



**MARYLAND COMMUNITY COLLEGE
FACILITIES PLANNERS COUNCIL
January 13, 2023
MEETING MINUTES**

Members:

College / Agency	Name	Attendance
Allegany College	Korey Layman	Virtual
Baltimore City CC	Kate Zurlage	In Person
CC Baltimore County	Will Waugh	Virtual
Carroll CC	Lisa Augenbaugh	In Person
Cecil College	Keith Brown	In Person
Chesapeake College	Miriam Collins	Virtual
College of Southern MD	Jill Wathen	Virtual
College of Southern MD	Laura Dyson	In Person
DGS	Iman Shaker	In Person
Frederick CC	John Anzinger	Virtual
Hagerstown CC	Dawn Baker	Virtual
Harford CC	Trevor Jackson	In Person
Harford CC	Louis Claypoole	In Person
Garrett CC	Chris Painter	In Person
MHEC	Daniel Schuster	In Person
Montgomery College	Kerry Norberg	Virtual
Wor-Wic CC	Greg Grey	In Person

Guests:

Carroll CC	Gregg Bricca	Virtual
College of Southern MD	Joseph Barton	Virtual
Frederick CC	Cheolon Lee	Virtual
Frederick CC	Karen Place	Virtual
Unknown	Nakia Williams	Virtual
Unknown	Gohar Farahani	Virtual
Unknown	Cmoylan	Virtual
Unknown	Hiedi	Virtual

9:30 Call to Order

Officer Reports

- ❖ Chair – Greg Grey
 - Attending space guideline meetings and additional subgroup meetings.
- ❖ Vice Chair – Kerry Norberg

- Kerry has a ticket at CCBC to discuss listserv – contacted by CCBC ITS
 - Montgomery may become host of listserv
- ❖ Secretary – Laura Dyson
 - A copy of the minutes and directory were distributed prior to meeting for changes/updates.
 - Need to know whether future meetings will be virtual or in-person
- ❖ Best Practice Coordinators – John Anzinger & Lisa Aughenbaugh
 - Keep us updated on projects.
- ❖ Treasurer – Travis Hopkins – Not Present

Agency Reports

- ❖ DBM – Conrad Helms – Not Present
 - Dan reported out: communications on what is required coming. legislature is in their hands. Tentative calendar for the hearings. Senate hearings scheduled for 2/28 at 3:00 House 2/1 at 4:00. No details remote vs. In-person. One can also watch it online, but everything is in person.
 - Technically the budget is not ready until the new governor is in office, and then it is their budget.
- ❖ DGS – Craig Curtis - Not Present
 - Iman reported they have a new secretary. All secretaries as a part of the transition have resigned. Accounting is having issues processing CPEs. They are handling the most urgent ones so far. Please continue to send CPEs so they are ready when accounting is back on track.
 - Project Close out updates: Still working on those one by one.
- ❖ MHEC – Dan Schuster
 - State share percentages for FY25 cycle should have information out by the end of the month.
 - Second quarter reports are due at the end of the month. Update status of Facilities Renewal Grant projects. Have not spent any FY23 funds yet. Must spend it by the end of June. Supplemental funding – fill out information properly so we can transfer the money. How much do you anticipate spending by July 1st to ensure prompt payment?
 - Feb 1st – updates to Facilities Master Plans are due. Any changes the board has adopted over the last year. Part I and Part II for FY25 projects. Moving deadlines up so DBM has time to review.
- ❖ MACC – Monica Randall – Not Present

FPC FY23 Goals

- ❖ Discussed FY23 Goals
 - Goal 1: Determine best practices applicable to facility planners through the sharing of individual college practices, industry, and state agency presentations, etc. Have at least 1 session (presentation, roundtable, work group, etc.) per FPC meeting.
 - Dan will be presenting on space planning after our break.

- Goal 2: Publish and update the community college capital projects website information to advocate for continued state funding.
 - Travis emailed a draft presentation to council officers of Project Portfolio. Attached to December minutes
 - Montgomery College can publish presentations on the website.

- Goal 3: Monitor for changing mandates related to Maryland High Performance Building Standards and Net Zero Buildings by including an agenda item at each FPC meeting to cover this topic, in addition to or covered under MACC's Agency Report, and react, as necessary.
 - Net zero date by 2045. There are exempt buildings. MDE hopes to receive 20% reduction in greenhouse gas emissions by Jan 2030. Conflicting information on charts.
 - Key dates on reductions: Summer 2022 secure technical assistance for process. Fall 2022 drafting regulations and initiating stakeholder process. Winter 2023 Circulate draft. Summer 2023 – adopt final regulations. Goal to hold additional meetings. Greg will reshare 1214.
 - The council discussed the desire to have someone from MDE (Maryland Department of the Environment) present with more information and clear up discrepancies but agreed to wait until after June. Best practice presentation in FY24.

- Goal 4: Monitor MACC Committee work group for the 'Climate Solution Now Act 2022' (SB528) for changing mandates. Respond to these mandates by reporting feedback as to their impact on community colleges.
 - Will circle back with Monica on expectations for the colleges.

11:00 – Facilities Inventory Classification (HEGIS Codes) and Usage of Physical Space

- ❖ Maryland Higher Education Commission – Dan Schuster
 - See attached copy of PowerPoint presentation & additional follow-up information in response to discussion
 - Ultimately, looking for the best representation of the space needed regardless of how or what you use to obtain the data.
 - FCC utilizes partnership with county schools to have an annual appraisal to update inventory – major one every 5-6 years.
 - Recommended roundtable discussion for retreat.
 - Important to collaborate with colleagues completing S-6.

12:00 – Lunch

Old Business

- ❖ Aligning FPC Goals with MACC's Strategic Plan
 - Will circle back with Monica on expectations for colleges.

- ❖ COVID –19 Updates
 - Remote Work Policies & Future Office Space

- Enrollment will impact us all – depending on the decision on how they want to teach and how they want students to learn moving forward
- ❖ Meeting format – In Person vs. Moving forward
 - Majority – meeting in person. Hybrid format justifications really make sense. Inclement weather – can switch to hybrid or in-person.
 - Hybrid format allows flexibility. This is the world that we live in. We will adjust as needed.
 - Retreat – Discussion about the value of the annual retreat, BBRC remote vs. and in person, fellowship and networking benefit at in-person retreat.
 - Retreat location agenda item for February.
 - New Business for February

New Business

- ❖ FPC Website
 - Website is not current.
- ❖ Work Order System / Asset Management -
 - Lisa to send an inquiry to listserv about what work order system you are using.
- ❖ Lou Claypoole is an advisor for E&I – let him know if you have a contract that you would like to see on E&I
 - Asset Management Systems
- ❖ Website update for next agenda item

Adjourned at 1:45

Upcoming Meetings:

- January 13, 2023 – Cecil
- February 10, 2023 – Howard – Day before Greg’s Birthday!
- April 14, 2023 - CSM
- May 12, 2023 – Essex/Harford?
- June 1-2, 2023 – TBD

MHEC Presentation Additional Information:

During my presentation on Facilities Inventory Classification and Reporting Usage of Physical Space, a question was raised regarding this document, posted on MHEC's website in the MAC data transfer area:

http://data.mhec.state.md.us/D1/CC-S-6_Instructions_New_10.26.15.pdf

The document describes a way to report WSCH data that differs from what I as was describing as the optimal way to report Weekly Student Contact Hour (WSCH) information. It states:

"Line 5 - Weekly Student Contact Hours (WSCH) -- The following formula should be used: separate the credit hours into the following categories: credit hours taught in classrooms (110) and laboratories (210). Divide each number by 15. This will yield the FTDE (full time day equivalent) for each category. Multiply the classroom FTDE by 12.5, and laboratory FTDE by 4.5. These calculations yield the WSCHs."

First, it should be noted that the document was last revised in 2015 and is in need of an update. I will make sure that it is updated before the S-6 is next due. Second, what is described there is the "least preferred" way that can be used to calculate WSCH by formula if you are unable to provide more accurate WSCH information by other means. It is considered least preferred because this method typically under-reports actual WSCHs.

The instructional tab of the S-6 supplemental form (copy attached) provides several different methods to report WSCH as follows:

- Most preferred method of calculating WSCHs: Code contact hours in Lines 5 and 7 of the Form S-6 based on the type of instruction. For example, if a 4-credit chemistry class involves 2 hours in the classroom and 3 hours in a separate laboratory, then code 2 contact hours of lecture and 3 contact hours of laboratory. If a class involves lecture and laboratory instruction in the same room (usually a laboratory-type room), then coded the contact hours by the room type.
- Less preferred method of calculating WSCHs: Code contact hours in Lines 5 and 7 of the Form S-6 by room type. That is, code all classes taught in classroom space as lecture and code all classes taught in laboratory-type space should as laboratory. For this method, an accurate inventory of rooms by type is important.
- Least preferred method of calculating WSCHs: If coding of contact hours is done without separation of lecture and laboratory time, then use the formulas for WSCHs in the Line 5 instructions of the Form S-6. If the percentage of contact time in classrooms relative to laboratories is not known, then a reasonable breakdown is 75% lecture and 25% laboratory. This method will almost always under-report WSCHs.

But, as I explained in the presentation, however you able to obtain the data, the intent is to report in the most accurate way possible, the hours that need to be delivered in classroom or lab-type space in order to show campus space needs. It may be helpful to keep in mind the definition for WSCH that can be found in the MHEC Data Collection Glossary (linked here: <http://data.mhec.state.md.us/macinfo/glossary.pdf>) which is as follows:

"WEEKLY STUDENT CONTACT HOUR (WSCH) -- the equivalent of one student using one station during one hour per week in a classroom or lab. This includes only the hours actually scheduled in a classroom or lab and does not include unscheduled hours in those spaces even if required (examples include language, music, and writing labs classified as HEGIS Code 220)."



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