



MARYLAND COMMUNITY COLLEGE FACILITIES PLANNERS COUNCIL MEETING

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

Minutes for FPC Meeting at Garrett College June 6 & 7, 2019

| ATTENDANCE | | | |
|-------------------|----------------------------|------------------------|-----------------|
| NAME | INSTITUTION | NAME | INSTITUTION |
| Christina Kilduff | Allegany | Kathy Meagher | Garrett |
| Korey Layman | Allegany | Jon Metcalf | Hagerstown |
| Sheila Dyche | Allegany | Louis Claypoole | Harford |
| Jim Taylor | Anne Arundel | Travis Hopkins | Howard |
| Maurice Howell | Baltimore City | Jamie Karn | Montgomery |
| Adam Mott | Baltimore County (CCBC) | Kristina Schramm | Montgomery |
| Jerry Kramer | Baltimore County (CCBC) | Kerry Norberg | Montgomery |
| Lisa Aughenbaugh | Carroll | Dave Mosby | Prince George's |
| David Beard | Carroll/Cecil/CSM | Greg Grey | Wor-Wic |
| Chris Mills | Cecil | State Agencies: | |
| Paul Renshaw | Chesapeake | Phil Fleischer | DBM |
| Laura Dyson | College of Southern MD | Cynthia Tims | MHEC |
| John Anzinger | Frederick | Presenter: | |
| Katy Potts | Frederick | Noel Chesser | ENEL |

FPC Meeting Minutes: Day 1

1. **Continental Breakfast:** Thank you to Garrett College for hosting our Educational meeting and providing both delicious breakfasts and lunches.
2. **Call to Order:** Kristina Schramm called the meeting to order. Dr. Rich Midcap, Garrett College President welcomed everyone. He thanked the Facilities Planners Council for our achievement in obtaining a Facilities Renewal Grant for the Community Colleges. Dr. Midcap stated the importance of affinity groups, like ours, for issues like facilities renewal and professional development obtained from being part of this affinity group.

3. **Officer Reports:**

- A. Chair Report (Kristina Schramm): Later in the agenda, during the goal discussions, Kristina will give an update.
- B. Vice Chair Report (Jamie Karn): No report.
- C. Secretary Report (Kerry Norberg): Meeting dates were discussed and confirmed (see the chart at the end of these meeting minutes).
- D. Treasurer Report (Travis Hopkins): Travis suggested that since there have not been any changes to the funds, perhaps FY20 funds would not be necessary to collect. There was a discussion about fee amounts and perhaps increasing fees to be able to 'collect' funds to be utilized to hire consultants for specific labor-intensive tasks. An example would be to have the continuing education credit as it relates to space calculation studied by an outside consultant. No decision was formed at this time.

4. **Agency Reports:**

- A. MHEC Report (Cynthia Tims): Enrollment projections will be released today after they are presented. These projections will be posted for Community Colleges to have access to them.
- B. DBM Report (Phillip Fleischer): The last CBIS scheduled meeting, established in May, is next Monday. The CBIS system will give you a warning that can be by passed. As each Community College prepares their budgets, please reach out to DBM with any questions.
- C. DGS Report (Clarence Felder): Not in attendance.
- D. MACC Report (Brad Phillips): Not in attendance.

5. **Old Business:** Recap of FY2019 goals:

- Goal #1 – Continuing Education Study – Jamie Karn recommends that this goal move forward. Specifics discussed:
 - The small working group felt that enrollment numbers did not really detail how a space is utilized. Tracking these hours is very time intensive and the group's official conclusion to MACC, who requested the FPC look at the impact of continuing education to space needs, was to not move this goal forward.
 - Jamie and Kristina have an idea for obtaining room use to see how these hours impact utilization. If this approach works then they will bring it back to work group and then to the FPC to discuss.
 - Jerry Kramer invented a way to track continuing education through weekly student contact hours for CCBC back around 2002; utilizing the guidelines that established our current space factors we use today. Jerry will share this information with Jamie and Kristina.
- Goal #2 – Best Practices – Kathy Meagher recommends continuing this goal. Either a Best Practices topic or a State Agency Presentations (goal #4) were incorporated at the FPC meetings throughout FY19. There are still many best practice topics for

FY20 to discuss and the State Agency information is always informative and helpful. The group discussed:

- Architect Selection – how each college grades, selects, debriefs etc..
- A&E Contract vs. Encumbrance of State funds (MACC has an template for encumbering on their website).
- Kathy will gather other Best Practice ideas from the group.

Recap to be continued.

6. **Educational Session 1:**

Presented by Noel Chesser, Principal Energy Advisor, Enel X

'Developments in the Energy Markets' *Presentation available on the FPC website.*

- Worldwide trends in energy:
 - Energy consumption is up per capital
 - Adaptive grid agreements – Power Purchase Agreements (PPA)
 - DE carbonization requirements
- United States:
 - Fracking is up
 - Energy is priced by the hour
 - Solar is only 2% in the MidAtlantic Region
- Developments in the United States:
 - Liquid Natural Gas (LNG) exports are expanding.
- Regional Developments:
 - PJM are under Federal Regulations – to have open and competitive markets, they set the price for energy. PJM looks five years out, whereas, Feds look at reliable short-term best price.
 - Maryland is requiring 50% of energy consumption to be in renewable energy by 2030 but there is no plan on how to achieve this mandate.
 - PPAs are the most common way to purchase energy. They typically run for 20 years and are an economical way to manage energy cost.

7. **Old Business continued:** Recap of FY19 Goals

- Goal #3 – Promotion of Community Colleges on State Website – this goal will continue. Travis will continue to develop a website presence for the community colleges through show casing capital projects to advocate for state funding.
- Goal #4 – Agency Information – Kathy will continue to alternate between goal #2 and goal #4 for information sessions to the FPC, thus educating members to State procedures and best practices.
- Goal #5 – FPC Website – Kristina has been migrating the existing MD Facilities Planners Council website to the new website software should be completed this month, June 2019.

8. **New Goals discussions for FY20:**

- Community colleges need to advocate for improvements at the MD Department of General Services (DGS). DGS has a large area of stakeholders to provide critical services to and the consensus is that the community colleges are not receiving timely responses to time critical information. Specific documentation needs to be gathered and then

presented to the Presidents. Impacts to DGS's timeline will need to be explained. This will become a goal for FPC.

- A discussion as to 'why' DGS needs to review building plans as streamlining State procedures were discussed. For every capital project that the State funds there is a rigorous review by professionals, as well as a review by the local authorities that have jurisdiction as well as each community college's review of construction documents. Why does DGS need to review the capital projects in addition to the procedure at each community college? This was not how DGS processed capital projects historically.

9. **Educational Session 2:**

'Encumbrances and Closeout Process' to be presented by Clarence Felder, Program Manager – Public Schools and Community Colleges Construction

This was rescheduled from a previous FPC meeting. Clarence is not in attendance today, this can be moved to tomorrow's agenda.

10. **Bond Bill Review Committee (BBRC)** convened as Kathy Meagher lead a building tour of Garrett's new STEM building and renovation.

11. **Best Practice and/or Agency Presentation** discussion of topics continued:

- FFE – timing and process
- CC Tables
- HEGIS Codes – and space calculations
- Accessibility
- Procurement – reach out to the Affinity Procurement group – share documents – minimums and maximums – Purchasing Co-ops – blanket purchases
 - Lou will try to get an ENI representative in for our September meeting.
- SWM updates – County regulations
- On-call Contracts – sharing this list
- Inventory
- Space Scheduling
- Soil Amendments – as sub-base for roads and parking lots

12. **Adjournment:** Meeting adjourned at approximately 4:00 p.m.

FPC Meeting Minutes: Day 2

13. **Continental Breakfast:** Thank you Garrett College!

14. **Call to Order:** Kristina Schramm called the meeting to order.

15. **Old Business:**

Recap of FY 2019 Goals

- Goal #1: Continue with goal regarding the calculation of Continuing Education use of instructional space. Jamie and Kristina will lead this continuation.
- Goal #2: Continue Best Practices topics for up-to-date relevant training for facilities planners. Kathy Meagher will continue establishing these sessions.

- Goal #3: Continue creating a website presence of community college capital projects to aid in advocacy for state funding. Travis will continue leading this task.
- Goal #4: Continue to receive procedural updates from the state agencies. Alternate with the Best Practices presentations and discussions. Coordination of these updates will continue to be scheduled through Kathy Meagher.
- Goal #5: Migration of the old MD Facilities Planners Council website to the new website software. Kristina will continue to develop this new website and add relevant links to agencies and other resources. Previews will be shared with the FPC. This goal will be officially retired, but is being completed by Kristina.

Initiatives from FY 2019

- Renewal Grant - spearhead and supported by FPC.
- Maryland Public Art initiative – FPC successfully removed community colleges out of this bill due to hardship to the community colleges.
- Tours of CIP projects – FPC incorporated guided tours at community colleges for ‘lessons learned’ and education for members.

16. New Business: Goals for FY 2020

- Goal #1: A new approach to looking at weekly contact hours for Continuing Education to arrive at a space factor for Continuing Education.
- Goal #2: Best Practices to be combined with goal #4, procedural updates from state agencies, will continue to educate Facilities Planners at every other meeting.
- Goal #3: Develop a website presence of community college Capital Improvement Projects (CIP) for public and state education of the value of community colleges.
- Goal #4: State agencies updates to inform and educate FPC members.
- Goal #5: Reach out to the Department of General Services (DGS) regarding timeliness of approvals and responsiveness.

Facilities Planners Council Dues

Currently the dues are \$50 per year. This is a low rate. If the FPC would like to ‘pool’ monies to be able to hire consultants for the more labor-intensive studies, to achieve goals from the President Council, then we would have the ability to hire help as needed. Discussed increasing the dues and changing the billing period to two years from the annual due.

Soil amendment in the sub-base for roads and parking lot discussion:

There was a question about how other community colleges prepare their sub-base for roads and parking lots. Geotech consultants would be the best source for direction, as they will look at each site-specific condition for soil bearing strengths. Jerry stated that CCBC has three alternate treatments:

1. Soil cement – better with granular material – process:
 - Spread cement over subgrade until it is 12” deep
 - Add water – remix
 - Shape it and compact it
 - Use steel drum roller to seal
 - Curation time is 3 days
 - Then begin normal construction over this sub-base
2. Soil with added lime – same process except you add lime. This changes the consistency of the soil.
3. Soil with added lime and cement as an amendment.

- Add the lime first
- Then add the cement

17. Educational Session 3:

Presented by Steve Lauria, DGS Capital Projects Manager
 'High Performance Green Buildings (HPGB) in Maryland' *Presentation on the FPC website.*

Steve is on the Maryland Green Building Council and he reports to the Department of General Services (DGS). He prepares an annual report that describes Capital Improvement Projects (CIP), hence, the FPC would be a great source for him to tap into to understand each project.

- HPGB applies to all State agencies and local educational agencies (LEA).
- There are three separate paths for which to grade a building as green:
 - LEED – mandated for buildings over 75,000 s.f. and 100% State funded
 - International Green Construction Code (IgCC)
 - Green Globes – approved in 2018
- A Green Building Operations & Maintenance Manual is required to be turned in when Construction Documents (CD) are at 100% completion.
- MDOT has a contract for MD agencies to procure solar.
- MD Energy Database tracks energy consumption of State facilities.

Steve would like to develop a database to quantify the benefits of a Green building, like a scorecard.

18. Educational Session 2:

'Encumbrances and Closeout Process' to be presented by Clarence Felder, Program Manager – Public Schools and Community Colleges Construction
 Clarence Felder did not attend today. This topic will be rescheduled as part of goal #4.

19. **Lunch:** Thank you to Garrett for providing an enjoyable lunch for everyone.

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

| Meeting Date | Meeting Location |
|----------------------------|-------------------------------------|
| Friday, September 27, 2019 | Harford Community College |
| Friday, October 25, 2019 | Frederick Community College |
| Friday, December 06, 2019 | Anne Arundel Community College |
| Friday, January 24, 2020 | CCBC |
| Friday, February 28, 2020 | Carroll Community College |
| Friday, April 24, 2020 | College of Southern MD - new campus |
| June 4-5, 2020 | Wor-Wic Community College |