

Maryland Community College Facilities Planners Council

Bond Bill Review Committee Procedures

AUTHORIZATION:

The Bond Bill Review Committee (BBRC) is a sub-committee of the Maryland Community College Facilities Planners Council (FPC). The BBRC exists and operates under the authority of the Maryland Community College Council of Presidents (MCCCP).

PURPOSE:

The BBRC shall function to assist the MCCCP and the Maryland Association of Community Colleges (MACC) in their preparation of the annual capital budget request to the Maryland Higher Education Commission (MHEC). The BBRC achieves this purpose by careful review of all capital budget requests from all community colleges and reporting its findings to the FPC and the MCCCP.

MEMBERSHIP:

The residing Chair of the FPC, in any given year, will be the Chair of the BBRC. Membership of the BBRC shall be comprised of one (1) Chair of the FPC, one (1) representative from a large community college, one (1) representative from a medium community college, one (1) representative from a small community college and ex-officio members. MACC categorizes each Maryland community college by size.¹

Ex-officio members include one (1) representative from the MACC and one (1) representative from the MHEC. This will allow the MACC staff and the MHEC staff to have first hand knowledge of the status of all the community colleges' capital project submittals and the rationale for the recommendations of the BBRC.

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CHARGE:

The charge of the BBRC, as outlined by MCCCCP, is as follows:

1. Create, maintain, and publish to the FPC a current BBRC Checklist that will assist the college's facilities planner in preparing a project submittal. The checklist will outline the minimum requirements for project submittals to the state.
2. Review all community college project submittals to ensure that they meet the minimum requirements outlined in the BBRC Checklist.
3. Ensure that all community college projects are categorized properly within the guidelines of the State. The BBRC will **not** prioritize projects within the specific categories. Categories from high to low are Life Safety, Legal Mandates, Project Completions, Renovation and Renewal of Existing Projects, Improvements to Utility or Basic Support Services, New Construction, Site Improvements, and Land Acquisition.
4. Forward all findings and recommendations of the BBRC to the FPC and the MCCCCP by mid-May of each year.
5. Identify any policy concerns or recommended changes to the capital funding process and present them to the MCCCCP for their consideration.

PROCESS:

All members of the FPC representing a community college having a capital budget request in the upcoming fiscal year will be requested to submit to the BBRC completed copies of CC – Form B “Summary of Five-Year Capital Program”, MHEC Project Impact Statements, and completed BBRC Checklists. [The CC – Form A “Annual Capital Budget Project Request” is no longer required as all data is now entered into the Capital Budget Information System (CBIS).] Blank forms are published in the Maryland Community College Facilities Manual. The BBRC will review all submittals using the criteria established by the BBRC Checklist as the basis for their recommendations to the FPC and the MCCCCP. The BBRC will report to the FPC and to the MCCCCP, identifying the status of all projects as recommended for approval or as not meeting the criteria set forth in the BBRC Checklist. The report will identify the specific area or areas of concern for projects not meeting minimum requirements. The BBRC Chair, in consultation with the members of the BBRC, will respond to any questions or concerns raised by the MCCCCP.

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SCHEDULE:

The suggested timeline for the submittal and review process is as follows:

The BBRC meeting will be held on or about May 20th annually. The exact date will be determined when the FPC meeting schedule is adopted for the upcoming fiscal year, typically in June of the current fiscal year.

The Chair of the BBRC (residing Chair of FPC) will call for volunteers, no later than the preceding month of March, from a small, a medium, and a large community college to represent the FPC and to serve on the BBRC.

The Chair of the BBRC will invite the MACC and MHEC representatives, no later than the preceding month of March, to serve on the BBRC.

The Chair of the BBRC will coordinate with all BBRC members, no later than the preceding month of April, the convening of the BBRC.

The Chair of the BBRC will request from each community college their project submittals including CC – Form B, MHEC Project Impact Statements, and completed BBRC Checklists, as early as is practical, prior to the BBRC meeting.

The BBRC will review the project submittals on or about May 20th of each year. Each community college will designate a facilities planner to be available by phone to respond to BBRC questions. If necessary, a follow up date to conclude the review process will be set by the BBRC.

The BBRC will facilitate a three (3) day maximum time for review and response to the FPC. This timeline will allow sufficient time for review and discussion by the MCCCCP before the final recommendations are compiled by MACC.

This shall conclude the duties and responsibilities of the BBRC as outlined by these procedures.

¹ MACC Community College Sizes		
Large	Medium	Small
<ul style="list-style-type: none"> • Anne Arundel Community College • Baltimore City Community College • Community College of Baltimore County • Montgomery College • Prince George’s Community College 	<ul style="list-style-type: none"> • College of Southern Maryland • Frederick Community College • Harford Community College • Howard Community College 	<ul style="list-style-type: none"> • Allegany College of Maryland • Carroll Community College • Cecil College • Chesapeake College • Garrett College • Hagerstown Community College • Wor-Wic Community College