



## MARYLAND COMMUNITY COLLEGE FACILITIES PLANNERS COUNCIL

**April 11, 2025  
MEETING MINUTES**

### Attendees at Hagerstown Community College

Name	College / Agency
Katy Angstadt (remote)	Community College of Baltimore County
Lisa Aughenbaugh (remote)	Carroll Community College
Andrew Clark (remote)	Allegany Community College
Miriam Collins (remote)	Chesapeake College
Craig Curtis (remote)	DGS
Laura Dyson (remote)	College of Southern MD
Christopher Flaherty (remote)	Frederick Community College
Gregory Grey (remote)	Wor-Wic Community College
Conrad Helms (remote)	DBM
Travis Hopkins (remote)	Howard Commn

Name	College / Agency
Christina Kilduff (remote)	Allegheny College
Dong-Min Kim (remote)	Montgomery College
David Koenigsburg (remote)	DBM
Jason Ludd	Cecil College
Kerry Norberg	Montgomery College
Karen Place (remote)	Frederick Community College
Kristina Schramm (remote)	Montgomery College
Dan Schuster (remote)	MHEC
Iman Shaker (remote)	DGS
James Taylor (remote)	Anne Arundel Community College

### Officer Reports

- ❖ Chair – Chris Painter (absent)
  
- ❖ Vice Chair - Greg Grey
  - The only update I have is regarding the retreat. I've already sent out information about hotel arrangements and reservations, but if you didn't receive it, let me know and I'll resend it to the LISTSERV.
  - We've secured a block of rooms at the Holiday Inn Oceanfront in Ocean City. The rate is \$179 per night. Check-in is on June 4th, and check-out is June 6th. We have 15 rooms reserved, and the deadline to take advantage of this group rate is **May 5th**.
  - I don't have an exact count of how many rooms have already been booked, but I've heard from about 8 or 9 people who plan to attend—some of whom need rooms and

some who don't. Based on that, I'd estimate around 7 rooms may have already been booked, which means we likely have about 8 left.

- If you're planning to attend and haven't made your reservation yet, I recommend booking your room soon.
- We usually plan a group dinner for the second night of the retreat, but if there's interest in having a dinner on the first night as well, please let me know by the next meeting. Restaurants in Ocean City tend to book up quickly once May begins, so we'll need to make reservations soon if we decide to add it.

❖ Secretary – Dong-Min Kim

- Nothing to report but would like to introduce Karen Place and Christopher Flaherty from Frederick Community College.

❖ Communications Coordinator – Travis Hopkins

- I know we've been working on putting the BBRC together, and aside from that, I don't have much else to report.
- I did revisit the project portfolio reports and plan to send out a blank template soon—along with a list of what needs to be included. I'm also planning to create an example using one of HCC's projects, since I need to complete that part as well.
- The goal is to make it really simple to add your projects. In many cases, you can just copy and paste content from your foundation or use the architect's project description, plus a few pictures.
- I'll be sending that out again soon as a reminder. Ideally, we would like to get it in by May 19<sup>th</sup> but I understand the timing can vary depending on the county—especially with paperwork, state approvals, and county backing in some cases.
- The hard deadline for submission is July 1st. We usually aim to have a first draft or initial version ready by the retreat so we can start discussing it there. That's actually the original purpose of the retreat—going all the way back to the days before the internet!
- Dan will send out the new Form B.
- I've updated the directory to include a few new members. For those new additions, I also forwarded this month's meeting agenda since they missed the original email.
- We're keeping everything current, and I had planned to send out the updated directory yesterday—but I'll go ahead and send it today instead.
- Please take a moment to review it once you receive it. If you notice anyone missing or if any information needs to be updated, let me know and I'll make the necessary changes.

❖ Best Practice– Jim Taylor

- Ayers Saint Gross is tentatively scheduled for the May meeting at Harford, though we are still awaiting confirmation. Their presentation is expected to cover the impact of evolving sustainability and green energy requirements, along with an overview of the forthcoming LEED version 5.
- Retreat agenda? Does anyone have the agenda for the retreat or any notes from the last meeting? If so, please send them to me. I'd like to gather some ideas for the retreat by the May meeting.
- Greg suggested for those who aren't familiar with CIBUS, Conrad and David can provide insights on it. Starting around June or July, people will begin entering data for December, so it wouldn't hurt to have a refresher on how it works. I know they've held similar sessions in the past, usually every year, to help those who aren't familiar with the system. It would be helpful to have something like that presented to everyone, just to give a clear understanding of the process. If you don't use it daily like most of us, it's easy to forget key details—like what to input, where to go, and what information the system needs when evaluating funding requests

- Dan said that he would be happy to report or present on any topics you'd like. However, he not entirely sure what my schedule will look like for this year's retreat. It's possible he won't be staying overnight and might just come in on Thursday morning and leave in the afternoon. If there's anything specific you'd like me to cover, he would recommend scheduling it for Thursday morning. He may stay longer, but he would not know for certain until later. So, for planning purposes, Thursday morning is the most reliable time slot he has available. Dan would be happy to discuss anything you need. He knows we will be covering the regular training sessions and discussing the CC tables, as well as the other submissions due on July 1. Conrad and Dan were just talking about potential dates for those sessions earlier today, and they will likely happen outside of the FPC. But again, if you'd like me to prepare a longer presentation on anything, just let him know.
- BBRC review committee members? Small colleges are Andrew and Chris Painter; Mid-size colleges are Travis and \_\_\_\_\_; Large are Katherine Angstadt and \_\_\_\_\_. Last year we revised the checklist and that will go out to ask the college and we ask the college different questions that was relevant to submission. Ideally, the next step would be for the Facility Planners Group to issue a memo to the committee and Members. This memo would outline the key dates and specify the forms required for submissions to the Bond Bill Review Committee. It should also clarify who the Bond Bill Review Committee is. This could be a simple one-page document that we revisit annually—updating it with the current year's requirements. We've done similar things in the past, and I think it's been quite helpful.

## **Agency Reports**

- ❖ DBM – David Koenigsburg
  - There's not a whole lot to report at the moment. We're continuing to work on facility programs and pushing items through management for review. On a more exciting note, the FY 2026 Enrollment Bill has been posted on the MGA website, so you can now take a look at the official document.
  - Aside from that, our focus remains on the Facility Program Review and scheduling upcoming site visits.
  - For the colleges slated to receive funding in FY26, we've received an email from DBM. Are those funds still intact for next year's budget? Conrad said yes, the enrolled bill—the final version, also referred to as the MCC bill (what you all know as the bond bill)—remained unchanged from DBM's original recommendation. So, if you received a letter from David or me in January, the funding amount listed there is still accurate and has been authorized.
  - Dan mentioned that this means the budget has been adopted, though it's not officially law just yet. The Governor still needs to sign it, and there's a possibility of line-item vetoes before that happens. However, everything should be finalized by the end of this month. Typically, in May, I'll start sending out notifications to those in line for an FY26 Facilities Renewal Grant. If you're receiving funding, you'll get an award notice with the grant amount, grant number, and a list of eligible projects. If you have a capital project that is newly authorized for FY26 and hasn't received any previous Head or CAT funding, you'll get a memo with the project number to use going forward. For those with existing projects receiving additional FY26 funding, I'll send you an email confirming that the budget is official, outlining your awarded amount, and explaining next steps. The next step after that will be to encumber the funds through the Board of Public Works (BPW). I'll remind you to submit the necessary request, since funds must be officially encumbered before they can be used. Expect all of this to happen in May—about a month from now,
- ❖ DGS – Iman Shaker

- Just like DBM, we at DGS are currently reviewing FY26 programs. So far, we're reviewing submissions from Warwick, Allegheny, and Chesapeake College.
  - In addition to those, we have a few other reviews in progress:
    - Montgomery College: Project 479 – Design contract
    - Carroll Community College: Project 463 – Construction award
    - Hagerstown Community College: Project 478 – 95% Construction Documents (CDs)
    - Hagerstown Community College: Project 482 – 50% CDs
    - Prince George's Community College: Project 468 – Duke Center, CDs
  - Please remember to submit your CPES forms once you've met your local share, so we can keep things moving efficiently.
  - Craig would like to stress—this last part is the most important. We've worked really hard to get everyone caught up and ensure all payments have gone out. We do *not* want to fall behind again, and I'd really appreciate not having anyone giving us that side-eye anymore. So please, let's keep those CPES forms coming, keep the conversations going, and make sure nothing slips through the cracks. We don't want to end up with backlogs that are five, six, or even more years old. Dan and Iman have done a fantastic job cleaning all of this up, and I'd really like us to keep it that way.
- ❖ MHEC – Dan Schuster
- As I mentioned earlier, the FY26 budget has been adopted. I don't have anything new to add on that unless there are questions, but please keep an eye out for additional information in mid-May.
  - Also in mid-May, we'll shift gears from FY26 to the start of the FY27 cycle. Shortly after DBM releases the official instructions to agencies, we'll send out all necessary information to you—including forms and templates that will need to be completed for your FY27 request submissions. As a reminder, those are due to me in **July**, and then I'll compile everything to submit to DBM in **August**. That process will begin in just a few weeks.
  - In the more immediate term, the **Quarter 3 Cash Flow and Project Status Report** is due to me **at the end of this month**. I sent the details out a couple of weeks ago, so please make sure you're working on that.
  - One key area of focus in this quarter's report is **supplemental facilities funding**. We're asking everyone to do their best to **spend down those funds by the end of FY25**, if at all possible. We'll be reviewing which colleges still have outstanding funds and what their current plans are for submitting invoices.
  - If you have any concerns about being able to spend those funds by the end of FY25, please reach out to me **as soon as possible**. That way, we can figure out how to expedite the process or, if necessary, put a plan in place to carry those funds forward appropriately. It'll save everyone time and effort if we can get the spending wrapped up by the end of the fiscal year.
  - Over the next couple of months—before the budget season gets fully underway—we're also using this time to conduct program reviews and site visits. I'm currently reviewing the FY28 program submissions that came in this past March. I'll be reaching out to schedule meetings with a few colleges to go over those projects in more detail before we send out any preliminary questions.
  - One final note: if you have any questions about the cash flow report—or anything else—please try to get those to me **today**, as I'll be on leave next week and returning on **April 21st**.
    - Conrad Helms – DBM
      - All this discussion about the FY27 budget reminded me that the **upcoming budget guide, which will be released in May**, will include **updated escalation**

**figures.** While those numbers haven't been finalized yet by DBM, I'm sure many of you are aware of the ongoing tariff issues and broader market conditions.

- Although the DBM escalation figures are still pending, **market analyses are already projecting significantly higher escalation rates** than what was used last year. It's probably safe to assume that construction costs will increase accordingly—and that's going to be a major factor for all of us across the state as we manage project budgets.
  - I just wanted to give you all a heads-up, especially since I know colleges are also working to secure local matches. We'll have the exact figures when the budget guide is released in early May.
  - Apologies for not mentioning this earlier during the DBM update—I should have included it then.
  - Just to continue along those lines—once the new escalation figures are released, they'll be reflected in the CWS forms when you're filling them out. Naturally, this will likely lead to **increased total project costs** across the board.
  - If your project costs do rise due to these updated figures, we'll need to see that **local matching funds are also increasing accordingly**. It's important that local partners are prepared to support those higher costs.
  - If local support isn't available to cover the increases, then the alternative would be to **reduce the project scope** to remain within the original budget. For ongoing projects, that could potentially involve **program modifications** or other adjustments.
  - These are just things to keep in mind moving forward. I know you're all already aware of these dynamics, but we'll definitely be looking for **clear local support to match any cost increases** tied to the updated escalation rates.
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❖ **MACC – Monica Randall (absent)**

- Monica will share the MATT End of Session Report.

❖ **FPC FY25 Goals**

- Goal 1 Identifying and share best practices for facility planners by exchanging individual college practices as well as presentation from industry and state agencies.
- Goal 2 Continue publishing CIP State Projects on both the MACC and FPC websites. We should expand this one but we will discuss this at the retreat
- Goal 3 Monitor MACC and to keep the FPC better informed, as the two-week notice for vaping regulations was insufficient.

- Goal 4 Restructure meetings and broaden our member base to enhance knowledge sharing by annually reviewing the Facilities Manuals, examining the website during meetings, integrating these elements into the meeting structure, and sharing standards and lessons learned from other projects. We will tie these ideas into the agenda and use the meeting location as a physical link by inviting others from the hosting campus for special topics.

## ❖ Old Business

- BBRC we already discussed
- Building Performance Energy Standards (BPES) discussion
  - **James Taylor:**
    - We've been digging further into building performance and energy regulations under the Building Energy Performance Standards (BEPS). One key insight is that the law mainly targets **carbon emissions**, not overall energy usage. Specifically, **electricity consumption isn't factored into penalty calculations**—it's all about fossil fuel use, like **natural gas** for heating.
    - We're still clarifying with MDE (Maryland Department of the Environment) whether we're evaluated as a **single campus system** or building-by-building, given that we operate a **central plant**. That central plant uses chillers for cooling and natural gas boilers for heating. There's limited room for improvement on the cooling side, so any potential penalties would mostly stem from the **heating systems**.
    - We're now exploring replacing our **gas-fired boilers** with alternatives—possibly **geothermal or heat pump** technologies. That effort is part of developing a broader **Energy Master Plan** for the campus, helping guide future equipment upgrades and project decisions.
  - **Gregory Grey:**
    - Same here. We don't have a centralized plant, but each building has its own systems, including **natural gas boilers**. Learning that **electricity usage doesn't count** toward penalties was eye-opening. We're working with **HBS Solutions**, who are entering our data into Energy Star and submitting it to MDE. This gives MDE a live view of what we're doing.
    - They recently updated us that the reporting deadline has been **pushed from June to September**, which is helpful. We're also submitting natural gas usage for FY24 to assess our **carbon footprint**. We've already started replacing **old cast-iron boilers with high-efficiency ones**, but it's unclear how much of a difference that will make.
    - Also wondering how political changes at the federal or state level might affect all of this down the road.
  - **James Taylor:**
    - Yeah, for our **Dragon Science Building**, the original plan was to continue feeding it from the central plant. I asked the design team to explore making it **standalone** with something like **geothermal**. But the cost difference was around **\$1 million more, plus 8 months of extra design work**. We're now leaning toward keeping the central plant as the core and **retrofitting that**, so multiple buildings benefit.
    - As part of our planning, we're assessing whether to pay a **penalty in 2040**—estimated at \$600K–\$700K if we do nothing—or make strategic investments now.

It becomes a **lifecycle cost analysis**: is it better to replace aging equipment now or wait until closer to 2040?

- **Gregory Grey:**
  - Makes sense. We're watching how things develop before we go too far. If you move forward with the Energy Master Plan and a consultant, I'd love to hear how that goes—might be something we replicate. Right now, we're just trying to see what our **carbon baseline** is through the Portfolio Manager tool.
- **Andrew Clark:**
  - If the submission date got pushed to September, do we know if the **audit deadline** got moved too?
- **James Taylor:**
  - I haven't heard about the audit date changing. Regardless, the earlier you get your info into **Energy Star** and share it with MDE, the better. They're understaffed, so even if you submit early, they may not review it right away—but you'll be on record.
- **Laura Dyson:**
  - If we can't get MDE to present at the retreat, I'd really appreciate a **roundtable discussion**. It'd be useful to share what each of us knows, what we've done, and what gaps still exist. For example, I didn't know **dining areas** are included in food service facility exclusions.
- **James Taylor:**
  - Yes, we asked MDE about that. Turns out, food service exclusions **include both prep and dining areas**, which surprised me. Also, **emergency diesel generators** required by code are excluded from emissions calculations, but it's not always clear which ones count—like for our data center.
  - We're also looking into what happens if we switch from **natural gas boilers to electric ones**. Electric bills would go up, but we'd avoid penalties. So we're comparing costs: **additional electricity vs. carbon penalties**, especially as the **penalties rise each year** after 2040.
- **Travis Hopkins:**
  - Exactly. We're seeing new technologies pop up, but many **aren't as efficient as natural gas** yet. Also, BG&E told us our electrical feed is near capacity. If we go all-electric, they'd need to run a **new underground feeder**, which is a whole other challenge.
  - We've also dealt with **metering headaches**—we consolidated to one meter for the whole campus, but now we might split meters again to take advantage of solar credits. It's all a balancing act.
- **Gregory Grey:**
  - Yeah, none of it is straightforward. We're keeping an eye on material **tariffs** too—might be worth getting a contractor to present on how that could impact future construction budgets.
- **Travis Hopkins:**

- Good idea. We've seen contracts now explicitly state that **tariff increases will be passed through to the owner**. When we built our MAC building, we **pre-purchased steel early**, which saved us later. But that kind of early procurement **shifts the cash flow** forward and can complicate funding timelines.
- **James Taylor:**
  - Exactly. We're already talking to the CM about **early material purchase packages** for the Dragon building to hedge against inflation and supply issues. But like you said, Travis, it's a gamble.

❖ **New Business**

❖ **Upcoming Meetings**

- All meetings will have Zoom/Teams access. Contact meeting host for the remote invite.
  - May 9, 2025 – Harford Community College
  - June 5-6, 2025 – Wor-Wic Community College