



## MARYLAND COMMUNITY COLLEGE FACILITIES PLANNERS COUNCIL

**October 11, 2024  
MEETING MINUTES**

### Attendees:

Name	College / Agency
Lisa Aughenbaugh	Carroll Community College
Andrew Clark	Allegany Community College
Miriam Collins	Chesapeake Community College
Cheri Craft (remote)	
Steve Dyott (remote)	Chesapeake Community College
Laura Dyson (remote)	College of Southern Maryland
Kaylee Haupt (remote)	Carroll County Government
Conrad Helms (remote)	DBM
Travis Hopkins	Howard Community College
Christina Kilduff	Allegheny College

Name	College / Agency
Tom McInroy	
Dong-Min Kim (remote)	Montgomery College
Jason Ludd (remote)	Cecil Community College
Adam Mott (remote)	Community College of Baltimore County
Kerry Norberg (remote)	Montgomery College
Chris Painter	Garrett Community College
Monica Randall (remote)	MACC
Dan Schuster	MHEC
Jim Taylor	Anne Arundel Community College
Will Waugh (remote)	Community College of Baltimore County

### Officer Reports

- ❖ Chair – Chris Painter
  - Talked to MACC to see if we can get someone to attend our meetings.
- ❖ Vice Chair - Greg Grey
  - No Report
- ❖ Secretary – Dong-Min Kin
  - Sent a link to track attendance of who is remote or in person to help with the meal preparations. Going forward the attendance sheet will be linked to the agenda.
- ❖ Communications Coordinator – Travis Hopkins
  - Sent out the updated directory, please review and if you have any changes, please email me at [thopkins@howardcc.edu](mailto:thopkins@howardcc.edu) and will get the corrections done next week. Thanks to CCBC IT department for being super responsive on making those adjustments.

- Have not sent out the form for updating projects but will cover that later.
- ❖ Best Practice Coordinator – John Anzinger
  - No Report

## **Agency Reports**

- ❖ DBM – Conrad Helms
  - We are making out recommendations now, working on the budget, which will come out in the middle of January. Don't have any updates on the bond level. CIP is funded by GO Bonds, so budget does not affect us.
- ❖ DGS –
  - Nothing to report
- ❖ MHEC – Dan Schuster
  - FY 25 money, if you have some funds and you have not yet sent me your request to recover those funds, please do that. I know some of you that cannot do that until your Programs are approved. FY26 budget process, we are working on putting recommendations together now. Governor budget will come out in January, so that is when you know whether or not the funds are going to be recommended. Email of their hearings in February and March and then they will pass the motion by April next year.
  - Facilities Renewal Grant (FRG) – Dan is putting this together for the State. 599 projects with \$2 million.
  - Quarterly Reports for FY25 due to Dan by October 31, 2024. Nothing changed on the report. There are tabs for the Danville Projects, Facilities Renewal and Facilities Supplemental. There is a spot to acknowledge receipt of payments, which you should do so they know that you got the money. Projecting what you are going to send in, the additional requests for and update the project status for everything. This are how we figure out where each project stands.
  - Facilities Supplemental Funds - make sure that you have got that information as it is possible. I still have some money that has to be transferred from DBM to us to pay the bills. It is important that it is accurate, so I know when I need to get the funds. We expect everyone to spend the funds by the end of the year.
  - Next month with presenting S-6 form change
  - After budget set for FY26, will go back to review Programs
- ❖ MACC – Monica Randall
  - Dan does such a fabulous job reporting on the Capital and Facilities side.
  - No more direction on vaping sign but will ask the legislation folks.
  - No update on the Climate Bill other than there was a notice sent out by Energy, about a month ago, but will need to find the notice.
  - Chris asked if something comes on MACCs radar that you think will affect Facilities Directors or Facilities in one way or another to reach out to the FPC. We are just looking for a heads up or guidance.
  - Monica wanted to know what the FPC are interested in, so that she will get that information for us.
- ❖ **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 website
  - Goal 3 Monitor MACC and keep the FPC better informed
  - Goal 4 Restructure meetings and broaden our member base to enhance knowledge sharing by annually reviewing facilities manuals, examining the website, etc.

## ❖ **Review of the Facilities Planner Council Website**

- Over the summer, Montgomery College has taken on the responsibility updating the hosting of the Maryland Community College Facilities Planners Council website.
- On the main page, scroll down to the top right corner to find a good advertisement that encourages users to "Apply Now" for the Maryland Community College. The right side features a few items, including MC Community College Facilities Planners Council, MD Community College Facilities Master Plan, Capital Improvement Project and Resources. Further down, you'll find information on the FPC Charter and FPC Directory.
- The main page showcases Montgomery College's impressive theater and includes links for upcoming meetings as well as archives. There are numerous resources available dating back to fiscal years 2018 and 2019, prior to the pandemic, including meeting presentations. And a list of the current officers.
- It was suggested to have the meeting presentations alphabetically by topic instead of by year since it can be challenging to recall the specific year when searching for something. Kerry asked if you see that there are missing presentations, please send them to Dong-Min or herself.
- Additionally, the agency report should be filed with the meeting minutes.
- FPC Charter, can this document be reviewed as one of our goals?
- FPC Directory, all members voted to remove from the website for security purposes and only be emailed to the Committee and the State.

## ❖ **FPC Projects Catalog**

- This document was last updated in December 2022. Its purpose is to summarize where the funds allocated by state and county governments have gone. Primarily, this concerns state funding, so if you have a state-funded project, it should be included here. County-funded projects are also welcome, but we're having trouble getting those details, so we want to include as many projects as possible.
- This pertains to capital project funds, including new buildings, renovations, and anything funded through the DRP. We previously discussed how broad the scope could be, and it would be helpful to add more projects. Notably, there are no projects listed from Howard Community College, even though they have had significant contributions.
- The focus should remain on state funding through the bond bill. This includes the facilities renewal grant, which has a list of ongoing projects. Smaller colleges, like ours, often consider facilities renewal grant funds for learning projects, though I'm unsure how it works for everyone else.
- The challenge arises when we rely solely on funds from the BE RC side, and if a college hasn't had a project in a long time, they won't be represented. Therefore, highlighting older projects could also be useful.
- Here's the table of contents, leading to completed projects. The layout is straightforward to make it easy for anyone to read. The idea is to provide enough information along with a few appealing images on a single page. Each entry includes project type, size, and completion date, focusing only on completed projects.
- Each project can have a brief description. If a project lacks an architect, we can provide a simple project description. We're looking for high-level summaries without extensive detail unless specifically requested. The key is to keep it concise—half the page should be images.
- So, regarding the technology building—those here will be treated to lobster Thermidor for lunch! The three projects are straightforward, with descriptions and categories.
- I have a blank form ready for submissions: three photos and a brief description, focusing on the high-level overview. You can easily copy and paste from architectural documents or other sources. The information needs to fit on an 8x11 page, technically half the page.
- If you send me three photos, I can work on it. We discussed the need for good images, whether taken casually or professionally.
- We also talked about the categories included, as these discussions date back to 2021 and even earlier. The total project cost has been a topic of debate—should it include just

the state share, or the entire cost? Including just the state share could misrepresent the project's financials, given that matching funds can vary.

- So, the total project cost should reflect everything, including self-funded designs and construction, capturing the complete financial picture of getting that building built.
- If we consider something like our KC Foundation Center Complex, which was mistakenly referred to as KFC—it's a \$100 million project with a 50/50 funding split. We would list it here as \$101 million. We should also indicate the design method used, which is helpful for some people, especially since we have alternatives to LEED. We can note the delivery method along with architectural type and gross square footage. Each project should have a brief description.
- While preparing this, I received some lengthy narratives that spanned multiple pages, so I condensed those down to just two lines. We're looking at completed projects from 2022 to now, focusing on those that are off the books.
- Kerry asked if we need to discuss how we want to display this on the website. Should we categorize projects by year? Initially, there will only be a few, but that will change as we continue to add more.
- Right now, this is a PDF without an index. It was easy to transport and share, but it predates the website updates. I think keeping it as a PDF is simpler for sharing, but as we add more projects, that file will get larger.
- The question is whether we host it on the website or keep it as a PDF linked to the site.
- Keeping it as a PDF would make managing the website easier since we'd only need to update the file. Otherwise, we'd have to break it apart and upload it into the content management system.
- A single PDF is likely the best approach. The structure would include projects completed in 2022 and earlier, and then we would add projects from 2023 and beyond in the table of contents. We could consider creating an index for easier navigation, possibly by college or year.
- We can also hyperlink the table of contents to each college's section. Once the basic structure is established, updating it shouldn't be too difficult.

#### ❖ Lunch Break

#### ❖ **Resilient Micro Grids Presentation, Len Jorlin Allegheny College**

- I have been collaborating with Allegheny College in Maryland for the past two years as part of a partnership with the Maryland Energy Administration on resilient microgrids. Resilient microgrids ensure that we identify critical electric loads that need to be maintained during crises, whether for safety or IT infrastructure.
- A couple of years back, we discussed the value of obtaining a grant for planning purposes. This grant would provide initial project funding and help create a master plan to improve infrastructure in times of crisis. I've distributed an FAQ document about what Optimize Renewables has accomplished with ACM, which I'll also follow up with for those online.
- I want to highlight the second point on the first page: the Maryland Energy Administration's Resilient Maryland program, which started four years ago. It offers three types of grants at no cost to institutions, primarily focusing on higher education. We collaborate with towns, cities, and hospitals, but mainly with the University System of Maryland to enhance campus resiliency.
- The first grant is for planning and is worth \$125,000. The second is up to \$1.5 million for early construction capital, and the third is focused on master planning and higher education grants. Our goal is to ensure campuses can withstand crises, such as storms, and continue to operate effectively.
- The final document in the FAQ includes an example of a microgrid, along with an engineering schematic that outlines Allegheny College's layout, showing the locations of solar panels, EV charging stations, and geothermal energy systems. We assess the available renewable resources at each site, working with the Maryland Energy

Administration to align with grant protocols and deliver savings on energy and greenhouse gas emissions.

- Ultimately, our focus is on ensuring that critical areas—like dorms, IT infrastructure, and research facilities—remain powered during emergencies. We also identify safe havens, such as gyms, which can provide shelter and resources in crises.
- We've successfully implemented similar projects across Maryland, from Frostburg to Bowie State University. One of the most rewarding aspects of our work is collaborating with students and interns, helping them explore careers in energy, solar installation, and related fields. We've formed a network in Western Maryland, fostering collaboration among institutions like Allegany College, Hagerstown Community College, and Frostburg State University.
- Importantly, our services come at no cost to you. If anyone has questions, feel free to ask. I sent out basic presentation materials to everyone online, so you should have them in your email.
- As for the 2025 grant applications, the window for the initial \$125,000 planning grant opened last week. We'll write the proposals on your behalf and advocate for these grants. So far, we've had a 100% success rate with the grants we've submitted over the last four years.
- I've been in this field for over 20 years, including time with BP Solar, and my aim is to support you as an extension of your team. The goal is to develop a plan at no cost to you, and we manage the associated risks upfront.
- The projects we've handled range significantly in scale, and we work on developing curricula tailored to each university's needs. We can connect with mentor universities to share insights and best practices.
- I encourage you to consider this opportunity and reach out if you're interested in exploring a proposal before November 15th. If this year doesn't work, there's always the chance to consider it next year.
- We were pleasantly surprised in 2020 when we included an applied learning and student intern component in our initial projects in Western Maryland. The Maryland Energy Administration ended up adopting this as a requirement for all applicants. Now, they've introduced a new grant program specifically for this higher education component for 2025, which is encouraging.
- The aim is to leave behind a sustainable skill-building framework in the community, whether that's a four-year curriculum or a two-year certification program. If a client were to pursue all three phases, they could potentially access up to \$2.8 million, which would also help in securing additional capital for construction projects.
- Now, regarding timelines: they allow up to 18 months for the first phase, but we typically aim to complete it in about 6 to 10 months, depending on the project's complexity. For example, Frostburg State has 47 buildings that we need to assess for energy monitoring.
- If someone were to engage fully, you could expect a total timeline of around five years: the first phase in under a year, phase two taking about 1.5 to 2 years, and curriculum development thereafter. The quicker we can share information and communicate with students, faculty, and administration, the faster we can move through the phases.
- We have to be proactive, especially as new regulations are being introduced. For example, at Frostburg State, we're working on metering every building to ensure they can monitor energy usage effectively.
- We've successfully implemented similar projects elsewhere, such as at Arizona State University, where we created a dashboard that tracks solar energy generation and connects it to broader environmental impacts. This not only informs students but also helps embed sustainability into the university's culture.
- Creating this kind of culture is essential; it takes commitment from everyone involved. Internships can directly lead to job opportunities, as we've seen with students who have leveraged their experiences in meaningful ways.

- Through our projects, students learn to use engineering tools for energy simulations, which enhances their resumes and prepares them for future careers in the energy sector.
- New projects have really energized the students, and that enthusiasm seems to spread. The funding announced two weeks ago is a promising commitment from the administration.
- So, regarding the last page of this FAQ, this is your plan—this is what you have for the project.
- Yes, that's the draft. We're now focused on securing the remaining capital. Thanks to the Maryland Energy Administration for kickstarting this; they're doing what government should—providing incentives rather than subsidizing everything. We typically do a lot of this work, but it's through MEA that I can attract additional public and private capital to complete the funding for the system. We might make some minor adjustments, but the overall structure remains straightforward.
- Do either of you have any comments before we wrap up? This is quite a lot to digest.
- It's been challenging to understand, especially since colleges can't incur debt for these projects. They're trying to assemble enough projects to make it attractive to investors. A single college project isn't appealing, but if we bundle several together, it becomes more viable.
- It took us about 2.5 to 3 years to secure over \$100 million in projects, and we're now aiming for \$200 million. Investors want to see a larger portfolio rather than individual projects, which are often valued around \$12 million or \$13 million.
- We're currently building a project fund, and since we've surpassed the \$100 million threshold, this fund will be responsible for owning the projects. Long-term investors will hold onto these projects rather than the colleges, allowing the institutions to avoid incurring debt.
- The Energy Services Agreement outlines this structure clearly. Right now, we're collaborating with Frostburg State University, the City of Rockford, and Allegany College of Maryland to ensure everyone understands the numbers and risks involved.
- It's crucial that they realize they bear zero risk in these projects. We take on that responsibility.
- I always ask at this point: we have 13 projects that have progressed through the initial phases. For example, we raised \$1 million for the City of Rockford and \$750,000 each for Allegany College and Frostburg State University. Those funds filled the gaps necessary to present these projects to our investment fund.
- It's important for administrators to coordinate with us regarding the Energy Services Agreement to clarify what third-party ownership entails and how it impacts the university.
- We've successfully implemented similar agreements across the country, including many in Maryland, and we encourage scrutiny.
- As for asset ownership, the college retains ownership of the asset only if it contributes to the funding. Otherwise, third parties will own the energy assets.
- During the contract term, they retain control, but at the end of the term, we can either remove the systems or transition to a phase two of the project. In most cases, clients choose to continue the partnership rather than dismantle the systems.
- At the end of the initial contract, we provide options for either self-financing or third-party financing, allowing institutions to choose based on their needs.
- We often work with organizations that have limited budgets, unlike our past experiences with larger companies like Walmart and Whole Foods.
- I submitted our first proposal to the MEA yesterday and found the process manageable. It involved a meeting with several college representatives, but they handled most of the details, making it efficient for us.
- We strive to minimize the workload for our partners. In the coming weeks, we'll be available for any follow-up questions to facilitate the next steps.

❖ **Old Business**

- As for upcoming meetings, we need to discuss compliance with the new heat safety standards. The guidelines are vague, lacking specific requirements, which makes it difficult to ensure compliance.
- We've compiled some best practices from various sources, but it would be beneficial to discuss this further next meeting.
- CMAR Panel Discussion at the February Meeting

❖ **New Business**

- None

❖ **Upcoming Meetings**

- All meetings will have Zoom/Teams access. Contact meeting host for the remote invite.
  - November 8, 2024 – Frederick Community College
  - December 13, 2024 – Anne Arundel
  - January 10, 2025 – Chesapeake College
  - February 14, 2025 – Howard Community College
  - April 11, 2025 – Hagerstown Community College
  - May 9, 2025 – Harford Community College
  - June 5-6, 2025 – Wor-Wic Community College