



**MARYLAND COMMUNITY COLLEGE
FACILITIES PLANNERS COUNCIL
October 7, 2022
MEETING MINUTES**

Attendees:

College / Agency	Name	Attendance
Allegany College	Christina Kilduff	Virtual
Carroll CC	Lisa Aughenbaugh	In Person
CC Baltimore City	Kate Zurlage	In Person
CC Baltimore County	Adam Mott	Virtual
Cecil College	Keith Brown	Virtual
Chesapeake College	Miriam Collins	Virtual
College of Southern MD	Jill Wathen	In Person
College of Southern MD	Laura Dyson	In Person
DBM	Conrad Helms	Virtual
DGS	Iman Shaker	Virtual
DGS	Craig Curtis	In Person
Garrett College	Kathy Meagher	In Person
Hagerstown CC	Dawn Baker	Virtual
Harford CC	Trevor Jackson	Virtual
Harford CC	Louis Claypoole	Virtual
Howard CC	Travis Hopkins	In Person
Howard CC	Chuck Nightingale	Virtual
MACC	Monica Randall	Virtual
MHEC	Daniel Schuster	In Person
Prince George's CC	Clarence Bryant	In Person
Prince George's CC	Don Pruett	In Person
Wor-Wic CC	Greg Grey	In Person

**9:00 Call to Order
Officer Reports**

- ❖ Chair – Greg Grey
 - Draft Legislation Report – MACC – Ties into the FY24 Strategic Plan
 - Attended MHEC Space Guidelines meeting – classroom space standards
 - Meeting every couple of weeks, going over changes needed at community colleges and 4-year schools

- Attended meeting about MDE's organic waste bill – you may be subject adhering to this bill if you are generating a lot of food waste – starts in January. If you're within a 30-mile radius of an organic waste facility you may be subject to this bill.
- ❖ Vice Chair – Kerry Norberg
 - Not Present
- ❖ Secretary – Laura Dyson
 - Calendar Invites using directory listing moving forward instead of Listserv email was successful.
- ❖ Best Practice Coordinators – Lisa Aughenbaugh
 - MCE may have connectivity issues. November meeting location will either be at MCE or Carroll with meeting topic to be TBD. November 4th is confirmed date.
- ❖ Treasurer – Travis Hopkins
 - Fund balance \$0.00. Additional updates during goals discussion.

Agency Reports

- ❖ DGS – Craig Curtis
 - Finally getting through backlog of CPEs. As we start to finish that process – we are working towards closing some things out. Down to 25-30 or less CPEs.
 - Reviewing drawings. Program I and Program II match dollar amount and drawings. This will happen closer to close out. Should start to be getting payments in soon.
- ❖ MHEC – Dan Schuster
 - Reminder: Please make sure DBM is aware of any changes to project schedules & cost estimates. October is when Conrad puts together his budget recommendations for FY24. If things have changed since budget requests were put in, make sure you get all that information into him. There should be enough room in the budget to handle escalation costs.
 - Projects to BPW – We will not have to do that this year. Process is developing – new form. Will let everyone know individually – found out last week.
 - Cash Flow Report – Quarterly Report. Facilities Renewal Tabs.
 - Cash Flow Tab – Only STATE dollars through grant program. Do not care about local dollars or when you paid vendors. Yellow tab – what you have actually received in recent quarter. Funds from DGS to colleges. Unpaid CPEs do not go in actuals. Confirming actual funds.
 - Design Status & Construction Status tabs – Depends on what phase you are. Most important is status update on where we stand with the project. If you're in the design phase – put start date of contract and estimated completion. If you haven't started – estimated start date and estimated completed. Update for status changes as the project goes along. Construction start date needs to be actual start date. Update construction tab when construction has started. Remarks on construction tab could be on schedule, delayed, etc. Update when you think you'll get to closeout phase.
 - FRG Status – Project Description – put the project title that was on the award letter. Actual start date is the start date of contract.

Estimated date of final FRG Invoice to be sent to Dan. Update for all of the projects. If you haven't started – when you expect it to be started.

- FRG Supplemental Funds Tab – No hard and fast deadline for this money. Do not have to worry about 6/30 deadline. We do need to know when you'll need the money. DBM transfers money to MHEC as it is needed. Some money will be transferred into mid-October. *Important* 4/1/2023 – if you have contracts underway lets Dan know there are invoices coming soon. It takes 2 months to get funds. In 2nd quarter – the amount of money is not going to come until April.
- See attached for full MHEC Report
- ❖ MACC – Monica Randall
 - DBM Hearing was September 27th. Things went well. There is room in the budget for cost overruns.
 - Continue to work on Space Guidelines. Wants to thank those that are making contributions. It is very important work.
 - Dashboards for Facilities Planners. Taking information from MHEC every year – and turning into data visualizations.
- ❖ DBM – Conrad Helms
 - Capital Budget meeting a couple weeks ago. Thank you to everyone that participated. Need to have updated cost and schedule information – please reach out to Conrad and Dan Schuster.
 - Construction escalation – once the states commits to a project we will see it through. Please make sure project scope is consistent throughout the project. Make sure we are good on local match because the state cannot increase its share.
 - The next few months will be busy at DBM. Site visits will happen in the spring – it will be a big statewide tour.

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.
 - Gilbane will be presenting this afternoon. Tour of CPA, Culinary Arts, and Marlboro Hall scheduled for the tour. It is very interesting to see the transformation of a 50-year-old building skeleton into a new building.
 - Roundtable Discussions on topics brought up in the listserv and not covered during lunch.
 - Goal 2: Publish and update the community college capital projects website information to advocate for continued state funding.
 - These are projects funded by the community college grant.
 - Data organization – How do we want them organized? Organized by year over institution.

- Discussion on where this document will live and how often it will be updated MACC should be sent this project portfolio.
 - FPC website is maintained by Montgomery College – this portfolio will be posted on this 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.
 - DGS Craig – Green Building Council – GBC is putting together an annual report. If there are any buildings you have that have met that performance criteria – it is low bar – please send me those building names and picture. He can push it into the Green Building Council to be in their annual report. Most buildings are at least LEED silver.
 - Discussion about LEED silver vs. Green Building Council requirements.
 - Discussion about vast differences between Net Zero vs. Energy Efficiency and cost impacts. There are no criteria to achieve it, but they are putting together a plan to achieve it. Additional requirements may be coming.
 - Kate Zurlage volunteered to provide monthly updates for Goal 3.
- 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.
 - Discussed staying on top of this bill and awaiting guidance from MACC.

10:30 Introductions

Introductions: Welcome Kate Zurlage from CCBC and Jill Wathen from CSM for their first “in person” meeting!

Old Business

- ❖ Aligning FPC Goals with MACC’s Strategic Plan
 - Some modifications based on our FY23 FPC goals there will be subsequent meetings on how we are doing.
- ❖ COVID –19 Updates
 - Discussion on the varying protocols, physical presence, and enrollment at the different colleges.
 - Wor-Wic – 50-60% on campus presence. Conversations about getting more full-time enrollment.
 - Howard – Increased demand for in-person classes. Questions about study spaces.
 - PGCC – Middle college on campus where high school students attend. Need new type of room for returning students.

- Carroll – Health Department is no longer doing contract tracing. Carroll still has self-reporting tool for students and staff.
- Varying COVID mask requirement and/or sneeze guard removal requests at each campus.
- Capital Projects – Wor-wic has long lead times for certain items. Glass/Windows is one of them. Windows are going up next week. Problems with getting doors, mechanical equipment and electrical gears. Lead time of 20 weeks on electrical gear. Overages are being absorbed through contingency. PGCC created GPMs. CC Balt. City got lucky with the roof. Howard is ordering at least 1 year early for lead times on AV equipment. Garrett also experiencing long lead times for AV equipment. CC Balt. City and Garrett experiencing long lead times on security cameras.

11:30 New Business

- ❖ Roundtable Discussions on Various Topics:
 - Spaces for students to attend online classes
 - CMAR – No further questions
 - Retainage until approved devices are installed
 - MD Food Residuals Law
 - Door Force into Common Areas

1:00 Gilbane: Construction Market Conditions

- ❖ Dec 2020 – June 2020 Construction Input Prices increased 45.3%
 - Iron and Steel over 100% change since Feb. 2020. Unprocessed energy materials saw a 182.4% change and natural gas was a 414.00% change!
 - Lead times are constantly expanding!
- ❖ Trend was steady until 2020. New construction likely to feel the impact of rising inflation. Some commodities beginning to soften such as copper, steel and lumber. Volatility is likely to continue.
- ❖ Labor Force – Steeper declines in labor force for construction than expected.
- ❖ Material/Equipment Availability – material lead times continue to vary. Steel and roofing, previous challenges, have begun to soften. Electrical components continue to remain a challenge.
- ❖ Cost Drivers – E-Commerce Sales Surged 56.4% between 2020 1st quarter and 2022 1st Quarter. Shortage of Truck Drivers led to longer delivery times. Domestic Freight Rates Increased 13% from Sept. 2020 and Sept. 2021. Diesel Fuel Costs rose 61% from Jan. 2022 to peak in June 2022. Residential housing surged to meet demands. COVID lockdowns.
- ❖ Trucks @ Port of Baltimore – It is taking them 6 hours to get in the port.
- ❖ Outlook Trends – Slower Growth, Supply bottleneck improvements, tighter financial markets expect to lead to further retreat commodity pricing. Slow process for cost reductions. Anticipate continued escalation growth through 2022 and into 2023, although not as steep as 2021.
- ❖ Solutions – Push design of critical elements in the design, encourage domestic elements in design, utilize design-assist partners for early procurements and locking in labor supply, identify opportunities to accelerate design on long lead time equipment and materials. Building appropriate escalation allowances into estimates, monitor contractor pre-qualification closely to ensure trades have the

capacity and financial wherewithal to delivery. Developing lack of key materials/equipment work arounds to maintain construction.

- ❖ Reviewed questions submitted prior to FPC meeting. What would a contractor propose as the best way to address outstanding issues after a project is complete, particularly with respect to payment/retainage? No silver bullet for that issue.
- ❖ Discussions:
 - Discussion about GMPs. PGCC - Gilbane bid project with several GMPs. Construct, designed, and procured as the project goes along. (The train is moving down the track, but the train is being put together as it is moving.) Howard also utilized GMPs with Gilbane. Harford expressed concern about GMPs and financial support.
 - Mothballing projects is not a good idea – FPC needs to find creative ways to keep projects going despite current conditions. Look for other funding sources. Each college has different local shares.

Adjourned at 2:05!

Tour: Center for Performing Arts, Culinary Arts, and Marlboro Hall Project

Upcoming Meetings:

- November 4, 2022 – MCE/Carroll TBD
- December 9, 2022 – AACC
- January 13, 2023 – Cecil
- February 10, 2023 – Howard
- April 14, 2023 - CSM / Essex
- May 12, 2023 - CSM / Essex
- June 1-2, 2023 - Exact dates and location TBD



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Mary Pat Seurkamp, Ph.D.
Chair

James D. Fielder, Jr., Ph. D.
Secretary

**Maryland Higher Education Commission Agency Report
Maryland Community Colleges Facilities Planners Council Meeting
October 7, 2022**

- A. FY 2024 Budget Process
 - a. DBM Hearing was held 9/27/2022
 - b. DBM will be working on budget recommendation in October/November, so any updates to schedules and costs should be sent to them for inclusion in budget
- B. FY23 First Quarter Flow/Project Status Report
 - a. Due to MHEC via e-mail by 10/31/2022
 - b. FRG Status Tab Updated
 - c. New tab for Facilities Renewal Supplemental Funding
 - d. MHEC will present the new form briefly to explain it and entertain questions
- C. Encumbrance of funds for current projects:
 - a. Montgomery College TP/SS Leggett Building (#458) item on 10/12 BPW agenda
 - b. The following projects were to be on the BPW agenda but likely now will not be required to be since they are only using PAYGO funds:
 - i. Chesapeake College LRC Roof/Chiller (#474)
 - ii. CSM Hughesville Health Sciences Center (#454)
 - iii. Wor-Wic CC Applied Technology Building (#471)
 - iv. CSM La Plata HT Renovation into SRC (#473)
 - v. CCBC Essex Wellness & Athletics Center (#451)
 - vi. CCBC Multiple Building Roof (#477)
 - vii. Hagerstown CC Second Entrance Widening (#478)
 - viii. Montgomery College TP/SS Library (#479)
 - ix. Howard CC Math & Athletics Complex (#466)
- D. Space Guidelines Review – classrooms, office, and lab subgroups meetings; will update FPC periodically
- E. Questions/Discussion