



MARYLAND COMMUNITY COLLEGE FACILITIES PLANNERS COUNCIL MEETING

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

Minutes for FPC Meeting at Howard Community College April 26, 2019

ATTENDANCE

NAME	INSTITUTION	NAME	INSTITUTION
Christina Kilduff	Allegany	Shelly Bilello	Howard
Korey Layman	Allegany	Travis Hopkins	Howard
Jim Taylor	Anne Arundel	Bob Marietta	Howard
Maurice Howell	Baltimore City	Chuck Nightingale	Howard
Adam Mott	Baltimore County (CCBC)	Dong-Min Kim	Montgomery
Jerry Kramer	Baltimore County (CCBC)	Kristina Schramm	Montgomery
Lisa Aughenbaugh	Carroll	Dave Mosby	Prince George's
David Beard	Carroll/Cecil/CSM	Greg Grey	Wor-Wic
Miriam Collins	Chesapeake	State Agencies:	
Paul Renshaw	Chesapeake	Phil Fleischer	DBM
Laura Dyson	College of Southern MD	Clarence Felder	DGS
Katy Potts	Frederick	Cynthia Tims	MHEC
Trevor Jackson	Hagerstown	Presenter:	
Louis Claypoole	Harford	Zachary Segal	UMCP

FPC Meeting Minutes

1. **Continental Breakfast:** Thank you to Howard Community College for hosting our meeting and providing a delicious breakfast and lunch.
2. **Call to Order:** Kristina Schramm called the meeting to order and welcomed everyone. Introductions immediately followed from the community college facilities planners as well as the guest speaker.
3. **Officer Reports:**
 - A. Chair Report (Kristina Schramm): Kristina noted that she had an update on the FPC website that would be discussed later in the agenda.
 - B. Vice Chair Report (Jamie Karn): No report.

- C. Secretary Report (Kerry Norberg): No report.
- D. Treasurer Report (Travis Hopkins): Travis confirmed that there were still funds in the account. A formal report will be provided at the next meeting.

4. **Agency Reports:**

- A. DBM Report (Phillip Fleischer): Phil mentioned that the Facility Program is under review and planned for FY2020. DBM will be conducting CBIS training and a webinar this May. He will reach out the community colleges and coordinate training dates during the month following the CBIS rollover and the dates will be announced around the second week of May 2019.
- B. DGS Report (Clarence Felder): Clarence noted that he is attending college site-visits. He briefly discussed Certificate of Project Expenditures (CPEs), sending contracts through DGS for BPW approval, funding requests for projects and the encumbering of funds through BPW, and the FPC manual that needs updating. Clarence said that he is working on updating the DGS section of the manual and hopes to have it done by the FPC June retreat. At the FPC educational sessions, Clarence will give a presentation at the retreat on the DGS processes for capital project startup through CPEs and closeout.
- C. MHEC Report (Cynthia Tims): Cynthia noted that the state agencies are currently doing site-visits which is a great opportunity to see the campus and understand the institution's needs. She mentioned that the quarterly reports for the third quarter, period ending March 31, 2019 are due. Also, the Part I/II Facility Program documents for new projects are due May 1, 2019. She will be sending out the CIP information following this meeting.
- D. MACC Report (Brad Phillips): Not in attendance.

5. **Old Business:** Discussion on FY2019 goals:

- Goal #1 – Continuing Education Study - hold/table discussion until the next meeting
- Goal #2 – Best Practices – hold/table discussion until the next meeting
- Goal #3 – Promotion of Community Colleges on State Website – Travis Hopkins led the extensive discussion for the goal. The following was clarified and addressed:
 - What is the purpose and what should the landing page and site look like – similar to architectural page with pics and summary information
 - Who is the audience – all interested parties, college planners, legislators
 - What information should be presented – project pics, cost, school GSF, funding, highlights page, not too specific, no projects older than 5 years
 - When should page be updated and how frequent – annually between October and December
 - Is it a landing page or a link or ghost site – ghost site at HCC linked to MACC and DGS, link to portal to share documents
 - Who administers – identify host site and program administrator and how it can be managed and filtered, perhaps searched items cannot be downloaded just informational only

- What format – html or site with pdf such as an annual report, Travis will consult with Howard’s IT person as well as the DGS IT folks
 - Will resource documents be available – to include GSF/NASF comparables, DBM accounting of all capital projects from 1990 to present
 - What costs will be used – potentially the closeout costs if known, rounded to the nearest thousand
 - Next steps – Travis will present at FPC June educational sessions
- Goal #4 – Agency Information – Kathy is working on presentations for FPC with state agencies. This includes green buildings, Governor Hogan’s sustainability initiatives, the Maryland Green Building initiatives, sustainability information from community colleges, and best practices.
 - Goal #5 – FPC Website – Kristina talked about the updates to the FPC website which should be completed by the FPC June retreat.

6. New Business:

- The BBRC is complete and representatives are serving from small, medium, and large community colleges. Please be sure to submit your BBRC forms for the FY21 CIP to Travis Hopkins by May 16, 2019.
- Question was asked regarding displacement space eligibility – DBM confirmed that the space is not eligible for capital funding, it is strictly an operating expense. The only way to justify it is if the displacement space is within a proposed capital project and has a life of 15 years.

7. Presentations:

- Zachary Segal – Enrollment Projection Models. Zachary is a University of Maryland graduate student and gave an in-depth presentation on his research with enrollment projection models. The final report is over 50 pages and is available for those who are interested. Topics covered included the implementation of the Promise Fund in Maryland and how it applies to full-time, part-time, credit and non-credit students.
- Cynthia Tims, MHEC – Capital Budget Process. Cynthia did an excellent job educating and updating everyone on the components and requirements of the community college capital grant program and the capital budgeting process.

8. **Lunch:** Thank you to Howard for providing an enjoyable lunch for everyone.

9. **Tour:** Howard provided a tour of its newly renovated N & ST buildings

10. **Adjournment:** The meeting adjourned at approximately 2:00 p.m.