



# MARYLAND COMMUNITY COLLEGE FACILITIES PLANNERS COUNCIL MEETING

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

## Minutes for FPC Meeting Zoom Meeting July 22, 2020

<u>ATTENDANCE</u>					
NAME		INSTITUTION	NAME		INSTITUTION
Anzinger	John	Frederick CC	Kim	Dong-Min	MC
Aughenbaugh	Lisa	Carroll	Koh	Eric	MC
Baker	Dawn	Hagerstown CC	Layman	Korey	ACM
Beard	David	Cecil & CSM	Manfre	Crissie	MC
Claypoole	Louis	Hartford CC	Marietta	Bob	Howard CC
Collins	Miriam	Chesapeake	Mills	Chris	Cecil College
Dalgo	Daniel	MC	Mills	Marv	MC
Engel	Kirk	Carroll County Government	Nightingale	Chuck	Howard CC
Evelyn	Terry	MC	Norberg	Kerry	MC
Finger	James	CSM	Pradhan	Sharmila	MC
Godwin	Lewis	Frederick CC	Redinger	Kevin	MC
Grey	Greg	WWCC	Schramm	Kristina	MC
Hisoeffker-Culicerto	Heike	Hagerstown CC	Schuster	Dan	MHEC
Hopkins	Travis	Howard CC	Solberg	Greg	Frederick CC
Karn	Jamie	MC	Taylor	Jim	AACC
Kilduff	Christina	ACM	Whitcomb	Mike	MC

### FPC Meeting Minutes

1. **Call to Order:** Kerry Norberg called the meeting to order with introductions
2. **Officer Reports:**
  - A. Chair Report (Kerry Norberg): No report.
  - B. Vice Chair Report (Kristina Schramm): No report.
  - C. Secretary Report (Kathy Meagher): Absent.

D. Treasurer Report (Travis Hopkins): No change to the account. Have about a \$1,600 balance.

3. **Agency Reports:**

A. DBM Report (Phillip Fleischer): Absent.

B. DGS Report (Clarence Felder): Absent.

C. MACC Report (Brad Phillips): Absent.

D. MHEC Report (Dan Schuster):

- Reminder that Quarterly Reports are due at the end of the month.
- The FY22 Facilities Renewal Grant application will be due 9/1/20. This grant will be available to the colleges awarded in FY20.
- A spreadsheet will be sent to all colleges to complete with total deferred maintenance.
- The capital budget request will be submitted to DBM by the 8/14/20 deadline
- The DBM hearing is scheduled for 9/24/20, and will be a virtual meeting. DBM will send questions to each college about a week before the hearing.

4. **COVID-19 Discussion:**

The following includes specific measures that each community college is taking in response to COVID-19.

A. **Lisa Aughenbaugh, Carroll Community College, Director of Facilities and Planning and Management**

- Access to Campus – single entrance in theatre lobby where all students, and employees enter.
- Summer Classes – open summer for Allied Health labs only
- Temperature Checks – take everyone’s temperature by a touchless thermometer. If above 100.4 degrees than individual is placed in a private screening area. Then oral temperature is taken, and if still greater than 100.4 degrees then given fact sheet of next steps, and then required to leave campus. At this point, no one has presented with a temperature. Face coverings are required.
- Fall Classes – 25 percent of classes will be in person, and 75 percent online. Still determining logistics of how to accommodate students on campus. Screening will be moved from the Theatre building to Campus Safety.
- Self-assessment – An app called Fire Extinguisher has questions customized by the college. A list of questions will be asked, if any are yes then the individual is not permitted on campus. If all no, then the individual shows the completed assessment with a green indicator to campus safety, and then they are permitted on campus. A paper form can be completed if the app is inaccessible.

- Seek Scan – can take 10 temperatures at a time, but takes longer than using a manual touchless temp. In the take it takes 10 temperatures, 18 temperatures can be taken with the touchless thermometers.
- Sneeze Guards – Use Germ Berm- supplier found by the County’s Facilities department - FX Industries. Prices are competitive- 24” wide is \$125 and 36” wide is \$150. Includes the College logo etched in the plexiglass, freight was additional. The guards are being used in offices with reception desks and on our common area desks for the Information Center, Campus Police and the Business Office.
- Social Distancing – A floor tape is being used from BMI Supply, 1-800-836-0524, <https://shop.bmisupply.com>. These are placed 6 feet back from reception areas as well as areas that form lines.
- Limited Access to Campus – If you can work at home, then the college encourages working at home. The goal is to have the campus 50 percent occupied, but ideal would be 25 percent. Work spaces are not shared. There are staggered schedules. Employees work Monday, Tuesday, Thursday, and Friday. On Wednesday’s the building are vacant to allow to fresh air to recirculate. Employee presence on campus approved by College vice presidents.
- Water Fountains – not closing water fountains.
- Campus Climate – students come to class, and then leave immediately after class. All upholstered furniture in great hall has been stored in a pod, because it’s difficult to clean, and it promotes gatherings.
- Library – staggered seating in library. A six-foot table seats 2 students, one each at opposite ends.
- Admissions – One person can handle walk ins. Anticipate students will come to campus with questions.
- No vending, or food services offered.

*(See attachment 1 for photos of products mentioned)*

**B. Lou Claypoole, Harford Community College, Director for Campus Operations**

- Reopening Task Force Created – develop plan to keep employees and students safe while accomplishing college mission.
- Summer Classes – minimal classes, and staff
- Temperature Checks – A touchless thermometer is used, and once temperature is taken and under 100.4 degrees, a wrist band is given to show the individual was screened. Required on a daily basis. Face coverings are required.
- Fall Classes - Reopen with mostly online classes. Lab portions of nursing and science classes are face to face. As well as, WDCE. If class not completely necessary to be face to face, then online only. In addition, driver’s education will be offered.
- Self-Assessment - Complete a pre-screening questionnaire, if answer yes to any then individual cannot come to campus. If all no, then okay to go to campus, and a number is provided to give to the screener, which will also be used for contract tracing.
- Limited Access to Campus – Buildings open, but students not allowed to use bookstore, cashier, admissions, not there yet. Test center has staggered appointment times at every 15 minutes. Once a student uses a computer the computer is taken offline, and next student uses a new computer. At 2pm, staff will wipe down computers and door knobs. Then re-open for the next half of the day. Employee presence on campus approved by College vice presidents.

- Social Distancing – Directional staircases are being used, i.e., one up, one down. Elevators will have 1 to 2 persons max. Generic Foam Boards – used for reception areas, 24 inch, and 36 inch – about \$75 each. Also, hanging plexi glass from ceiling.
- Water Fountains – off across campus.
- Disinfectants – Provide disinfecting wipes, and hand sanitizing stations. Air handlers run at night to cycle out old air, and pull fresh air in. Sanitizing spray bombs will be set off in air handlers to clean out ductwork, before students return to campus. Purchases fogging guns to disinfect a classroom after use. Soft furniture hard to clean. The Chemicals they are using in the fogging machines are, Glissen Chemical Nu-Foamicide EPA all-purpose cleaner concentrate. They also use a DMQ Damp Mop Neutral Disinfectant Cleaner, this kills 99.9% of all bacteria in 30 seconds. It is effective against Antibiotic-Resistant Bacteria.
- Bathrooms – did not shut off different bathrooms. Still not determined how this will be handled.
- PPE – hard to find PPE, and were capped on the amount of masks that could be purchased from an existing vendor. Will need to find new supplier. Nursing students will use n95's during practical's, because hard to comply with social distancing in these types of courses.

C. **Marv Mills, Montgomery College, Vice President of Facilities**

- Coronavirus Task Force – invoked by the College Administration.
- Summer Classes – everything online, except for a pilot class for automotive technology. Due to social distancing, only 8 students in this course.
- Temperature Checks – the College will not be checking temperatures. If an individual is asymptomatic they will need not have a temperature. Face coverings are required. Montgomery County Health Director recently send a letter to state health director recommending going back to stage 1.
- Fall Classes – Reopen with mostly online classes. Lab portions of nursing and science classes are face to face, as well as, some WDCE. MC focusing on buildings that have MERV filters to use for occupancy for the Fall semester. 700 instructors have been trained over the summer to teach courses remotely.
- Self-Assessment – Will be conducted online. If you get a green check then it's okay to proceed to campus.
- Limited Access to Campus – 90 percent of staff and faculty will work remotely. Rotating building service workers, and public safety employees. Put buildings in holiday mode. Require contractor to provide the College with a COVID-19 plan, and it's required the contractor notify the College of any cases. If a case is found, the College has a very detailed plan on a response. Bookstore, financial aid will be open for students in the fall. Employee presence on campus approved by College vice presidents. A list is issued once a week of employees that will be on campus. Public safety knows exactly who is on campus.
- Social Distancing – Comply with CDC requirements of 6 feet of social distancing. Directional signage for hallways to limit contact.
- Spring 2020 – discussing what actions to take if there is a resurgence in COVID-19.

D. **Miriam Collins, Chesapeake College, Capital Projects Coordinator**

- Access to Campus – Everyone comes in one entry, and leaves through same entry.

- Temperature Checks - A touchless thermometer is used, and once temperature is taken and under 100.4 degrees, a wrist band with the date is given to show the individual was screened. Required on a daily basis. Everyone needs to comply – students, employees, vendors. Face coverings are required.
- Sneeze Guards – Sneeze guards are being used that are movable.
- Fall Classes – A hybrid system. Most classes will be online, unless there is a lab requirement. Teachers went through training online to conduct online classes. Skill trades, labs will be on campus. Goal to keep everyone healthy. Process to keep track of who's at the college. A trailer is placed at the front of the campus students who come to campus to ask questions.
- Self-Assessment – Everyone needs to complete questionnaire regarding COVID-19 risk.
- Limited Access to Campus – Vice President approves staff to come to campus. Essential staff rotated. Buildings are locked, and public safety will unlock as needed.
- Social Distancing – Comply with CDC requirements of 6 feet distance between individuals. Everyone must wear mask. If in a closed office, alone – an individual may take off mask. Signage is also being used throughout the building. Hand sanitizer is plentiful.
- Water Fountains – are shut down.
- Bathrooms- Keep restroom door open to reduce surface contact. Design of bathrooms are private, even with door open.
- COVID-19 Testing Site - The College is also an emergency site that serves 5 counties. There is a COVID-19 testing site in the parking lot of the campus.

**E. Travis Hopkins, Howard Community College, Facility Planner**

- Sneeze Guards – Plexi glass in certain areas. No guidance from CDC on social distancing with plexi glass.
- Fall Classes – Only classes with labs offered on campus. Worked with instructors to determine lab capacity, and pathways in a lab. Some in-person placement testing will be offered by appointment only. Need to educate students on social distancing while using labs. Testing lab can hold 70 under pre-covid conditions, but with social distancing will only hold 17 students. Governor could change us back to stage 1, important to have a plan for both ways – shutdown versus reopening. Education is considered to be an essential service. Bob Marietta brought up disposable keyboard covers for public use that can be washed and replaced.

**F. Greg Grey, Wor-Wic Community College, Senior Director of Facilities Management**

- Access to Campus – A checkpoint where all students, and employees enter.
- Summer Classes – open summer for Allied Health labs only
- Temperature Checks – take everyone's temperature by a touchless thermometer. If above 100.4 degrees than individual is sent home.
- Sneeze Guards – plan to use plexi glass as a barrier.
- Fall Classes – Will be open in the Fall. Space out some of the classrooms so socially distanced.
- Self-assessment – An app is used with 4 questions customized by the college. A list of questions will be asked, if any are yes then the individual is not permitted on campus. If all no, then the individual is permitted on campus.
- Water Fountains – haven't shut down, but need to flush due to the building being vacant.

- Video provided by the College for guidance:
  - <https://youtu.be/igP9ZACjxM0>

5. **Adjournment:** Meeting adjourned at approximately 1:30 p.m.

**UPCOMING MEETINGS:**

Friday, September 25, 2020	ZOOM
Friday, October 23, 2020	ZOOM
Friday, December 04, 2020	ZOOM
Friday, January 22, 2021	TBD
Friday, February 26, 2021	TBD
Friday, April 23, 2021	TBD
June 3-4, 2021	TBD

Attachment 1: Carroll Community College

