLANNERS COUNCIL MEETING

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

Minutes for FPC Meeting Carroll Community College January 25, 2019

<u>ATTENDANCE</u>			
NAME	INSTITUTION	NAME	INSTITUTION
		Chuck Nightingale	Howard
Jim Taylor	AACC	Jamie Karn	MC
Maurice Howell	BCCC	Kerry Norberg	MC
Lisa Aughenbaugh	Carroll	Dong-Min Kim	MC
Terry Bowen	Carroll	Kristina Schramm	MC
Eric Burdine	CC Government		
Jerry Kramer	CCBC	David Mosby	PGCC
David Beard	Cecil and CSM	Greg Gregory	WWCC
Miriam Collins	Chesapeake		
Jon Metcalf	Hagerstown		
Steve Garey	Hartford	Cynthia Tims	MD MHEC
Lou Clypoole	Hartford	Phil Fleisher	MD DBM
Travis Hopkins	Howard		

FPC Meeting Minutes

1. **Continental Breakfast:** Thanks to Carroll Community College for providing a delicious breakfast.
 - A. **Call to Order:** Kristina Schramm called the meeting to order. President Dr. James Ball and Executive VP of Administration Alan Schuman of Carroll Community College (CCC) welcomed the Planners to CCC. President Ball thanked the Facilities Planners for all that we do for each of our campuses. Community Colleges are the best bargain in the State of Maryland. He knows how hard each Community College works to keep our institutions going with small State participation. Dr. Ball made a special acknowledgment of the expertise and knowledge that Terry Bowen has provided to CCC

as the Director of Facilities Management. Terry is retiring to move south to be closer to family. Terry will be greatly missed at CCC.

2. Officer Reports:

- A. Chair Report (Kristina Schramm): No report.
- B. Vice Chair Report (Jamie Karn): Jamie indicated that he has no report, other than an update on Goal #1, which he will provide in "Old Business" portion of meeting.
- C. Secretary Report (Kerry Norberg): Kerry reported that she has been reaching out to Todd Deak of Maryland Correctional Enterprises to provide his presentation from our last meeting. When we receive MCE's presentation, it will be posted on our website.

The FPC members confirmed preferred Call to Order times for the remaining meetings. Our Call to Order times will stay as 9:00 a.m. with the exception of the Educational Session at Garrett College will be at 9:30 a.m.

- D. Treasurer Report (Travis Hopkins): The current funds balance is \$1,969.03. Travis reported that there had not been any activity since the last reporting.

3. Agency Reports:

- A. DBM Report (Phillip Fleischer): Phil reported that more funds have been made available than expected, therefore, each community college will have funds for their top priority. They will be reaching out soon to discuss cash flow with each community college. The Department of Legislative Services (DLS) is looking to cut as much as they can from the Governor's budget. If your monies will not be spent in FY2020 then the monies will be moved; this is how every college was able to receive funds. DBM will be sending out explanations to those colleges that had their requests adjusted, based on the worksheets the colleges provided.

Jim Taylor commented that they received far less than expected. Jim talked about how the cash flow analysis has become much more significant in the decisions made at DBM. These cash flows are estimates and predicting lower, possibly more accurate cash flow estimates, can impact the cash availability and hence the progress of your project. Colleges might front load the cash flows to allow for a cushion.

Jerry Kramer added that since the balance is guaranteed from the State, we proceed with projects based on the 'pre-authorized' funds and the County fronts the monies to be paid back from the State. Phil asked if the contingency is communicated to the contractor, stating that the contingency fund is only for cost overages. Jerry confirmed the contractor does not know the contingency, but explicit allowances are included in their contracts. Contractor's pricing would be higher if allowances were not established, as they would have more risk in projects. The CM at Risk (CMR) typically has a 5% contingency, but the college determines this percentage.

Jim explained that they have projects that are multi phased running over multi years so the estimated cash flow can change. As previously discussed, the FFE is an area where the cash is needed to place the order with MCE to begin production, as early as a year

prior to needing the furniture. Phil said that a note could be added to the Cash Flow explaining the FFE fund request; let him know if this applies to you. He added that FFE cannot be pre-authorized, only construction dollars are pre-authorized. Next year Phil will be introducing a new template that will add the community colleges' cash flows. There have been problems with some community colleges' cash flows.

Phil will check with the community colleges prior to passing the Cash Flow information to DSL. He is hoping that DSL will pass over the community colleges as they look for cuts. Cynthia Tims added that the community colleges could add justifications if necessary. Jerry stated that he finds it interesting that the CIP Bond Bill could be cut by DSL. Kristina's understanding was that once the Governor received the Bond Bills no reductions are allowed. This is not true because the Bond Bill comes from Capital funds. Phil stated that there could not be cuts to Operating funds, but that Capital funds can be cut. There was a discussion that if the State cuts funds then the Counties justify cutting project funds. This usually means that the community colleges have to explain to our Counties that funds are committed within contracts and are not budgetary guesses. Phil asked if it would help if DBM were to speak to the Counties that want to cut funds in response to State cuts? The State has typically asked the Counties to fund forward for the State to reimburse them the next year. The State needs to be able to shift funds around.

The new Renewal Grant will be funded from the General fund, which is from the Operating funds. The hearings are in March for the General fund. It was stated that Capital and Operating funds use to be combined but now they are separate. Cynthia added that the Bill for the Renewal Grant is based on 5% of the Capital funding for community colleges. This percentage will not change.

Kristina talked about how Montgomery College has split pre-authorized funding for design over two years. Should the design run longer than two years, is it still pre-authorized? Phil had never heard of this situation, maybe it is a 'practice' without documentation. She will send Phil the documents. There is nothing legally that prevents pre-authorization for any phase, but DBM has a policy to not do so for any phase other than construction.

- B. DGS Report (Clarence Felder): Clarence was not in attendance. No report.
- C. MHEC Report (Cynthia Tims): No report at this time. Cynthia has a presentation for the Agency Information, goal #4 under Old Business.
- D. MACC Report (Brad Phillips): Brad was not in attendance. No report.

4. **Old Business:**

- A. Goal #1: Continuing Education (ConEd) study
From the several conversations with others concerning the previous, multiple attempts to study ConEd, here are some observations:
 - a. In 2002, noncredit space was added to Table 3 but it is unclear how this data was to be utilized.
 - b. The 2005/2006 studies of Space Utilization did not list any recommendations.

David Beard said that the University System of MD did a study four years ago about lab research space. Utilizing the established space formulas, this layer of room type information did not have an impact.

Jamie has offered that all space, even if it is not fully dedicated space to ConEd, should be included that is utilized for noncredit. In addition, unique instructional type spaces, that demand larger station sizes, should be tracked. This will take a while but having this information would enable us to understand our spaces better. Classes to be tracked would be the instructional classes held from 8:00 a.m. to 5:00p.m. only. Jerry added that we should track spaces that are not dedicated, specialty spaces and even outside of the 8:00 – 5:00 classes. Jamie asked for volunteers. None recorded.

- B. Goal #2: Best Practices: Kathy Meager is not in attendance but Kristina reported that at our February 22nd FPC meeting Project Closeout will be presented by Clarence Felder of DGS.

Since our meeting, Kristina has asked and confirmed with Clarence that he can expand his presentation to include the encumbrance process. She will compile our questions prior to that meeting for Clarence. **Send your questions to Kristina NO LATER THAN COB FRIDAY FEBRUARY 15, 2019.**

Phil asked about the CBIS raining. Last year Cynthia held the CBIS training as a webinar. Phil offered to provide the webinar this year. A date was not determined.

- C. Goal #3: Promotion of CC – State Website Links:
a. No report. Shelly Bilello was not in attendance.
- D. Goal #4: Agency Information: Cynthia presented the MHEC FPC CCCGP Calendar (attached and sent out on 2.8.19). Key due dates are identified on the calendar but we must add the necessary lead times for agencies to review and prepare documents for BPW meetings and inter agency communications.
- red dates on the calendar are HARD dates – they are annual dates
 - blue dates can move from year to year
 - green dates are encumbrance related deadlines – based on DPW meeting dates

MHEC and DGS cross check documents from community colleges prior to the Department of Public Works (DPW) submissions. 7-10 days lead for MHEC, TBD lead-time for DGS. DGS is requiring formal documentation from MHEC and DBM, they do not communicate electronically but in written paper form. An example timeline would be that for the April 3rd DPW, the encumbrance request has to be in by February 7th.

The group discussed that DGS request 30 days prior to the DPW meeting for review; in fact, in practice 30 days has not been honored. Add to this timeframe the need for each college to get our BOT to approve a contractor, there are HUGE impacts to project construction timelines. **THE FPC MEMBERS NEED THE DPW MEETING DATES.** Cynthia had a printed copy of the dates, which she passed around but the list did not make it around the table and back to her. She said that she would add the DPW meeting dates to the calendar. **These dates were not added to the calendar sent out 2.8.19. DGS need to confirm dates for the colleges.** Cynthia stated that MHEC, DBM and DGS will be meeting on February 20th and they can review this timeline guideline.

There was a discussion concerning the 2-year limit to encumber funds. It was uncertain as to when the 2-year limit begins for the encumbrance to the expenditure of funds. Project closeout concludes this timeframe. Cynthia is researching the 2-year rule.

The planners asked if they could submit encumbrance requests on July 1st of a given year for contracts to be executed in that year. Cynthia said that MHEC and DBM are fine with this but that DBM will need to agree.

There was a general discussion concerning when funds are secured. The Planners have operated that the Appropriation of Funds means the budget is set on a project. The Contract Award has been utilized to encumber project funds. Cynthia added that DGS has to approve the submissions to DPW to encumber funds. Jerry stated that it appears the we have reverted back to 'the old way' of encumbering project funds. David confirmed that DGS could encumber project funds from DPW previously. Cynthia said that the funds are being tied to Contract Award due to the large amounts of funds that are encumbered but not utilized over a given year. Full project funds can be requested by June 1st. **Since this meeting, DGS has agreed to add encumbrance to the closeout presentation in February.**

Since our meeting, **Cynthia confirmed that during the April FPC meeting**, she will cover the Five-Year Capital Improvement Programs (CIP) and budget requests due to MHEC on July 1, 2019. In order to properly prepare for the presentation, she is requesting that we send questions to her attention, cynthia.tims@maryland.gov **NO LATER THAN COB Tuesday, March 5, 2019.**

E. Goal #5 FPC Updated Website:

- a. No update at this time. Kristina is waiting for the Office of Technology (OIT) to do their part of the upgrade.

5. **Lunch:** Thank you to Carroll Community College for a wonderful lunch.

6. **New Business:**

A. Facilities Technology Discussion: Angie Moy from MC thanked those who provided information concerning where your college is on utilizing technology within your Facilities Departments. It appears that from those who responded, that each college is at a different degree of development in utilizing technology within your Facilities. We were wondering if there would be an interest in creating an affinity group, a Campus FM Technology Association (CFTA), to share technology knowledge and lessons learned within the group. From the discussion that followed, it appears to be a topic of interest. This group could do conference calls instead of physically meeting.

- Jerry will volunteer someone from CCBC to be part of this group.

1. At MC we have are implementing BIM standards for the consulting teams for our building that is currently in design. Others discussed how they receive BIM models that are currently not really utilized but could be in the future. Most colleges do not have the staff to really utilize the BIM models.

- a. In a design, bid, build project the contractors will generally do their own BIM models, not trusting the models prepared by the architects.

- b. Jerry asked where we draw the line on the information within the BIM models?
 - c. Jerry had help to scan and archive building information. He utilizes The State Archives to store information.
 - d. MC is also starting GIS. We have a consultant engaged for our Rockville campus that is setting up the GIS data points to address our forestry reporting needs from the City of Rockville.
 - e. MC utilizes TMA for data tracking of equipment at the campus level and we are moving toward asset management. Angie said that MC's focus is on equipment data in the TMA system and that we want to obtain that information from the BIM model. Currently, we are working backward: given an Excel sheet of data on the equipment and campus facilities determines what to populate in the TMA system.
 - f. Jerry said that they use ESRA and ARCOBUS.
 - g. Dong-Min said that Blue Cello is a smart tool, which links to Revit and can archive documents to images. It can do space management and TMS.
- B. Senate Bill 12 discussion: Jody Kallis of MACC sent out this draft bill for our comments. It will be voted on in July. This bill appears to require art with no additional project funding. It ties inclusion of public art to new construction or renovation of 15,000 or more square feet; and where the capital projects are at least 50% funded with State funds. The Bill identifies groups that the colleges would need to work with during design to add art 'to the extent practical' to a project, six exempt types of projects are listed. There were many questions concerning this Bill.
- 1. David Mosby has reached out to Jody Kallis at MACC with several questions: Can a college reject this requirement? Who will own the art? Who is responsible for installing and maintenance of the art?
 - 2. The addition of meeting and oversight groups would add meeting and planning costs that would affect a building project's budget.
 - 3. Committees on art are very long lead and time consuming.
- Kristina reached out to Jody Kallis after our meeting.

7. **Tour:** No tour this month.

8. **Adjournment:** Meeting adjourned at approximately 2:00 p.m.

Meeting Date	Meeting Location
Friday, February 22, 2019	Prince George's Community College
Friday, April 26, 2019	Howard Community College
June 6-7, 2019	Garrett College