



## MARYLAND COMMUNITY COLLEGE FACILITIES PLANNERS COUNCIL MEETING

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

**DATE:** October 26, 2018

**HOST:** Frederick Community College

**LOCATION and CAMPUS MAP:**

We look forward to seeing you on **Friday October 26, 2018 at Frederick Community College**. Please note that the meeting will be held at FCC's Monroe Center, which is located approximately three miles from the main campus.

Frederick Community College  
MEETING AT  
**FCC Monroe Center**  
**200 Monroe Avenue**  
**Frederick, MD 21701**

Meet in: **Monroe Center, MC104**

Directions:

<https://www.frederick.edu/about-fcc/directions,-maps-parking.aspx>

**Be sure to follow the directions at the bottom of the page to the Monroe Center!** Do not go to Main Campus!

Campus Map:

<https://www.frederick.edu/about-fcc/downloads/directions,-maps-parking/monroe-center-map.aspx>

**PARKING:** Free parking is available. Park in any available space except those designated for staff.

**TIME:** 8:30 a.m. – 2:00 p.m. – **Call To Order moved to 9:15am**

**RSVP:** Please RSVP to Sharon Hammond at [shammond@frederick.edu](mailto:shammond@frederick.edu) by Friday, Oct. 19<sup>th</sup> to have an accurate headcount for their planning of space and food.

**CLOSINGS:** In case of inclement weather, closure or delayed opening messages can be found on the College's website: <https://myfcc.frederick.edu/my-fcc/my-fcc-portal/announcements/fcc-alert-system.aspx>

**AGENDA:** Set cell phone to ~~VIBRATE~~. No formal break is scheduled until lunch. Please quietly excuse yourself as needed.

1. 8:30 a.m. – Continental Breakfast
2. 9:15 a.m. – Call to Order/Attendance and Introductions
3. 9:30 a.m. – Officer Reports
  - Chair – Kristina Schramm
  - Vice Chair – Jamie Karn
  - Secretary – Kerry Norberg
  - Treasurer – Travis Hopkins
4. 9:45 a.m. – Agency Reports
  - DBM – Phillip Fleischer
  - DGS – Clarence Felder
  - MHEC – Cynthia Tims
  - MACC – Brad Phillips
5. 10:00 a.m. - Old Business
  - Update and discussion on FY19 goals
    - Goal #1: *Continuing Education Extended Study* – Jamie Karn update.
    - Goal #2: *Best Practices* – Kathy Meagher update.
    - Goal #3: *Promotion of CC – State Website Links* – Shelly Bilello or Travis Hopkins update.
    - Goal #4: *Agency Information* –Kathy Meagher update.
    - Goal #5: *FPC Website Update* - Kristina Schramm update.
  - Presenters for FY19 - KI Furniture
6. 11:00 a.m. –Form G Interface with MCE and KI
  - Tina Miller of KI presenting.
7. 12:00 p.m. – Lunch
8. 12:45 p.m. – New Business
9. 2:00 p.m. – Tour of the Monroe Center and then Adjourn

**UPCOMING MEETINGS:**

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