



MARYLAND COMMUNITY COLLEGE FACILITIES PLANNERS COUNCIL MEETING

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

Minutes for FPC Meeting Frederick Community College October 26, 2018

<u>ATTENDANCE</u>			
NAME	INSTITUTION	NAME	INSTITUTION
Christina Kilduff	Allegany	Dawn Baker	Hagerstown
Jim Taylor	Allegany	Jon Metcalf	Hagerstown
Maurice Howell	BCCC	Trevor Jackson	Hagerstown
Lisa Aughenbaugh	Carroll	Cynthia Tims	MHEC
Terry Bowen	Carroll	Kristina Schramm	MC
Jerry Kramer	CCBC	Kerry Norberg	MC
Cynthia Maylan	CCBC	Jamie Karn	MC
David Beard	Cecil and CSM	Dong-Min Kim	MC
Paul Renshaw	Chesapeake	Henry Dickson	PGCC
Phil Fleischer	DBM	Diedre Gibson	PGCC
John Anzinger	Frederick	Grey Gregory	WWCC
Katy Potts	Frederick	Kathy Meagher	Garrett
Louis Claypwle	Hartford		
Katie Callan	Hartford		

FPC Meeting Minutes

1. **Continental Breakfast:** Thanks to Frederick Community College for providing a delicious breakfast.

2. **Call to Order:** Kristina Schramm called the meeting to order. John Anzinger welcomed the Planners to the Monroe Center. Frederick Community College co-located with the Workforce Services of Frederick into an existing building in 2009 and we renovated the building in 2015. Some of the trades that are taught at the Monroe Center are culinary and Hospitality; Welding; HVAC; Electrical; Dental and CNA. Our tour today will be the Monroe Center.

3. **Officer Reports:**

- A. Chair Report (Kristina Schramm): Kristina does not have a website update yet, as OIT at MC has not started the migration to the new site format. She still needs some community colleges' FMP for the website update.
- B. Vice Chair Report (Jamie Karn): Jamie's report consists of an update of Goal #1, later in the morning. He extended a 'THANK YOU' to Kristina Schramm for stepping into the Chair position.
- C. Secretary Report (Kerry Norberg): Kerry handed out the sign-in sheet and the Directory to be passed around as the meeting proceeds. Please make any corrections or additions to the Directory at this time.

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): Travis was absent. No report.

4. **Agency Reports:**

- A. DBM Report (Phillip Fleischer): DBM is reviewing projects now. Should any changes be suggested to the projects identified in the Capital Budget recommendations they will notify those community colleges immediately.
- B. DGS Report (Clarence Felder): In Clarence's absence, as he is working on community college projects, David Beard can update that the following community college projects are going to the Public Work Department:
 - Hagerstown project 461 on October 15th
 - Allegany project 443 on October 31st
 - CCBC projects 438 & 462 on October 31st
 - Hartford project 457 on November 14th
 - Howard project 441 on November 14th
 - Frederick project 460 on November 14th
- C. MHEC Report (Cynthia Tims): Cynthia gave an update about the Community College Facility Renewal Grant (CCFRG):
 - Eight (8) community colleges were selected for FY20 funds. These colleges need to submit the three (3)-page document sent out for the funding process.
 - Program Letter (for projects over \$100,000)
 - Cost estimate worksheet (for projects over \$25,000)
 - Confirmation that the project is identified in their Facility Master Plan (FMP). This is where the priority and type of the project should be identified.
 - These documents are due back from the colleges by October 31st.

Cynthia stated that the CCFRG Resolution Identifies:

- There is a limit of one (1) project per college per fiscal year.
- The 8 colleges not awarded for FY20 will receive this grant in FY21.
- No matching funds are required from the college.

- \$500,000 per project cap.

Questions concerning the CCFRG followed:

- *If the project is a roof, does it need to be spelled out in the FMP?* Cynthia stated that if the FMP identifies that updates to a building are needed, that would satisfy this requirement. General statements will be enough justification.
- *Are the grants equal among the eight colleges?* Yes. For FY20 the funding for the CCFRG is 5% of the CIP Funding for Community Colleges (\$60 million); therefore, 8 will equally divide into \$3 million. For FY21 the CIP returns to \$80 million, which then would mean the funds for the CCFRG will be \$4 million and then divided by 8 for each project.
- *What if we have 3 projects that combined come up to the \$500,000 cap. Would you only provide a grant for one of those projects or would we not receive the funds since our need for that one project would be less than \$500,000?* Yes, Cynthia believes that the college would receive the funds needed for the one project. **She will confirm.**
- *How will the funds be processed?* Invoices will be issued from MHEC. DGS is the agency that will process the CCFRG. Cynthia took DGS's existing seventeen page application for funds and customized their document into the two page application sent out to the first 8 colleges receiving this grant.
- *Is there a time limit on spending the grant that we receive?* **Cynthia will verify.**
- *Who are the first eight colleges?* They are: CCBC, BCCC, CSM, MC, AACC, PGCC, Cecil and Allegany.

D. MACC Report (Brad Phillips): Brad was absent. No report.

5. Old Business:

Goal #1: Continual Education (ConEd) study: Jamie reported that there was a successful conference call, which many other community college members participated in this summer. There still needs to be a conversation with MACC to be able to really move this study forward. In addition, bringing in other affinity groups, like Institutional Researchers (MCCRG) and Continuing Education & Training (MCCACET), would bring the additional knowledge and skills to the study that could result in changing the Priority Tables.

There was a discussion about the FPC's earlier efforts to study ConEd (non-credit education) and ideas concerning ConEd incorporation into the Priority Model for CIP.

- In the early 2000s, the challenge was to find a uniform method for all community colleges to calculate the ConEd. Larger colleges count ConEd differently than the smaller colleges. Terry Bowen has a copy of the earlier report concerning non-credit hours that was presented to the State. **She will share this with the FPC.** Cynthia Tims asked to have a copy of this report.
- From our study of ConEd last year, the % of ConEd per college varied. Additionally, at each college the % of ConEd varies from year to year pending the economy and the region. For example, the Fall and Spring can be peak ConEd times but this also is affected by where the college is located (rural vs. city campuses).
 - Could we look at a semester as a whole? What method could be utilized that Institutional Researchers would accept? These questions could be better address with engaging MCCRG and MCCACET.

- Should FTE hours be utilized instead of FTD hours? We should look at ALL hours.
- We should look at general classrooms, not specialty spaces.
- One method could be taking an average, or mean, over 5 years but there is no good method to forecast student counts for ConEd.
- Since no additional funds have been identified for the additional space demand that ConEd will generate, it would be very important for MACC to lobby additional funding to address ConEd. The Director of MHEC seems to be open to changing the Space Guidelines to address the non-credit use of space. Since MHEC is the holder of the Space Guidelines, it would follow that their support of this change would carry credibility.

Goal #2: Best Practices & Goal #4: Agency Information: Kathy asked if an alternate schedule of a best practice presentation and then an agency informational session could be the way to proceed with these two goals. The members agreed with this approach and a discussion followed as to what agency information should be presented in December. The three agency topics that were decided upon are:

- The CC Tables – for December – that could help all members with goal #1
- The budget process in February
- And DGS in the Spring

Cynthia Tims will lead the December CC Tables the ‘how to prepare’ discussion but asked that both Jerry and David talk about the history. This discussion will be added to the FY21 CIP discussion. **In December, Todd Deak of the MCE Council will be our presenter. Please submit directly to Cynthia by November 15th.**

Kathy suggested that as we go to different community colleges for Best Practice learnings we could discuss with the host college ‘good project experiences’ etc. Please send any requests for topics for Best Practices to Kathy.

Today is a Best Practice presentation concerning furniture orders on the Form G. Tina Miller of KI furniture is our presenter. Due to traffic this presentation will follow lunch.

Goal #3: Promotion of CC – State Website Links: No update since both Shelly Bilello and Travis Hopkins are absent.

Goal #5: FPC Updated Website: As stated earlier, Kristina is waiting for OIT to begin their process to migrate to the new website format. Then she can begin to alter the FPC website. It will have more visuals and generally be a more horizontal format.

6. **Lunch:** Our lunch was a culinary offering from this program at Frederick Community College. Thank you Frederick CC for a wonderful lunch and the opportunity to see how this program interacts with the public.
7. **Best Practice Presentation:** Tina Miller of KI talked about the Form G process. Tina can help the community colleges through the process by providing knowledge on what furniture offerings can be ‘waived’ from Maryland Correctional Enterprise (MCE); the fabric offerings available to us through MCE and with the Form G.

The requirement that the community colleges must go through MCE to manufacture our KI furniture adds time to the process of ordering furniture. We should allow about a year for the entire process. It is a good idea to engage KI in the Design Development (DD) phase of a project. KI will produce a CADD drawing for the colleges and the Form G, identifying both the KI product item number and the MCE item number. Once KI has the furniture drawing completed Tina works to get a price, adding allowances to cover fabrics and the process, and she also gives this drawing to MCE. Once orders are placed with MCE it may take sixteen weeks for their production. Orders that are direct with KI take ten weeks usually for KI to product their product.

Planners added that MCE redraws the plan, hence, this process is long with the colleges having to do multiple redlines of the MCE drawings. Planners also added that MCE will not start production without being paid, hence, furniture monies are required earlier then what seems to be logical in a project's timeline. Another issue the Planners talked about was the fact that when MCE installs there are strict hours and less flexibility to the installation (i.e. to install by floor or for a certain deadline). MCE has actually improved since the Facilities Planners Council went to the State and explained the difficulties the community colleges were having with working through MCE.

Tina can also show the colleges many more options of furniture offerings (i.e. fabrics) that we can order through MCE. MCE tends to focus on a smaller limit of products than they actually can offer the colleges (i.e. particularly the fabric offerings). If a KI item is not offered through MCE, MCE can produce a waiver for the colleges to order that KI item through either the Contract MAPT or Sourcewell (formally NJPA). MAPT is a delivered and installed contract (i.e. Duron has this contract) or through Sourcewell any dealer can be utilized. The colleges choose which Contract they want to utilize for the waived items. Tina will work with whatever dealer the colleges utilize and she can offer floor by floor delivery and other special delivery requirements.

8. **New Business:** There was no new business to discuss. Our next FPC meeting will be at Chesapeake College on December 7th.
9. **Tour:** Jon Anzinger and Katy Potts lead the tour of the Monroe Center.
10. **Adjournment:** Meeting adjourned at approximately 2:00 p.m.

Meeting Date	Meeting Location
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