



## MARYLAND COMMUNITY COLLEGE FACILITIES PLANNERS COUNCIL MEETING

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

### Minutes for FPC Meeting Zoom Meeting April 24, 2020

<u>ATTENDANCE</u>			
NAME	INSTITUTION	NAME	INSTITUTION
Korey Layman	ACM	Chuck Nightingale	Howard CC
Lisa Aughenbaugh	Carroll	Bob Marietta	Howard CC
David Beard	Carroll, Cecil & CSM	Jamie Karn	MC
Jerry Kramer	CCBC	Kerry Norberg	MC
Adam Mott	CCBC	Dong-Min Kim	MC
Miriam Collins	Chesapeake C	Kristina Shramm	MC
Laura Dyson	CSM	David Mosby	PG CC
Henry Geer	CSM	Don Pruett	PG CC
Jim Taylor	AACC	Grey Gregory	WWCC
John Anzinger	Frederick CC	James Finger	CSM
Dawn Baker	Hagerstown CC	Vincent Ippolito	Hagerstown CC
Kathy Meagher	Garrett College	Clarence Felder	DGS
Louis Claypoole	Hartford CC	Dan Schuster	MHEC
Travis Hopkins	Howard CC	Phillip Fleischer	DBM

### FPC Meeting Minutes

1. **Welcome:** Donna Schena, Sr. VP for Administrative & Fiscal Services at MC, welcomed the Facilities Planners Council. She has been at MC for many years but since before she held this position she had no idea how complex Facilities Department is within a campus. She now realizes the importance of Facilities Services and the close correlation with student success/outcome. With large deficits for maintenance for buildings, the constant changes in weather and now COVID-19, her appreciation for the work we do has grown. Thank you for all that you do and a special thank you for the MC staff here.
2. **Call to Order:** Kristina Schramm called the meeting to order with an opening Zoom Housekeeping tips.

3. **Nominations & Voting of FY21/22 Officers:** Nominated and voted in were:

Chair: Kerry Norberg, MC  
Vice Chair: Kristina Schramm, MC  
Secretary: Kathy Meagher, Garrett College  
Treasurer: Travis Hopkins, Howard CC

Congratulations! These terms will begin with our FY21 FPC meetings, after June.

4. **Bond Bill Review Committee:** Volunteers are needed for the BBRC committee, which will be held in June. Volunteers were taken and the committee will consist of:

**Kathy Meager** to represent the small CC  
**John Anzinger** to represent the medium CC  
**Don Pruett** to represent the large CC  
**Kristina Shramm, as FPC Chair and representative**  
**Dan Schuster**, MHEC  
**Phil Fleischer**, DBM

5. **Officer Reports:**

- A. Chair Report: Kristina had no report.
- B. Vice Chair Report (Jamie Karn): No report from Jamie.
- C. Secretary Report (Kerry Norberg): Kerry will email out the Directory and ask for any revisions.
- D. Treasurer Report (Travis Hopkins): No change to the account. Although previously the group had agreed to increase dues to \$200/2 years, perhaps we should rethink this change with the uncertainty of budgets. John Anzinger stated that he would need to know the new membership due for his budget in October. Dues would be billed out after June for FY21 and FY22.

6. **Agency Reports:**

- A. DBM Report (Phillip Fleischer): Phil stated that the Governors Capital Budget would be either signed or veto on May 7<sup>th</sup>. Currently, the Governor has frozen the FY20 budget, therefore, State reimbursements are not available at this time. The Facilities Renewal Grant (FRG) is funded by the General Fund and therefore is affected. There is a potential that the FRG might be moved to the CIP fund for FY22. FRG for FY20 has a reimbursement deadline of June 1<sup>st</sup>.

There was a discussion as to if the CC should still make reimbursement submissions, with the conclusion that deadlines should be kept to keep each CC within the 'que' for when funds are available. Louis Claypoole asked if the FRG FY20 is not funded would it move to FY21; and hence, FY21 move to FY22? Dan Schuster stated that the FRG guidelines will need to be updated, and because some colleges have received their funding for current year, and others have not, the sequencing of funding to colleges needs to be re-examined. Miriam Collins asked if the State will know by May 7<sup>th</sup> what the budget impacts will be. Phil said that the Emergency Response will likely be more defined by May 7<sup>th</sup> and the Operating Budget will be in affect and FY21 funds available

after July 1<sup>st</sup>. Phil added that it is unlikely that the CC project funds will be funded over the \$80 million mark.

B. MHEC Report (Dan Schuster): Dan stated that no official notice will be issued concerning the FY20 budget freeze and current deadlines are still in place. He sent out an FY22 email earlier this week that everyone should have received. Other items identified:

- April 30<sup>th</sup> cash Flow Reports are due
- May 1<sup>st</sup> Part I & II due for FY22 projects
- Mid May project numbers will be assigned for new projects
- Mid May instructions for CBIS
- June 1 FY21 funds; CC should encumber ASAP

If the virus delays projects, let Dan know. He would like to know this information and we should track 'days of delay via COVID' as this information will likely need to be identified. The Capital Planning (CIP) process may change due to factors like deferred funding, remote teaching continuance and other factors in the future. We will need to stay flexible. Justification for projects could change; space needs altered, new delivery of education etc. It is likely that data collection for justification will change and we should start thinking about these new factors now.

John identified that the biggest project delays to date have been in delivery of project materials but now that contractors are not working around class schedules, projects are actually moving ahead of schedules. Adam Mott added that the elevator inspections have been delayed but that this was fortunately not a critical path item for them.

Dan was going to review the draft of the FRG guidelines but this was tabled until June.

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

D. DGS Report (Clarence Felder): Clarence had no report but he has two questions. How do CC deal with Contingencies? Who receives the money when the contingencies are not needed? John, Jim Taylor and Jerry Kramer all confirmed that the contingencies are NOT shared with the CM; and that they thought that was not allowed. In fact, Jerry thought when they started the CMAR they were directed that the CC could not share savings with the CMAR; to keep the CMAR from cutting corners. Clarence stated that in State projects sharing the savings from contingencies is allowed, but since this is rare he will not push this concept.

Clarence has also noticed that larger contractors are now bidding smaller projects and that for smaller contractors their prices are going up (for site projects also). He stated that for interior bids the prices are down. What are the CC seeing in bid numbers? Louis had two roof bids with big ranges from 11 contractors. Clarence stated that good contractor documents and bid documents should address wide swings. Dan asked if DGS has seen any delays in bids. Clarence only knows of one delayed bid. Most contractors have continued to work.

Both Don Pruett and Kathy Meagher have seen huge price increases to MEP bids. Kathy's bid was back in December. She had thought it was lack of skill labor and the flood of bids in the market but after talking to the subs they told her that they are able to

double their prices as an industry standard now. Don's MEP was 60-75% higher than the A/E estimate.

### Ten Minute Break

7. **DLR Group Presentation: 'Net-Aero Interactive Presentation'** by: Scott Cryer, AIA, LEED AP BD+C, and Roger Chang, PE, LEED Fellow. Presentation to be posted on FPC website. Questions asked and answered:
- *Vincent asked what does LEED cost a project?* There is still some premium for LEED but the cost has gone down for Silver and Certified LEED projects. Sometimes Power Purchase Agreements (PPA) can pay for these additional costs.
  - *Vincent asked if CC as a group could form a PPA?* Yes, universities and colleges can do aggregate purchasing. John Anzinger stated that Frederick CC is in a PPA with their County and Public Schools.

A Net-Zero game was described and ran. John got his choices to 100%. *Jamie asked if MC took this tool back could it be adjusted to MC specifics?* Yes.

### Ten Minute Break

8. **AGS Presentation: 'Evolutions in LEED & Other Green Building Rating Systems'** by: Allison Wilson, AIA, LEED AP BD+C WELL AP Sr. Associate, Sustainability Director; Corey Chang, AIA, LEED AP BD+C; and Greg Overkamp, AIA, LEED AP, WELL AP, Sr. Associate. This presentation is an accredited AIA CEU. Contact Allison Wilson at [awilson@asg-architects.com](mailto:awilson@asg-architects.com) for documentation. Presentation to be posted on FPC website. Questions asked and answered:
- Greg Grey stated that it has taken awhile to see the benefits to their PPA.
  - Miriam said that Chesapeake College is definitely saving monies with just the added solar panels and improved lighting

Summary comments from Allison: Maryland is ahead of many states, we have aggressive codes. She recommends if LEED 2009 is easy for a CC then LEEDv.4 will probably be achievable. She recommends designing to LEED v4, you can always upgrade to LEED v4.1 but you cannot go from LEED v4.1 to LEED v4. There is the LEED world and the real world impacts and benefits. It will be difficult to tell if the revisions to LEED are reducing long term costs, and the COVID-19 impacts, might slow recognition of results even further.

### Ten Minute Break

9. **Old Business:**

Goal #1: Continual Education (ConEd) study: Jamie Karn reported that there has been no progress on this goal, and we appear to have come to a stand still on finding a method of calculation that is not highly labor intensive, so the goal will be set aside.

*Post meeting update: Jamie will attempt to generate an Access file into which course enrollment data for each classroom can be transferred, through an automated process. If this succeeds, the labor need would be greatly reduced.*

Goal #2: Best Practices & Agency Information:

Today we had two Best Practice presentations. Kathy Meagher will not continue scheduling these presentations, since she will be the Secretary starting with FY21 meetings. Someone will need to step up. This will be assigned at the June meeting.

Goal #3: Promotion of CC – State Website Links: Travis will make a template and send it out to the CC as a Word Document. The change in work flow has been demanding but he should be able to get this out next month.

10. **FPC Educational Session:** This June meeting will be held as a zoom meeting. We will increase the break times and keep it to a day. The BBRC will likely be scheduled on day two, as if we were meeting in person. This would put the educational session meeting on Wednesday June 3<sup>rd</sup> and the BBRC on Thursday June 4<sup>th</sup>. Specific time for the BBRC can be scheduled per the attendee's schedule preferences. ***Dunes reservations should be canceled.***

**Possible Educational Topics:**

- New demand changes on projects and spaces
- How do we get Facilities ready to respond to reopening after shelter-in-place is over?
- How to make facilities safe
- Construction industries changes when working on campus – Travis to reach out to Gilbane. COVID-19 Safety Plans as part of contractor's response.
- Student perspectives to higher education options and CC responses
- Facilities work plans if social distancing continues vs. lost production
- Classroom response to new space requirements

11. **New Business:** After a diverse discussion concerning the COVID-19 impact and future influences, it was determined that this topic should be part of whatever educational sessions are scheduled. Perhaps more time is made in June to have deeper discussions about how each CC is adapting and how we are thinking we will function once we are back on campus.

It was determined that a list serve communication will finalize our June educational topics. Other items moved to the June agenda are:

- MHEC to present the draft FRG guidelines
- Conclusions to FY20 Goals
- Develop FY21 Goals

12. **Adjournment:** Meeting adjourned at approximately 3:40 p.m.

**UPCOMING MEETINGS:**

<b>Meeting Date</b>	<b>Meeting Location</b>
<b>June 3-4, 2020</b>	<b>Wor-Wic Community College via ZOOM</b>