



**MARYLAND COMMUNITY COLLEGE
FACILITIES PLANNERS COUNCIL
February 10, 2023
MEETING MINUTES**

Members:

**9:30 Call to Order
Officer Reports**

- ❖ Chair – Greg Grey
 - ❖ Responded to MACC with comments. Hopeful for another opportunity to make comments on SB84 – This will not affect most of our colleges. Varied thoughts SB92 – MD Sustainable Building Act of 2023 – Bird/Flight Bill.
 - Howard’s new building will address some of the issues of SB92. Architect is presenting on this subject today. We are also touring this building.
 - ❖ Space Utilization – Preferred ways to decide how to use space based on calculations, less/least preferred WSCH of these spaces. How will this impact our colleges because we are different from each other and four-year colleges under MACC.
 - ❖ Brad Phillips – New Director of Legislative affairs. Monica may report on this. Ms. Jantel Green. An email will be sent circulating her background and responsibilities.

- ❖ Vice Chair – Kerry Norberg - Not Present

- ❖ Secretary – Laura Dyson
 - ❖ A copy of the minutes and directory were distributed prior to the meeting for changes/updates. Please email Laura with any changes.

- ❖ Best Practice Coordinators – John Anzinger & Lisa Aughenbaugh
 - ❖ The center for eco-technology, a nonprofit partnered with the State of MD as well as USDA and EPA to offer no cost food waste assistance – MD organics recycling law – helping with processes.
 - Cecil and Carrol have been contacted by them.
 - This may be added as a proposed topic at retreat in April.
 - ❖ ESG and energy performance is interested in a presentation.
 - ❖ Lisa and John will be meeting to finalize the best practice presentation schedule. 4 topics for June retreat.
 - Laura to send June agendas to Lisa for reference and planning June 2023 agendas.

- ❖ Treasurer – Travis Hopkins

- ❖ \$0 Balance in treasury. Request for a new lead in BBRC this fiscal year familiar with the BBRC process and the form. Travis will help as much as he can for a few months until they take the reins.
 - This is an opportunity to learn a lot about the nuances and processes. It is not overwhelming. It is simplified now.
 - Collecting all projects and putting them in the right places. Verifying accuracy of information and finalizing numbers.
 - Submission is mid-May to June.
 - Kate Zurlage has volunteered to carry the torch.

Agency Reports

- ❖ DBM – Conrad Helms
 - The governor's budget was released on Jan 20th, and it is now in the legislative session. FY25 Programs have been received. This was the first year of the earlier deadline. A couple of schools have requested extensions – the most important thing is that the program reflects the college's needs. DBM will be sending review questions this spring. DBM appreciates the chance to visit schools in person to see sites and to meet staff. Conrad hopes to schedule as many sites visits as they can in person. Contact Conrad with any questions.
- ❖ DGS – Iman Shaker
 - Accounting is back up and running. They are working on closing out projects.
 - Dan reported they are looking at projects Feb – CSM, March – Harford, Hagerstown
- ❖ MHEC – Dan Schuster
 - Please see attached state agency report.
 - Will send out information to review calendar deadlines.
 - Annual Space Inventory due April 5th – instructions coming beginning March. Templates are the same – only the dates are changing.
 - Facilities Renewal Supplemental – Start thinking about projects NOW because there will be a hard deadline this fiscal year. Plan on spending \$1M in one fiscal year – by June 2024.
 - FY23 Funding – No deadline. You do not have to spend it by June 30th this year. DBM holds it in an account that lasts for years.
 - FY23 unfinished projects can be put on the FY24 project list. More information will come through the instructions in the next couple of weeks. FY24 project identified by end of April. If your priorities have changed, then just provide an explanation as to why they are not on the FRG master list. Should not be a capital project.
 - FY24 – Both FRG and FR Supplemental have June 30th deadline.
- ❖ MACC – Monica Randall
 - Thank you for comments on gender-inclusive signage and energy bills – in the middle of legislative session.

- SB614 – Public Safety Smoke/Dampers/Control - Would like review and comments. Scheduled for Feb 21st. Need comments by mid next week. Should we monitor and/or weigh in for opposition or support?
- Comments are shared with college's presidents. We are gathering for internal use in MACC to weigh in with college presidents.
 - Concerns expressed that Climate Solutions Now Act FPC voices were not heard on commentary. FPC colleges still do not know what is going to happen.

10:30 Old Business

- ❖ Aligning FPC Goals with MACC's FY22-FY23 Strategic Plan
 - Continue work aligning FPC goals.
- ❖ 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 locations
 - Hybrid format for monthly meetings can continue. We are typically half online and half in person.
 - Retreat should be in person to reflect on the year. No zoom.
- ❖ Status Condition of FPC website & Listserv
 - Difficulty with accessing information off website. Unsure if this issue has been fixed. Kristina will reach out to MACC for host conversation.
 - Listserv is having difficulties. It is in a state of flux. CCBC is also redoing their website. Need a fresh and stable website. Howard may be a good host for listserv.
 - It would be nice to have a single collaborative space.
- ❖ Telework conversation
 - Essential employees typically do not telework. Certain unfairness regarding those that can telework and those that cannot.
 - VP Approval for duration of teleworking @ Cecil. Limited to one day per week or can do five days per week depending on circumstance. No stipend/adjustments/benefits for non-teleworking employees.
 - Howard is 2x a week. No stipend/adjustments/benefits for non-teleworking employees. Employees received a stipend after the pandemic and recognized afterwards.
 - Wor-wic you do not have an office if you telework more than 2x a week. Cannot telework on Mondays/Fridays. Most employees on campus 3x a week.
 - Montgomery College – 3x a week. Each office is difference because some departments can only work 2x a week.
 - CCBC got a bump in hourly pay during covid.
 - Reciprocity agreements prevent employees from further locations

11:00 New Business

❖ Roundtable Discussion & Listserv Topics

- Procurement listserv is hosted by Montgomery College. Send listserv requests to Gerry at CCBC.
- Korey requested information on roofing contractors. Wor-Wic utilizes cooperatives and/or piggyback agreements. Current Wor-wic roofing contractor is responsive. CCBC also has had satisfactory results by utilizing cooperatives over the lowest bidders. Rural/far college locations can pose challenges for procuring contractors.
- Laura requested information Facilities inquiry access to technology availability
 - Baltimore City – 3 computers for 15 employees.
 - No one below Assistant VP has a mobile device.
 - No stipend for personal use. Utilizing radios and text/calls on personal devices.
 - Garrett – stipend for director and 27 essential employees. \$25/month. Approximately 4 employees per computer.
 - Wor-Wic – Stipend for director, most admins have stipend. Employees have computer stations. Approx. 20-25 employees that share 5 or 6 stations. Not required to use personal devices. Radios only.
 - CCBC – Need to contact Tim Burton for information on operations side.
 - Harford – 10/12 building maintenance employees have their own desk and desktop; 2 grounds have their own workstation. During the day – everyone on the maintenance side has a radio. Communication is mostly via radio. Cell phones for directors are cheaper than issuing a stipend. Managers have cell phones/stipend. Trade technicians have phone or stipends – emergency response only. 56 employees have college cell phones.
 - Fredrick – Radios. Shared workstations. 4 college issued cell phones – John Anzinger and project managers have laptops. Stipends. Maintenance technicians – tablets.
- CCBC is $\frac{3}{4}$ of the way through a compensation study... side discussion on compensation. Harford and CSM are also going through a compensation study with Evergreen. CSM and CCBC no longer have merit increases in compensation. CSM is doing a one-time 10% retention bonus in FY24 if you stay for two years.
- New Bill – Briefly overviewed narrative in proposed SB614 – Public Safety – Fire Dampers, Combination Fire Smoke Dampers, and Smoke Control Systems - References NFPA. Will be sent to FPC. Senator Brooks, Augustine, and Ellis. Greg to send it out to the council.

❖ Discussed reviewing FPC 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.

- Goal 2: Publish and update the community college capital projects website information to advocate for continued state funding.
- 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.
- 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.

12:00 – Lunch

1:00 – Presentation on Senate Bill 92 – Bird Strike Avoidance & Building Design Considerations

- ❖ Presentation unavailable due to proprietary information.
 - Overview of SB92 – Integration of design to follow energy codes and legislation – MD energy code limited to the amount of glass on the building 40% - can exceed 40% if you can prove you still meet or improve energy efficiency.
 - Allowances in the senate bill for operations. Also, code requirements for minimal and/or emergency lighting. Legislation is to avoid having buildings with lights on 24/7.
 - Lighting minimized between midnight and dawn – includes exterior and interior lighting. Building automation inside – reduced lighting in unoccupied spaces. Reduce light pollution – project exterior lighting on the ground instead of in the sky.
 - Times in building lighting requirements may be connected to bird migration.
 - Reduce lighting in existing buildings as practical and within budgetary constraints.
 - With each thing you put on the glass – it will affect visible light or uv penetration. Will reduce solar glare and/or heating. This is what makes blinds not as effective as other methods. The further you get away from the surface – the less effective it is.
 - Birds travel mostly at night when there are fewer predators. They are used to following the moon and the stars – they are confused by exterior lighting and do not resume flight until the morning and fly into building windows.

Adjourned at 1:45

Upcoming Meetings:

- April 14, 2023 - CSM
- May 12, 2023 – Harford
- June 1-2, 2023 – Wor-Wic



Wes Moore
Governor

Aruna Miller
Lt. Governor

Mary Pat Seurkamp, Ph.D.
Chair

**Maryland Higher Education Commission Agency Report
Maryland Community Colleges Facilities Planners Council Meeting
February 10, 2023**

- A. State Share Percentages for the FY 2025 capital budget were sent in January
- B. Part I/Part II Facility Programs for FY 2025 new projects were due 2/1/2023
 - a. There were a few that asked for small extensions, please continue communicating with all agencies on those
 - b. Reminder that the deadline to submit programs for the FY26 cycle is 12/29/2023
- C. FY 2024 Budget Recommended budget was released 1/20/2023; tentative dates for capital hearings for community colleges have been set:
 - a. Senate hearing is 2/28/2023 at 2pm
 - b. House hearing is 3/1/2023 at 4pm
- D. FY 2024 Facilities Renewal Supplemental funding
 - a. Total of \$15M included in Governor's Budget, which is to be distributed \$1M to each of the 15 locally owned schools
 - b. Instructions to be sent in February to include info on what needs to be submitted to MHEC and when; let's discuss this
 - c. Colleges should plan to spend the \$1M no later than 6/30/2024 as we may not be able to hold money after that date; this is unlike the FY23 which has no set expiration date because of how it was appropriated
 - d. For that reason, you may need to spend your FY24 money before the FY23 money; therefore, plan submit any FY23 projects that are not yet complete for inclusion on the FY24 list
- E. Annual Space Inventory reports will be due to MHEC April 5th; instructions/templates will be sent out at the beginning of March
- F. There are approximately 25 old/completed projects to be closed out with DGS
 - a. Goal of completing a few each month until everything is completed by June
 - b. February we plan to start work on the 4 CSM projects - #395, #409, #432, #439
 - c. In March we plan to look at Harford #457 and Hagerstown #404, 425, and 447
- G. Space Guidelines Review
 - a. Classrooms, office, and lab subgroups meeting regularly
 - b. Will update FPC periodically
- H. Questions/Discussion